

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

A Regular Session of the Wayland School Committee was held on Thursday, August 28, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

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

Absent:

Donna Bouchard

Also:

Paul Stein
Superintendent of Schools

Brad Crozier

Assistant Superintendent

Susan Bottan

Business Administrator

Marlene Dodyk

Director of Student Services

Also:

Leisha Simon
Director of Technology & Accountability

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

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

Tom Sciacca asked the School Committee to comment on the latest Open Meeting Law violation finding by the Attorney General, as reported in the press.

Resident Chris Maietta commented on an article in the Town Crier regarding PARCC and his concerns about the School Department's mission as it relates to PARCC. He asked if the Committee could have another discussion for a possible reconsideration of these tests. He also inquired if information was available about PARCC.

Paul responded to Mr. Maietta that he would have a conversation with him either in person or by phone. Malcolm also noted that Mr. Maietta contacted him about PARCC.

2. **Special Matter:**

(a) Respond to Open Meeting Law Complaint Filed by George Harris on July 7, 2014 regarding the June 3, 2013 Executive Session Minutes:

Barb commented that this topic relates to an Open Meeting Law complaint and the School Committee's response to this complaint on July 30. Given the lateness of the July 30 meeting, the Chair did not make the following statement, however, she did so now and said the following.

Barb stated that the School Committee acknowledges that for its Executive Session meeting on June 3, 2013, the School Committee did not provide sufficient detail in the Executive Session minutes, and a document referenced at the meeting was not listed as a corresponding document. It was noted in the Committee's response to the Attorney General related to this Open Meeting Law complaint that this statement would be made at tonight's meeting.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

- (b) Discussion related to the Attorney General's Finding related to George Harris's Open Meeting Law Complaint Filed on July 7, 2014.

As a matter not reasonably anticipated by the Chair, Barb responded to Tom Sciacca's public comment in reference to the Wayland Voters' Network (WVN) piece regarding the Attorney General's determination related to an OML complaint filed by George Harris regarding the School Committee's review of the Executive Session minutes. Barb noted that Tom had requested more information in terms of how much time the School Committee had spent and how many sets of minutes were reviewed. Barb drafted a response for which Tom Sciacca has agreed to reprint as the Committee's response. Barb distributed the response and read a portion of the already posted article. The School Committee reviewed the draft response and provided input in terms of its language and the members' overall opinion of the response.

Malcolm made a statement regarding this matter and the School Committee's committed efforts in this regard, as he hopes to achieve a more positive approach in "getting it right." Ellen clarified that Malcolm's request to discuss the Town Crier's public records request was not added to the agenda due to the lateness of the request. However, this discussion is related to the minutes that have been released to the public.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to authorize Barb to send the response to Tom Sciacca on behalf of the School Committee.

Malcolm suggested that the response be sent to other news media. The School Committee will discuss this matter again, including a letter written by Malcolm, at its next meeting.

3. **Educational Matters:**

- (a) Hear Superintendent's Report, including Elementary School Reconfiguration Transition Update:

Paul updated the School Committee on the August administrative workshop (Leadership Institute), at which several topics were discussed. He also distributed a PowerPoint presentation describing the workshop, at which Dr. Yvonne Spicer spoke to the administrators about the STEM initiative. The workshop also included the evaluation system, the goals, the connection between the goals and the brainstorming by the School Committee, and the upcoming School Committee Long-Range Planning Summit.

Paul noted that Senator Ross toured Wayland High School with him and Allyson Mizoguchi. Paul also informed the Committee that he received a letter from a concerned parent asking why AP Latin 5 was not offered as a separate course at the high school. Paul explained why the course was offered as an online option. However, in an effort to re-offer the course, it was discovered in the budget that only two sections of Mandarin were needed, not the three that were budgeted. Thus, the third section will be applied to AP Latin 5. Going forward, the administrators will look at this issue as a matter of policy, also taking the parents' concerns and expectations into account, especially if a student is on a certain track in terms of world languages.

Ellen suggested the possibility of combining resources with other towns. Paul commented that it was considered, but the transportation could cost more than a classroom teacher. A discussion followed in terms of other options going forward.

- (b) Hear Superintendent's Presentation of the FY15 District Goals:

Paul presented the FY15 district HEART multi-year goals to the School Committee and described the goals' purposes and the focus for the school system.

H – Health & Wellness

E – Evaluation

A – Achievement Gap

R – RTI

T – Technology Gains STEAM (Science, Technology, Engineering, Arts, and Mathematics)

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

Paul commented that within the continual learning process, the goals are integrated with the School Improvement Plans, strategic initiatives, and professional development plans related to teachers' licensures and evaluations. Paul described the key areas of focus and the work being done, as well as the work planned at each grade level in relation to each goal.

He stressed the overwhelming workload pertaining to the evaluation goal and that it will require 100% implementation. There will be a concentration on meaningful feedback, collection of evidence, and District Determined Measures. Paul elaborated on the strategic areas of focus relative to the achievement gap. In terms of areas of focus for the RTI goal, one will be to incorporate PARCC into the district's assessment strategies for Grades 3 to 8. Among other initiatives for the Technology goal, the High School is enhancing the 1:1 laptop initiative using the SAMR (substitution, augmentation, modification, and redefinition) Model.

Paul also reviewed the work surrounding the ongoing Administrative Council goals and Central Office Driven Goals.

The School Committee commented positively, made suggestions, and asked questions regarding the goals presentation. For instance, Malcolm commented that it is important to keep the priority of preserving morale and engagement, and Paul responded to Barb's question of establishing a prioritization and/or a rotation of goals. Ellen suggested a quantification of time spent on evaluations, and Jeanne commented that the presentation provided a positive reflection of administrators and teachers, and noted the enthusiasm of the teachers on opening day.

The Committee discussed having a broader discussion at a future meeting of the goals setting process, including refinements and questions, as well as a discussion of PARCC. Malcolm suggested adding another meeting per month to address more topics, given the time constraints during meetings.

(c) Hear Report from Superintendent's Task Force regarding the School Committee's Long Range Planning Summit (scheduled for September 21) and Discuss Next Steps:

Paul updated the School Committee about the Task Force's work thus far related to the summit. Breakout sessions were established, had discussions about inviting the community to attend, and an announcement describing the summit was published in the Town Crier. The announcement will also be sent via the usual news media. The Committee reviewed a list of potential participants made up of staff members and residents. Breakout session groups were also identified for each person. Each group would be responsible to invite other staff and residents, with hopes of having at least 12 people present for each discussion.

The School Committee reviewed the list of volunteers in terms of group placement. METCO parents will also be included. The Committee discussed the breakout sessions topics. The Task Force will draft guidelines/framework for the breakout sessions.

Ellen read an email from Jeanne Downs recommending that the School Committee discuss informing the subgroup liaisons how to conduct the breakout sessions. Malcolm raised the question of how the summit connects to the district goals. Paul responded that the five areas chosen do reflect the goals and/or the School Committee's brainstorming session. He also agreed that expectations should be known to everyone. A discussion ensued.

The fire alarm went off at 8:34 p.m.; the building was evacuated.

The meeting resumed at 8:42 p.m.

The Committee discussed creating a framework for each subgroup's discussion, as well as the content, in the information provided to the community.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

4. **Financial Matters:**

(a) Hear Business Administrator's Report:

Susan updated the Committee on the Business Office's efforts in improving communication and collaboration. Susan noted the work that is being done to support the Facilities Department, which includes managing capital projects at the elementary schools and maintenance projects at the Middle School, processing, monitoring, and tracking utility costs, and creating a draft of an RFP for custodial cleaning services. Susan is working with John Moynihan in this regard.

The Business Office is also working to increase accuracy and clarity of procedures. Susan is in the process of conducting a student activity account review at all schools and, as a result, will refine and update the guidelines by October 1.

Susan reported that the Town closed FY14 on August 25th, and Melanson & Heath has begun its audit. The audit will be completed by the end of September and a draft management letter will be sent to the Audit Committee by the end of October. As a member of the Finance Subcommittee, Susan noted that the subcommittee created a format for reporting quarterly and end-of-year reports.

(b) Discussion and Possible Vote to Amend the School Bus Contract for the 2014-2015 School Year:

Susan informed the School Committee that First Student has asked for an amendment to its 2014-2015 contract, because the new fleet of busses arrived from the manufacturer without seatbelts. Susan noted that Wayland's specifications include three requirements:

- Buses must have seatbelts
- Buses cannot be manufactured before 2009
- Buses cannot have more than 150,000 miles

The amendment would include a 5% reduction in the cost of transportation for 2014-2015, if last year's fleet, which has seatbelts, could be used to transport the students. Susan noted that 11 busses do not meet the standards required, as they date back to 2008; thus, the amendment was contingent upon the certification of the busses' safety by the Massachusetts Department of Transportation. Susan now has documentation and certification in terms of the safety of the 11 busses. Susan also stated that included in the contract is an inspection of busses three times yearly by the Massachusetts Department of Transportation.

Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to amend the bus contract as described in the memo provided to the School Committee by Susan Bottan, dated August 22, and to authorize the Superintendent to sign the contract amendment based upon the receipt of yesterday of the busses passing the safety inspection certification by the Registry of Motor Vehicles.

(c) Review Preliminary 5-Year Capital Budget Plan and Draft FY16 Capital Budget Requests:

The School Committee received the 5-year summary of capital requests for the school buildings provided by John Moynihan. Barb suggested that the Finance Subcommittee review the capital requests, including technology, at its next meeting. The Subcommittee will bring the draft CIPs to the School Committee on September 8, with the intention of a final vote on September 22nd, even though it does not meet the FinCom's due date of September 15th.

A discussion ensued and questions were asked regarding the evolution of the 5-year capital plan, a benchmark amount in terms of yearly maintenance of the buildings, and plans for any future elementary building projects.

Leisha Simon reviewed the technology capital plan, including the refresh rates of hardware and the rate of updating the networking infrastructure. Leisha also noted that depending on what is purchased, the numbers have been prorated with town and school funds, as she is managing two budgets. Leisha elaborated. She also commented that although the capital plan is very fluid, she prefers to set aside

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

money each year for networking equipment. Technology upgrades will bring Loker School to the elementary standard and the Middle School upgrade has been partially done. Leisha explained these upgrades.

The Finance Subcommittee will review the technology capital plan by the September 22nd School Committee meeting. Leisha will also review the plan with the Technology Task Force.

- (d) Vote to Authorize Dr. Stein to Sign the Owner's Project Manager and Architect Contracts for the Claypit Hill Doors & Windows Project:

On behalf of John Moynihan, Barb described the process of the Claypit Hill doors and windows project. As part of the process, and since John is working with the MSBA, he is required to hire an owner's project manager from Pinck & Company, chosen by the MSBA, with whom a contract for schematic design has been drawn up in an amount of up to \$15,000. Barb noted that this contract is standard and similar to those of the middle school roof project and the high school building project, both of which were reviewed by town counsel.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to authorize Dr. Stein to sign the owner's project manager contract through the schematic design phase with Pinck & Company.

- (e) Review and Possible Approval of Proposed Gym Use Agreement for the Wayland Youth Basketball Association:

In John Moynihan's absence, Barb described the Wayland Youth Basketball Association's (WYBA) request to pay a once-a-year invoice for the rental and use of several gyms in the district, rather than the usual practice of monthly billing. The WYBA is categorized in Group 2 of the long-term rental category, which qualifies them for a reduced rate of gym use and custodial overtime. The Association has estimated the number of uses per year and the hours spent in the gyms equal to an amount of approximately \$17,500 per year. They would prepay this fee in advance in an effort to cut down on paperwork. The district may also charge more if the facilities are used more often than had been estimated. However, it is not clear what the process would be if the Association fell under the estimated yearly usage due to unforeseen circumstances.

A discussion ensued regarding the agreement. Barb will get more information from John Moynihan and the School Committee will discuss again at their September 8th meeting.

5. **Administrative/Procedural Matters:**

- (a) Discuss Process for Drafting the FY14 Annual Report:

Barb described the annual report for Jeanne Down's (newest Board member) benefit, including the timeline. Malcolm will draft the annual report, and the School Committee will discuss at the September 8th meeting the topics to be included. Paul suggested that the ACE Reports could be helpful in terms of drafting the report.

- (b) Review Draft FY15 School Committee Calendar with Possible Topics:

The School Committee discussed topics to include in its FY15 meeting calendar. They are as follows:

- PARCC
- High Stakes Testing
- Summit Debriefing at the Fall Forum
- Budget Process
- Mandated Expenditures
- Goals Setting Process
- Superintendent's Evaluation Steps
- Concussions
- Putting time aside to discuss future topics

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

Ellen will incorporate topics into the calendar and the Committee will discuss at the next meeting.

6. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:
 - Wayland Public Schools Accounts Payables
- (b) Approval of Minutes:
 - Regular Session of June 23, 2014
 - Regular Session of June 30, 2014
- (c) Approval of Wayland Jingshan Yuanyang Exchange Trips:
 - Battleship Cove, Fall River
 - Boston State House

Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the Consent Agenda with the Regular Session Minutes of June 23, 2014 and the Special Session Minutes of June 30, 2014, both as amended.

8. **Comments from the Public:**

Tom Sciacca commented on last year's budget process. In his opinion, a lot of time was spent discussing the Superintendent's recommended budget, but no changes were made. He added that time would be better spent if the budget was designed from the top down, priorities were discussed well in advance of the proposed budget, and action was taken to include those priorities. Tom also commented on the FY14 one-year technology position that was funded by Apple as a priority, but it was not included in the FY15 budget.

Jeanne asked Paul about the sidewalk pavers' project in terms of the sections that have not been repaired.

Chris Maietta thanked the School Committee and the administrators for their great efforts in terms of the education for the children of Wayland. He noted that he enjoyed the discussion about the A/P Latin class, and the possibilities of including it in the curriculum, and how to make it available to students.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to enter Executive Session at 9:49 p.m. for the purposes of discussing strategy with respect to litigation from the Attorney General's decision regarding 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, pursuant to M.G.L. Chapter 30A §21(a)(3), to discuss strategy with respect to pending litigation between John S. Ames IV and the Wayland Public School System, pursuant to M.G.L. Chapter 30A §21(a)(3), as such discussion in open meeting may have a detrimental effect on the litigation position of the School Committee and an Executive Session is necessary to protect the litigation position of the School Committee, to discuss the investigation of charges of criminal misconduct, pursuant to M.G.L. Chapter 30A §21(a)(5), to discuss a request for information from the Attorney General regarding the Open Meeting Law complaint filed by George Harris on July 7, 2014 related to the June 3, 2013 Executive Session minutes, pursuant to M.G.L. Chapter 30A §21(a)(1), to discuss a Public Records Request submitted by George Harris on August 4, 2014 related to the January 21, 2014 #2 and January 27, 2014 Executive Session minutes, pursuant to M.G.L. Chapter 30A §22, to discuss a Public Records Request submitted by George Harris on August 8, 2014 related to the corresponding documents for the Executive Session minutes released at the School Committee's July 30, 2014 meeting, pursuant to M.G.L. Chapter 30A §22, and to comply with the provisions of a General Law of the Commonwealth pursuant to M.G.L. Chapter 30A §21(a)(7). In addition, the School Committee will approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A §22 for the June 23, 2014, June 30, 2014, and April 22, 2013 meetings. The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice. A roll call vote was taken as follows:

MINUTES – WAYLAND SCHOOL COMMITTEE
 Regular Session – August 28, 2014

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

The School Committee will be joined by Paul Stein, Superintendent of Schools and Brad Crozier, Assistant Superintendent, Marlene Dodyk, Director of Student Services, and Diane Marobella.

The School Committee reconvened in Regular Session at 11:41 p.m.

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

(a) Possible Vote to Approve Settlement Agreement related to Attorney General’s Decision regarding 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, pursuant to M.G.L. c. 30A, §21(a)(3):
 This agenda item was tabled.

(b) Possible Vote to Submit Documents Requested by Attorney General regarding the Open Meeting Law Complaint Filed by George Harris on July 7, 2014 related to the June 3, 2013 Executive Session Minutes:
 Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to submit the documents, as requested by the Attorney General, regarding the Open Meeting Law complaint filed by George Harris on July 7, 2014 related to the June 3, 2013 Executive Session minutes and to send them to the Attorney General, including the cover letter, as discussed in Executive Session. 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	
Malcolm Astley	X	
Donna Bouchard (absent)		
Jeanne Downs	X	

(c) Possible Vote to Send Response to George Harris related to Public Records Request Submitted on August 4, 2014, related to January 21, 2014 (#2) and January 27, 2014 Executive Session Minutes:
 Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to send a response, as discussed in Executive Session, to George Harris related to his public records request submitted on August 4, 2014 related to the January 21, 2014 (#2) Executive Session minutes and the January 27, 2014 Executive Session minutes. 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	
Malcolm Astley	X	
Donna Bouchard (absent)		
Jeanne Downs	X	

(d) Possible Vote to Send Response to George Harris related to Public Records Request Submitted on August 8, 2014, related to the Corresponding Documents for the Executive Session Minutes Released at the School Committee’s July 30, 2014 Meeting:
 Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to send the corresponding documents discussed and that will be voted on now to send to him to be released to the public pertaining to his public records request submitted on August 8th that relates to the corresponding documents for the Executive Session minutes released at the School

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

Committee's July 30, 2014 meeting, as well as vote to amend the April 25, 2011 Executive Session minutes and the May 12, 2012 Executive Session minutes, both as amended, and to release those as well.

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

11. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 10:44 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Chris Maietta, Wayland
Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. Responsive Draft Article for the Wayland Voters Network
3. Documents re: the HEART Goals
4. Long-Range Planning Summit Participation List
5. Email from Jeanne Downs to Ellen Grieco re: Summit
6. First Student Contract Amendment 2014-2015
7. Technology Capital Requests
8. Memo & Summary of School Capital Requests
9. Sample MSBA Owners' Project Manager Contract
10. Gym Use Agreement for Wayland Youth Basketball Association
11. FY13 Annual Report
12. Draft FY15 School Committee Calendar
13. Accounts Payables & Payroll Warrants
14. Regular Session Minutes of June 23, 2014
15. Regular Session Minutes of June 30, 2014
16. Trip Requests for China Exchange Students
17. Executive Session Motion
18. Response to Attorney General re: George Harris's OML Complaint of July 7, 2014 and following documents:
 - Copy of the notice for the Committee meeting held on June 3, 2013
 - Copy of the open and executive session minutes of the Committee meeting held on June 3, 2013
 - Recording of the Committee meeting held on June 3, 2013
 - Copy of the "Negotiations Matrix"
19. Response to George Harris re: his OML Complaint of August 4, 2013
20. Amended April 25 2011 Executive Session Minutes
21. Amended May 12, 2012 Executive Session Minutes
22. Declassified Executive Session Minutes and Corresponding Documents:

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 28, 2014

July 27, 2005	November 19, 2012
August 29, 2005 - #2	December 3, 2012
September 19, 2005	December 17, 2012
October 17, 2005	January 7, 2013
November 21, 2005	January 10, 2013
December 5, 2005	January 14, 2013
June 18, 2007 - #1	January 17, 2013
July 30, 2007	January 22, 2013
August 20, 2007	February 4, 2013
December 17, 2007	February 25, 2013 - #1
March 2, 2009	March 11, 2013
March 12, 2009	March 18, 2013
March 23, 2009	May 20, 2013 - #1
April 6, 2009	May 30, 2013
November 30, 2009	June 13, 2013
February 8, 2010 Amendment	June 17, 2013 - #2
March 1, 2010 Amendment	June 24, 2013 - #2
October 12, 2010	July 15, 2013 - #2
January 31, 2011	July 22, 2013
February 17, 2011	July 25, 2013
April 25, 2011	August 1, 2013 - #1
July 9, 2012	September 9, 2013 - #1
July 30, 2012	December 2, 2013
September 24, 2012	January 6, 2014 - #2
October 9, 2012	January 13, 2014 - #2
October 15, 2012	February 3, 2014 - #1
October 22, 2012	March 10, 2014
November 5, 2012	May 12, 2014