

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Session – June 16, 2014

A Special Session of the Wayland School Committee was held on Monday, June 16, 2014, at 10:30 A.M. in the School Committee Room of the Wayland Town Building.

Present:

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

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Geoff MacDonald
Business Administrator

Marlene Dodyk
Director of Student Services

Also:

Leisha Simon, Technology Director

Barb Fletcher convened the Special Session at 10:31 a.m. and announced that the meeting is being recorded by WayCAM.

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

There were no comments or written statements from the public.

2. **Financial Matters:**

- (a) Discuss and Vote to Authorize the School Committee Chair or Superintendent to Sign the School-Based Medicaid Program Provider Contract:

Marlene commented that the law requires that the school department act as a conduit for delivering medically related services for OT, PT, and speech and language for those students who are eligible for Medicaid. With documentation, the school department can bill for the services provided and will not affect people's Medicaid benefits. Thus, she works with a company who has experience with Medicaid billing, and, as a result, the money comes back to the town.

Marlene explained that the school department has a contract with the Commonwealth, who then has a contract with the Federal government to allow for reimbursement. She requested that the School Committee vote to authorize the Superintendent or School Committee chair to sign the school-based Medicaid Program Provider Contract now and in five-year intervals.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to authorize the Superintendent to sign the school-based Medicaid Program Provider Contract with the Commonwealth of Massachusetts.

3. **Educational Matters:**

- (a) Continued Discussion related to the Return of the High School Student Laptops over the Summer Months and Issues related to the Leasing and Upkeep of the Laptops at the Middle and High Schools:
As a result of emails the School Committee received from a community member, as well as additional

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concerns from Donna this issue was discussed again by the Committee.

In an effort to clear up any contradictions or misinterpretations to the policy regarding the warranty in the fourth year, the lease, and other issues, Donna noted that the resident sent a link to the School Committee outlining certain things that encourage students to take the laptops home during the summer. She suggested that a new policy be developed for families related to summer use and loading games on the laptops.

Barb pointed out that there were two different FAQ's on the website – on the High School web page and on the Technology website. The current guidelines address some of the issues that are being raised, such as the summer program and use of the software.

Paul commented that he and the administrators will develop a policy, but that task will take some time, due to the many responsibilities of the technology staff.

Leisha addressed the Committee's concerns. Given that there is good original information on the website, the pages have been labeled and changed accordingly as "guidelines for FY13." She commented that her department does an annual assessment of the program, and the guidelines are defined and changed yearly in the Laptop Care and Maintenance Policy. Leisha further commented that because the machines are for educational purposes only, educational games are not discouraged.

If a student has an educational purpose to have a computer during the summer, a form has been developed – Wayland Summer 2014 Laptop Request – for families. Families will be notified that the target date to distribute the laptops is July 28, and the parents will be responsible for full replacement and/or repair of the computers, as the \$40 maintenance fee only applies from September through June. Leisha acknowledged that the length of the insurance was misunderstood by some, and there was never any intention to send the computers home over the summer. However, it seems that, for some, the expectation was that the initial \$60 fee covered the maintenance for 4 years, including the summer.

A discussion ensued regarding the type of communication that will be sent and the information that will be included in the communication. Also discussed was developing and implementing a policy that is more specific and will also include the Middle School program. It was also suggested that the form state that damage not included in the warranty will not be covered by the fee. The Policy Subcommittee will review the guidelines and decide what the policy should include.

Leisha is researching a 4-year lease vs. a 3-year lease. However, the 4-year is the most expensive and she is looking into other options. Again, the issue of releasing computers to the students over the summer was discussed in terms of logistics and the technology staff being stretched to the limit. A discussion followed about adequate staffing going forward.

At the end of the summer, the School Committee will revisit this issue in terms of a cost-benefit analysis.

- (b) Review of Projected FY14 Year End Balances for Certain Revolving Accounts, including BASE, Student Parking and Full Day Kindergarten:

Barb commented that the Policy Subcommittee will review this matter, as it will become a School Committee policy decision in terms of what to do with the balances that have been built up historically for these revolving accounts, and, if there is a balance, how to spend down the balance.

Paul distributed a document that was a snapshot of FY13 year end balances in these accounts, with a revised FY14 projection based on third quarter projections in MUNIS. Also noted was the year-to-date change. Paul reviewed the numbers/statistics for BASE and Full Day Kindergarten and elaborated on the increase/revenue percentage.

Marlene Dodyk left the meeting at 11:15 a.m.

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Paul also reviewed other programs in WSCP, such as Global, Tutoring, and Enrichment. These programs are administratively set up differently. For instance these groups charge tuition and WSCP receives 20% of the tuition, which covers expenses for facilities and administrative costs.

Paul noted that this year, the FDK program operated at a \$15,719 deficit, and, because of OPEB, the account will reach zero. If the account were to go beyond a certain balance, Paul asked the School Committee to assign a number not to exceed for the balance and recommend how to proceed, as he feels that implementing a refund to the families would not only be a drain administratively, but difficult due to the variables present. A discussion ensued in terms of how to move forward. As part of the third quarter report, the Business Administrator will report on the balances in these accounts, and the Policy Subcommittee will draft policies for the historical balances built up in these accounts and what to do with the money if the balances build up.

Student Parking:

Geoff reported that this account had a balance of \$8,397, which includes approximately \$600 for payroll and an anticipated transfer of about \$7,000 to the DPW for landscaping. This would leave a balance of about \$800 for the year. This would result in a journal entry by the Town Finance Director.

4. **Comments from the Public:**

There were no public comments.

A question was raised by Ellen about the process for the Business Administrator’s contract.

5. **Executive Session:**

A motion was duly made by Barb Fletcher, seconded by Ellen Grieco, to enter Executive Session at 11:30 a.m. for the purposes of conducting a negotiating strategy session in preparation for contract negotiations with newly appointed business administrator, as permitted by M.G.L. Chapter 30A, §21(a)(2) and to discuss strategy with respect to litigation from 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 related to the June 3, 2013 Executive Session, as permitted by M.G.L. Chapter 30A, §21(a)(3), as such discussions in open meeting may have a detrimental effect on the litigation and collective bargaining positions of the School Committee and an Executive Session is necessary to protect the litigation and collective bargaining positions of the School Committee.

The School Committee will be joined by Paul Stein, Superintendent of Schools, and Brad Crozier, Assistant Superintendent of Schools. The School Committee will reconvene in open session for adjournment purposes only. A roll call vote was taken as follows:

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

6. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 12:40 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

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Corresponding Documentation:

1. Agenda & Backup Information
2. Document re: WSCP accounts
3. Executive Session Motion