

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – October 20, 2014

A Regular Session of the Wayland School Committee was held on Monday, October 20, 2014, at 7:00 P.M. in the Large Hearing Room of the Wayland Town Building.

Present were:

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

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Susan Bottan
Business Administrator

Ellen Grieco convened the Regular Session at 7:05 p.m.

1. **Public Forum:**

(a) Presentation of the District's 2014-2015 Goals, Results of the School Committee's Long Range Planning Summit, and Overview of Upcoming Budget Process:

Paul gave a brief presentation of the district's 2014-2015 HEART goals.

- Health & Wellness
- Evaluation
- Achievement Gap
- RTI
- Technology Gains STEAM

Paul also gave a brief overview of the strategic areas of focus for each goal. For example, "Signs of Suicide" has been introduced into the High School and Middle School's Health and Wellness goal, and, this year, there must be 100% implementation for teacher evaluations.

Paul described the focus and goal of the School Committee's long-range planning summit, which came about as a result of the Finance Committee's long-range planning process. In the five breakout sessions of Employing Technology, Promoting Health & Wellness, Exploring Early Childhood Education, Enhancing the Curriculum, and Raising the Bar, 20-30 areas of enhancement were discussed in each breakout session.

Susan reviewed the FY16 budget schedule and calendar leading up to Town Meeting.

(b) Extended Public Comment:

Malcolm told the audience that this forum was an effort early in the budget process to get their input and to build a dialogue into the creation of the budget. However, comments are not limited to the budget process.

The School Committee and administrators responded to the following questions and comments. In some instances, a discussion ensued.

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Gordon Cliff asked the School Committee if the staff and students are utilizing the information on the Internet fully and are we looking ahead to more change in the next five years. In his opinion, the method of teaching is still the traditional method. He also asked the Committee to present a budget that is more useful to the public and in a way that conforms to mandates. As a counter comment to the responses, Gordon also suggested offering a broader curriculum and to think about ways of teaching differently, i.e. offering large classes in lecture halls.

Tom Sciacca commented that, in his opinion, class size is not as important as some perceive it to be and, because of the public's perception, barriers to innovation could result. Further, if class size was not a factor, it's possible that money could be freed up for other innovative educational ideas. He referred to the closed loop system as being a part of RTI and questioned if larger classes would produce more innovation.

Louis Jurist responded to earlier comments made and referred to past School Committee discussions regarding technology integration. Although math and science are executed well, in his opinion, more upper math and computer science classes should be offered at the High School level. Louis also commented that writing instruction could be improved in terms of the basics and should begin earlier in a child's education.

Juliette Fay feels that we are "winning the battles and losing the wars" in terms of children's writing skills. She noted that there are many ways to teach writing that will engage children and allow them to express themselves in the written word. She favored a class in which students can write about themselves, such as a "memoir" class. Juliette praised the journalism class at the High School in terms of students acquiring thinking and writing skills and learning to love to write.

As a participant of the summit break-out session on curriculum, Win Treese noted that he saw a strong sense of an echo regarding the media challenge of education. His opinion is to not always consider change, but to examine what is real and what is important in terms of education. Win recommended that it might be helpful to hear a statement from the School Committee regarding the philosophy of what education is in Wayland in an effort to understand the background of its decision making. In his opinion, girls and technology do not mix well and can be culturally excluded in subtle, but unintentional, ways. Because of this dynamic, he feels that girls are stifled in the classroom and are discouraged from participating. Win also commented on a recent effort to introduce writing into the math classes.

2. **Special Matters:**

(a) Review and Discuss Information Gathered during Breakout Sessions at September 21, 2014 Long Range Planning Summit, including Discussion of Next Steps:

Paul distributed the information gathered by each School Committee member during the breakout sessions of the summit. He briefly described the purpose and goal of the summit and presented the lists of ideas that were developed during each session. As a way to begin the discussion of this entire process, Paul explained the task that each Committee member undertook in sorting out the ideas in terms of ease of implementation and impact on the student learnings.

Ellen and Donna described their approach to this exercise and the ideas that were most important to their group.

- Ellen – Raising the Bar – a discussion about personalizing learning, and, in particular, serving the needs of the students in the middle
- Donna – Employing Technology – a discussion of the use of instructional technology at all levels and its future potential

A discussion ensued on how to approach each member's list in terms of next steps leading up to what the School Committee will give the FinCom in conjunction with its long-range planning process. Some thoughts included getting the administrators' input in terms of impact and ease of implementation and/or organize a task force to sift through the information. It was decided that each School Committee member

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would organize a meeting that might include an administrator, two staff members and two community members. Each group's task would be to present to the School Committee the top three to six ideas, short- or long-term, that should be seriously considered going forward. A timeline and schedule was discussed whereby brief updates will be given. Malcolm recommended that the School Committee keep in mind the top three areas already disseminated, and, while reviewing the more specific proposals, try to determine if they are more important than the original priorities. An in depth discussion followed regarding the process – short and long-term, keeping in mind that the community should have an opportunity to fully vet and provide its input.

Other summit breakout sessions included:

- Barb – Exploring Early Childhood Education – a discussion of early childhood programs and full day kindergarten
- Jeanne – Enhancing the Curriculum – a discussion encompassing areas where there has been an expressed wish for new or expanded curricula, such as world languages in the elementary schools or more writing instruction
- Malcolm – Promoting Health and Wellness – a discussion including aspects of school programming that promote social/emotional learning and reflection on healthy relationships

(b) Review and Discussion of an Article regarding the School Committee Summit:

The School Committee reviewed an informational piece on the recent School Committee summit drafted by Jeanne. Ellen will edit for distribution to all news outlets.

3. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul announced that the town hired a new Public Buildings Director – Ben Keefe from Illinois, but originally from Massachusetts. Paul added that Ben possesses the right skill set for this position.

Although not listed on the agenda, but in the context of the "Student's Report", Donna asked why there is no furniture in one of the high school's student learning centers. She will speak to Paul at a later time.

(b) Continue to Discuss and Vote to Approve the FY15 Superintendent's Goals related to the Superintendent's Evaluation:

Paul distributed his four draft goals that were discussed at the last meeting. The School Committee asked Paul to revise the language for the Professional Practice Goal in terms of community engagement and long-range planning. Paul noted that he is sharing and working collaboratively with Brad and Marlene on the Student Learning Goal, and they will be working directly with the curriculum coordinators, math coaches, reading specialists, and teachers in terms of engaging in discussions and collecting feedback from them. They will report on MCAS results at the December 1 meeting.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Superintendent's goals for his upcoming evaluation for 2014-2015 that is provided in the document prepared for this meeting of October 20, 2014.

Malcolm added that the Committee must move forward in collecting evidence regarding Paul's evaluation.

4. **Financial Matters:**

(a) Hear Business Administrator's Report:

Susan updated the School Committee on the collaboration between the Finance and Business Offices. New procedures for student activity accounts have been drafted and she will share them with Brian Keveny and the internal finance staff. She will then present them to the Finance Subcommittee prior to bringing them to the School Committee. Susan also noted that she has met with the principals regarding account budgets and account expenditures to date.

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(b) Review and Vote to Approve FY16 Technology Capital Requests, including CIPs:

The School Committee reviewed the two Capital Improvement Plans for technology – 1) \$50,000 for network switches and 2) an upgrade of the network wiring at Loker. Barb noted that both CIPs have been reviewed by the Technology Task Force (TTF), as well as included in the long-range technology plan. However, the TTF is still in discussions and would like to develop more subsidiary level financial information to support these capital requests. Donna described the TTF's discussions specific to these two capital requests.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve, as placeholders, the capital request for FY16 for \$50,000 for network switch replacement and \$120,000 for FY16 for network wiring switch and A/P network infrastructure upgrade to the Loker School.

Barb noted that Donna and Susan attended the Finance Committee's meeting to hear the discussion about the schools' capital requests. This discussion did not take place. Therefore, they will attend the FinCom's November 12th meeting.

(c) Discussion including a List of Efficiencies Implemented with Quantifiable Savings Achieved in the FY16 Budget:

At Donna's request, she suggested that initiatives that have produced savings to the taxpayers be recognized and acknowledged during the budget process. The Finance Subcommittee will look into this concept.

(d) Review and Vote to Approve Memorandum of Understanding related to Funding of OPEB Investment Account by Certain School Programs (Full Day Kindergarten, BASE, Food Service, and The Children's Way):

As explained by Barb, two members of the OPEB Subcommittee presented to the Finance Subcommittee a Memorandum of Understanding (MOU) that included the dollar amounts agreed upon at Town Meeting with funding of the OPEB investment account by FDK, BASE, Food Service and The Children's Way. The Finance Subcommittee made no changes to the MOU.

In an effort to review and understand the impact on these programs in terms of this process, a discussion ensued regarding past discussions leading up to the School Committee's decision to charge the OPEB expenses to these programs. Paul commented that the annual charges are feasible. However, it's the catch-up charges that could compromise the Food Service and The Children's Way programs long term. He stressed that there is an obligation to study this burden on these fee-based programs.

Donna commented on the taxpayers' funding for past, present and future retirees of these programs, which, in her opinion, is the programs'/fee payers' responsibility. A discussion ensued regarding what degree should the town be supporting these programs and if they are being over charged, given that Wayland is the only town among the communities that had previously been researched that charge its fee-based programs these types of expenses.

The Finance Subcommittee will discuss and research how these programs can continue to be self-sustaining going forward.

(e) Discuss RFP for Private Custodial Services:

Susan commented that she has learned about a state contract for custodial services – FAC81 – in which the state identified regions within the state, and Wayland falls under Region 3. She and Pat Morris have developed a scope of work on a daily, weekly, and summertime basis, including a staffing schedule. Susan plans to give this schedule to three vendors contracted by the state asking them to provide a cost estimate for these custodial services. Because of the time element and cost factors, and because no commitment is required to move forward with outsourcing, Susan chose not to develop a separate RFP, and noted that a summary of expenses from the three vendors will help to move this decision ahead.

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Budget analyst Beth Doucette is also the town's MCPPO, and she will assist Susan in procuring a prevailing wage document from the state, which will help to move the process along. Susan will also provide the Finance Subcommittee with this information.

In an effort to clarify this discussion, Donna commented that the custodians are valued employees within the school system. However, it is the School Committee's decision to do its due diligence in exploring other options, resulting in a cost benefit analysis of all services. A discussion ensued in terms of whether this discussion should occur in open or closed session. Donna will review the executive session minutes in terms of what has been discussed in open or closed session.

5. **Administrative/Procedural Matters:**

(a) Discuss Agenda for School Committee Meeting in Boston on October 27, 2014:

The School Committee and Paul discussed the agenda for the Boston meeting on October 27th. Ideas included a brief goals presentation by Paul and break-out sessions, much like the sessions at the School Committee Long-Range Planning Summit. Paul will work with the Leadership for Equity team regarding the agenda.

(b) Discuss Process for Paying Fine related to Settlement Agreement for the Attorney General's Decision regarding the Open Meeting Law Complaints Filed by George Harris on June 27, 2013 and Donna Bouchard on July 1, 2013 regarding the June 3, 2013 Executive Session:

Ellen informed the Committee that the warrant requesting funds from the School Committee's legal account in payment of the fine was included in the School Committee's warrant for tonight's meeting. Ellen will also sign a document to the FinCom requesting funds to reimburse the School Committee's legal account. The Finance Committee has had informal discussions, but need more information in terms of a formal document to reach their decision to reimburse the School Department from the town's reserve funds.

Ellen also commented that she has researched additional state and federal statutes regarding this matter, and she read a portion of this information to the Committee in terms of who is obligated to pay a civil penalty in a town that has agreed to a settlement. The Attorney General states that fines are levied against public bodies and the federal statute indicates that volunteers are not liable if the act was not done flagrantly. A discussion ensued regarding the request for reimbursement and the FinCom's decision.

(c) Follow-up Discussion on Concussion Information:

Ellen read a memo from the Board of Health (BOH) to the Committee in which the BOH would like to be involved in the process of reviewing the School Committee policy and assessing the data related to the risks and injuries of concussions. Malcolm agreed that it would be beneficial to have the BOH take part in this process. He recommended that the Committee develop a method whereby it would determine what the appropriate position for the Committee would be in assessing the risks and overseeing other issues in this process, as well as determining the appropriate steps to move forward. Malcolm referred to the information that parents receive and suggested that other steps and additional information could be included as well. Malcolm commented further on other concerns referred to in written articles on the subject.

Barb commented on the course that parents take and is sponsored by the Centers for Disease Control & Prevention (CDC). She noted that the CDC's philosophy is different from the articles that the Committee has received. She elaborated on its philosophy and briefly on its approach to the subject. In Barb's opinion, there are three different levels in terms of receiving information, all of which she explained. In terms of the research done and information available, she questioned if it was the Committee's place to evaluate the research, should the BOH evaluate it, or should a task force be formed. A discussion ensued and Malcolm suggested contacting the Mass. Association of School Committees (MASC).

Malcolm was charged to be the point person and he will contact the Board of Health and the MASC. Paul will also contact members of the Mass. Association of School Superintendents.

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6. **Discussion regarding an Open Meeting Law Complaint filed by George Harris to the Attorney General's Office:**

This discussion resulted as a "matter not reasonably anticipated by the Chair." Ellen informed the Committee that the issue relates to the August 27, 2014 meeting. Mr. Harris has notified the Attorney General of his concerns by filing an OML complaint with the Attorney General dated October 20, 2014.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated October 20, 2014, in the amount of \$299,063.81
- Wayland Public Schools Accounts Payables warrant (Student Activities), dated October 20, 2014, in the amount of \$3,394.45
- Wayland Public Schools Payroll warrant, dated October 16, 2014, in the amount of \$1,248,293.68

(b) Approval of Minutes:

- Regular Session of September 8, 2014

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the exception of the Accounts Payables Warrant in the amount of \$299,063.81.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (4-1) to approve the Accounts Payable Warrant in the amount of \$299,063.81.

Donna noted that she will vote no because the OML fine is included in the warrant, which will be paid by the taxpayers, and she does not support this decision.

Malcolm requested that "future agenda items" be on an agenda going forward. Also, he would like to respond to public comments from the last meeting and provided a draft response to the Committee. They will discuss this matter at the next meeting.

8. **Comments from the Public:**

As a member of the Technology Task Force (TTF), Tom Sciacca commented on the Technology Plan in terms of the needs for the network's increased usage. He noted that the TTF reviewed a plan five years out in an attempt to learn of how the usage evolves. He agreed with the Committee's decision to vote this capital request as a placeholder. Tom also commented that a separate long-range planning exercise in terms of educating children as far out as 2050 would be helpful related to the needs of the students then, as there is a difference, in his opinion, between being educated and being trained. Finally, and relative to concussions, Tom commented that the medical profession is very conservative and is slow to change its thinking in many areas.

Malcolm asked Tom to define education vs. training.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 10:43 p.m. for the purposes of reviewing revised executive session minutes related to the Open meeting Law Complaint filed by George Harris on August 27, 2014 for approval and possible declassification, as permitted by M.G.L. c. 30A, §22, to continue to discuss strategy related to the Open Meeting Law Complaint filed by George Harris on September 15, 2014 related to the January 21, 2014 and January 27, 2014 Executive Session minutes, as permitted by M.G.L. c. 30A, §21(a)(1), to review minutes and corresponding documents from prior executive sessions for declassification, as permitted by M.G.L. c. 30A, §22 for the executive session meetings noted on the meeting notice. The School Committee will also approve minutes from prior executive sessions, as permitted by M.G.L. c. 30A, §22, for October 6, 2014. A roll call vote was taken as follows:

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<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, Superintendent of Schools, Brad Crozier, Assistant Superintendent, and Diane Marobella.

The School Committee will reconvene in Open Session to conduct regular matters as listed on the meeting notice.

The School Committee reconvened in Open Session at 11:50 p.m.

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

(a) Approve and Possible Vote to Declassify Executive Session Minutes related to George Harris' Public Records Request Submitted on August 27, 2014 as Discussed in Executive Session:

Upon a motion duly made by Jeanne Downs, seconded by Barb Fletcher, the School Committee voted (5-0) to declassify Executive Session minutes, as amended, related to George Harris's public records request submitted on August 27, 2014, as discussed in Executive Session and with the exception of the February 3, 2014 Executive Session minutes, which have not yet been reviewed and will be reviewed at the next meeting.

(b) Possible Vote to Send Response to Attorney General related to Open Meeting Law Complaint filed by George Harris on September 15, 2014 regarding Executive Session Minutes of January 21, 2014 and January 27, 2014 as Discussed in Executive Session:

A motion was duly made by Barb Fletcher, to send a response to the Attorney General related to the Open Meeting Law Complaint filed by George Harris on September 15, 2014 regarding Executive Session Minutes of January 21, 2014 and January 27, 2014, as discussed in Executive Session, authorizing Ellen or Mark Lanza to sign the response with the (4-1) vote included. There was no second.

Upon a motion duly made by Malcolm Astley, seconded by Jeanne Downs, the School Committee voted (4-1) to send the response to the Attorney General related to the Open Meeting Law Complaint filed by George Harris on September 15, 2014 regarding Executive Session Minutes of January 21, 2014 and January 27, 2014, as discussed in Executive Session, authorizing Ellen or Mark Lanza to sign the response.

For discussion purposes, Donna stated that the motion was voted (4-1) because she does not believe the response from counsel was appropriate and believes that the Open Meeting Law was violated.

(c) Possible Vote to Declassify Executive Session Minutes and Corresponding Documents as Discussed in Executive Session and Listed on Meeting Notice:

This agenda item was passed over.

11. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:54 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

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Observers:

See attached list.

Corresponding Documentation:

1. Agenda & Backup Information
2. Summit Break-out Sessions Information
3. Draft Article re: Summit
4. Draft Superintendent's Goals
5. CIP for Loker School
6. CIP for Loker Network Switches
7. Memorandum of Understanding re: OPEB
8. Accounts Payables & Payroll Warrants
9. Regular Minutes of September 8, 2014