

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – March 10, 2014

A Regular Session of the Wayland School Committee was held on Monday, March 10, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair
Beth Butler, Vice Chair
Malcolm Astley
Ellen Grieco (arrived at 7:40 p.m.)
Donna Bouchard (by remote at 7:35 p.m.)

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Geoff MacDonald
Business Administrator

Barb Fletcher convened the Regular Session at 7:05 p.m. and announced that the meeting is being taped by WAYCam.

1. **Budget Hearing and Discussion re: FY15 Budget:**

Barb reviewed the areas that the budget hearing presentation will cover, such as the budget process that the Superintendent and the School Committee followed leading up to the recommended budget, the enrollment history, a summary of the expense changes at each of the building levels, a review of funds from other sources, a highlight of the cost savings measures in place, the new initiatives included and not included in the budget, the reductions to meet the FinCom guideline, a summary of the budget drivers, a peer town comparison on a per pupil basis, and a review of FY15 capital requests.

Barb reviewed the system-wide, also considered multi-year goals for the district, which include each goal's emphasis for this school year. She noted that the FinCom Guideline resulted in a budget of \$34,529,130 and then proceeded to explain the process of how the Superintendent arrived at his recommended budget. Barb commented that the School Committee arrived at its recommended budget by reviewing detailed budget to actual information for the past three years and projected information for this current fiscal year of FY14. The School Committee also met with department heads during the budget process, reviewed initiatives supported and not supported by the budget, and the reductions needed to meet the Finance Committee guideline. After many lengthy discussions, the Committee made a change to the recommended budget regarding bus transportation and included the cost of the elementary reconfiguration, and although the budget is about \$300,000 over the Maintenance of Effort Budget, Barb noted that the increase is to meet the obligations determined by state mandates related to Special Education and ELL services.

Areas also included in the School Committee's budget deliberations were the following:

- Enrollment and staffing at all schools (Barb reviewed the projections for both), as well as mentioning the addition of a full third 6th grade cluster at the Middle School, reducing the clusters to 80 students each. Barb noted that there will be changes in the reallocation in staffing at the high school.
- FTE reporting (allocation vs. how they are being budgeted), COLA increases related to contractual obligations, FTE changes to Special Education teachers and assistants to meet the needs of the students, including the development of a new Life and Learning Skills Program.
- Central Office, Facilities and Technology budget increases
- Charges taken against the revolving accounts, with the exception of the Circuit Breaker account
- Increases in athletics and bus transportation
- Cost/savings efficiencies in staff turnover and SPED tuition prepay (\$200,000 will be budgeted for the

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prepay)

Barb noted that the budget assumes two major initiatives – STEM and MassCAN in partnership with *code.org* (will not require an increase in the FY15 budget and is a reallocation of existing funds) and the Elementary School Reconfiguration. She also reviewed the initiatives not funded in the recommended budget and the Committee's evaluation and non-support of the reductions needed in order to meet the FinCom Guidelines. Barb reviewed the cost and changes in personnel and non-personnel expenses.

Barb noted that the FY15 recommended budget is a 4.18% increase over FY14 projected results and compared to actual expenditures for the past five years, the budget has increased about 2.37% annually. If including the elementary reconfiguration expenditures, the budget represents a 5.96% over the FY14 projected results and, when compared to actual expenditures over the past five years, the increase is on average 2.67% annually.

On a per pupil basis, Wayland lands in the middle of the peer town communities, with an approximate cost per pupil of \$16,300.

Finally, Barb reviewed the FY15 capital requests, noting the request for each project at the elementary schools and the Middle Schools. She also reviewed the percentage of increase in athletic fees and bus transportation fees.

Questions and comments were taken from the audience regarding the percentage of increase in athletic fees, the changes in bus transportation fees as it relates to the elementary reconfiguration, and the steady increase in teachers' salaries, past, present and future.

Barb announced that Donna Bouchard will be participating remotely due to geographic reasons and has submitted the remote participation form.

The School Committee answered the question from Tom Sciacca related to the teachers' salaries in terms of the cost savings related to the current WTA contract. A discussion ensued. As a follow-up, Tom Sciacca asked about teachers' salaries being the highest in the state as compared to other Massachusetts districts. This question was also addressed by the Committee.

2. **Vote on FY15 Operating and Capital Budgets:**

Upon a motion was duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted (4-1) to approve a total operating budget appropriation of \$35,433,047, and a total capital budget of \$2,067,400, which is comprised of \$1,110,000 for the Claypit Hill windows and doors, \$250,000 for the Middle School window replacements, \$146,000 for Claypit Hill and Happy Hollow floor tile replacement, \$110,000 for the security at the Middle School and Loker School, \$70,000 to replace the air conditioning units at the Middle School, \$95,000 for furniture replacement at Claypit Hill and Happy Hollow, \$55,000 for Loker playground equipment, \$211,400 for the Loker kitchen, and \$20,000 for the planning of the cafeteria and art spaces at Happy Hollow. 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

A discussion and comments ensued.

Donna informed the Committee that she cannot support the budget because, in her opinion, the budget funds some of what is not needed and does not fund what is needed. She referred to salary of the high school librarian and an additional high school assistant principal. Donna continued that fiscal prudence should be considered when deciding on a reconfiguration model and believes the 3-3-3 model will accomplish this. In her opinion, the possibility of a fee-based after school elementary math preview program, a budget advisory committee, and a consolidation of town and school finances is not being considered going forward. She asked

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the Committee to postpone salary increases for non-union employees so the Committee can review and discuss further. Donna noted that because of the supposed 10% tax increase to residents, the budget must be reviewed further to understand where the resources are being spent.

Malcolm responded that philosophical differences occur when considering what is needed or not needed in the budget process. He noted the importance and the specialties of the positions at the high school to which Donna referred, as well as the constant need for many years of an assistant principal at Claypit Hill. Malcolm also supports an additional position in the business office and full day kindergarten. Due to state and structural problems resulting in a shortage of money, Malcolm encouraged people to read the summary from the Suburban Coalition and take on the responsibility of finding solutions. On the proposal of a budget advisory committee, Malcolm could support the idea if valid reasons were presented. Malcolm also praised the business office for its tremendous effort in what has been accomplished thus far. Finally, Malcolm commented on the 10% tax increase and the issue of the fee-based programs funding the shortages in OPEB.

Beth commented that the WTA contract was praised and viewed as fair when explained by Ellen Grieco, the School Committee negotiations liaison, which will keep the teachers and the town competitive and result in cost savings moving forward. Beth stated that the Committee is proud of the Wayland schools. She also commented that both models suggested by the Task Force for the elementary reconfiguration were almost evenly balanced; however, the 3-3-3 option would not work due to the lack of flexibility in the layout of the buildings. Further, Beth stated that after much input from the community and many discussions, the School Committee unanimously voted for the K-5 (2-3-4) reconfiguration.

Barb agreed that the 3-3-3 model may have been less costly, but it would not have solved the space concerns long term. However, the K-5 (2-3-4) model allows for more flexibility in terms of a potential rise in enrollment.

Paul noted that the Dean of Students high school position was replaced with the assistant principal, and the cost differential was not much, given that the Health Ed department chair stipend was incorporated into the assistant principal position. A comparison was done with high schools of comparable size to see who was writing the evaluations. For example, Paul commented that at Dover Sherborn, the principal and assistant headmaster do 17 evaluations, which do not include Special Education and Guidance. The way it will be set up is that the principal and two assistants will each do 40 evaluations.

Ellen commented that part of the budget process is to find the best funding for the schools over a short period of time. She noted that the Committee has most definitely considered the rising costs to the taxpayers, both short term and long term. Further, Ellen stated that the School Committee, in detail, vetted the budget process carefully many times since December. Realizing the expense of the reconfiguration, the Task Force strongly felt that it was necessary to improve the elementary education. On the topic of the Budget Advisory Committee, Ellen stated that the School Committee has discussed this issue, and there is a possibility that it will be considered again in the future.

Donna agreed that support for the elementary reconfiguration is needed and the Committee should try to reverse the effects of 2½. She feels that the Committee has not done enough to mitigate the impact of the rising obligation to the taxpayers. Donna commented on the 6th grade clusters eliminated a few years ago due to budget cuts. Donna disagreed on the new positions being added and noted that resources should be spent in the classroom to benefit the students and teachers.

Barb clarified that the item in the FY15 budget for the 6th grade was related to overall cluster size, not individual class size.

3. **Comments from the Public:**

Ward Russell has children at Happy Hollow and Loker Schools. He commended the School Committee regarding the reconfiguration process, especially when there have been so many different opinions amongst the parents. Ward commented that, in his opinion, the process for the appointment of the Loker principal was not a thorough one and presents the issue of due diligence. He asked the School Committee to consider hiring an interim principal for FY15, which would allow time to conduct a full search.

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Tom Sciacca commented that, in his opinion, the last several months of the budget process have been a waste of time. He believes that the Committee spent the time unnecessarily checking the details of the Superintendent's recommended budget and in the end only made a small change in terms of the bus fees. Tom commented that the system could be operating at a higher level if the Committee focused on its priorities and spent the time to discuss those priorities.

4. **Educational Matters:**

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

Paul updated the School Committee on the elementary school reconfiguration. He commented that he recently had a meeting with future Loker parents who raised some good points, and he continues to receive emails from parents regarding the reconfiguration. Paul noted that all of the input he has received will be taken into consideration and will notify the community of the decisions made along the way. There will be a final decision about the district boundaries and the status of the incoming fifth graders. Also planned are elementary PIE (parent information exchanges) meetings, the first of which is March 27th at 7:30 p.m.

Ellen asked if any insight had been gained from the prior reconfiguration regarding the fifth graders. Paul responded that he is hearing from the principals that those students have the most difficult time in a move.

(b) Hear Student's Report:
No report was given.

(c) Update from Superintendent Evaluation Subcommittee and Mid-Cycle Review of Superintendent's Progress on his Evaluation Goals:

Paul presented his mid-year evaluation update and the work being done with respect to each goal.

- Student Learning Goal (RTI): Over time the goal is to improve the MCAS scores and bring the district from a Level 2 to a Level 1 status. Paul noted that he was working with Brad Crozier and Marlene Dodyk to address the needs of this goal, as well as working with the elementary principals and curriculum coordinators to review their strategies and action steps. Teachers will also be interviewed regarding the students in the "high needs" group. Paul reviewed the teachers' interview questions.
- District Improvement Goal #1: Recommendations will be made to work toward the implementation of a new elementary grade school reconfiguration. Paul described the work done by the Elementary Building Task Force leading up to his K-5 recommendation.
- District Improvement Goal #2 (Evaluation): The new state-mandated Educator Evaluation Framework will be implemented. Among other accomplishments related to this goal, the Memorandum of Agreement with the WTA was completed in regard to the new evaluation process. Paul also described the ongoing work done regarding the five pilot District Determined Measures. Paul linked to the TeachPoint management system website and reviewed the list of forms that are being used as part of the evaluation process.
- Professional Practice Goal (K-12): This goal encourages and enables the administrators to enhance their role as instructional leaders through professional development. Paul updated what he has done, which included school walkthroughs and instructional rounds training. Paul elaborated on the explicit practice of instructional rounds visits, which could be slightly different from school to school.

Beth distributed a document entitled "Superintendent's Rubric At-a-Glance." The School Committee will discuss the elements and indicators related to Paul's goals at a future meeting.

(d) Discuss Budget Message and Fast Facts Information for Town Meeting:

The School Committee discussed what to include in the Fast Facts informational booklet. The Committee agreed to include the WTA Q&A. In terms of the Budget Message, Barb will bring another draft to the next meeting for the Committee's review. Since Ellen was a member of the Elementary Building Use Task Force, Barb suggested, and the Committee agreed, that Ellen would speak at Town Meeting regarding the portion of the Budget Message related to the elementary reconfiguration. Ellen will talk about the background and process leading up to the Superintendent's recommendation.

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Barb confirmed that the Finance Committee, at their last meeting, unanimously supported the School Committee's recommended FY15 budget to Town Meeting. Beth noted that the operating budget is actually \$300,000 less than the FinCom guidelines, if you don't include Special Education and ELL expenses.

- (e) Distribution of Material related to Proposed Amendment to the Minuteman Regional Vocational District Agreement Warrant Article:

Barb commented that there are two warrant articles before Town Meeting related to Minuteman, and she has information related to the amendment article, which she will distribute to the Committee. Selectman Tony Boschetto and Wayland's Minuteman representative Maryellen Castagno may attend the School Committee on March 24 to discuss this article. The Committee members should send any questions regarding the Minuteman program to Paul.

5. **Financial Matters:**

- (a) Discuss and Vote to Appoint the Permanent Municipal Building Committee as the Building Committee for the Claypit Hill Window and Door FY15 Capital Project and Discuss and Possible Vote of Appointment of School Committee Representatives for Project:

Barb commented that similar to the middle school roof project, the MSBA requires a building committee for the Claypit Hill window and door capital project. This is also being recommended by John Moynihan. It was agreed that the School Committee would appoint the Permanent Municipal Building Committee as the building committee for this project, and it will appoint two representatives to serve on that committee when Donna is in attendance.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to appoint the Permanent Municipal Building committee to act as the building committee for the Claypit Hill window and door project as part of the FY15 capital request.

- (b) Continued Discussion re: Proposal to Combine Town and School Warrants:
The School Committee discussed the proposal to combine town and school warrants. Donna contacted the Attorney General's office and, similar to Town Counsel's advice, the statute states that the school department head, such as the Superintendent, could be appointed to sign the warrants in between meetings on behalf of the School Committee. However, the School Committee could still review the warrants and the members could express any concerns. In some instances, a check could be pulled and payment could be delayed. Paul commented that he would sign the warrants on the weeks that School Committee does not meet, as he trusts the Business Office to put the warrant together. He noted that there will be an overall efficiency in the process and the bills will get paid faster. Malcolm suggested that to gain a better understanding of the process, a future review be done on the checks and balances system. The Committee agreed to a weekly warrant on a trial basis and will discuss again at a future meeting.

- (c) Discussion and Possible Vote to Establish a Student Activity Account for the WHS Chapter of the National Art Honors Society:

Paul commented that the School Committee must vote to establish a student activity account for this club.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to establish a student activity account for the Wayland High School Chapter of the National Art Honors Society.

6. **Consent Agenda:**

- (a) Approval of Accounts Payables and Payroll Warrants:
- Wayland Public Schools Accounts Payroll warrant, dated March 6, 2014, in the amount of \$1,201,991.02
- (b) Approval of Minutes:
- Regular Session of January 13, 2014

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(c) Approval of Trips:

- Wayland-Weston Crew trips to New York and California
- Trip for WHS Students Qualified for the MA State Nordic Ski Team

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (4-0) to approve the Consent Agenda, including the regular session minutes of January 13, 2014, as amended.

7. **Comments from the Public:**

There was no public comment.

8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (4-0) to enter Executive Session at 9:45 p.m. for the purposes of discussing strategy with respect to Collective Bargaining with the WTA, WESA, Custodians and Food Service workers and possible declassification of document related to negotiations, as permitted by M.G.L. Chapter 30A §21(a)(3) and to conduct strategy in preparation for negotiations with non-union personnel (see list of positions attached to the agenda), as permitted by M.G.L. Chapter 30A §21(a)(2), as such discussion for both purposes for union and non-union in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee, and to enter Executive Session for the purposes of discussing the Open Meeting Law Complaint filed by George Harris on March 5, 2014 related to Adjournment Following Executive Session, as permitted by M.G.L. Chapter 30A §21(a)(1) and to discuss the Open Meeting Law Complaint filed by George Harris on March 6, 2014 related to Corresponding Documents for the January 21, 2014 meeting, as permitted by M.G.L. Chapter 30A §21(a)(1). In addition, the School Committee will approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A §22 for January 13, 2014 (1 & 2) and February 6, 2014.

The School Committee invited Paul Stein, Superintendent of Schools, and Brad Crozier, Assistant Superintendent to participate in Executive Session. The School Committee will reconvene in open session to conduct other matters as noted on the agenda.

The School Committee reconvened in open session at 10:16 p.m.

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

- (a) Vote to Approve COLA Increases and Related Benefits for Non-Union Personnel (see attached list of positions):

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted (3-1) (Beth abstained) to authorize the Superintendent to give comparable cost of living increases for FY14 and FY15 to the positions listed in the attached document to the agenda and to authorize the Superintendent to give comparable longevity provision for those positions listed in the attachment who qualify.

- (b) Continued Discussion of Open Meeting Law Complaint filed by George Harris on March 5, 2014 related to Adjournment Following Executive Session:

Barb read a statement as part of the School Committee's response. Barb also noted in the statement that the School Committee has adopted a template in an effort to fully comply with the open meeting law.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to authorize Barb Fletcher to sign the response and to send it to the Attorney General.

- (c) Continued Discussion of Open meeting Law Complaint Filed by George Harris on March 6, 2014 related to Corresponding Documents for January 21, 2014 Meeting, pursuant to M.G.L. 30A §21(a)(1):

This agenda item was tabled.

Ellen distributed to the Committee support letters for School Committee candidates, which she sent to the Town Crier.

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10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 10:19 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Carole LaMond, Wayland Town Crier
Tom Sciacca, WVN
Ward Russell, Wayland
Louis Jurist, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. DESE MA Model System for Educator Evaluation, Part 3
3. DESE MA Model System for Educator Evaluation, Part 6
4. Document from Supt. Evaluation Subcommittee (Corrected & Revised)
5. Draft of Minuteman Regional Vocational District Agreement
6. Fast Facts for Town Meeting
7. National Arts Honors Society Request
8. Payroll Warrant
9. Regular Minutes of January 13, 2014
10. Trip Requests – Nordic Ski Team & Wayland-Weston Crew Team