

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – November 28, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, November 28, 2016, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Jeanne Downs
Kathie Steinberg

Absent:

Kim Reichelt

Also:

Paul Stein
Superintendent

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Also:

Heath Rollins, Athletic Director
Leisha Simon, Director of Technology & Accountability
Patricia Keefe, WSCP Director
Katy Merrell, TCW Director

Chair Ellen Grieco convened the regular session at 7:01 P.M.; the meeting is being recorded by WayCAM.

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

Tom Sciacca asked the School Committee to consider energy and fuel savings strategies by retrofitting vehicles with hybrid technologies. Tom also commented on the superintendent search and noted that he believes that the search is being focused on local candidates which limit the School Committee's options.

2. **Special Matters:**

(a) Update regarding the Athletic Program:

Athletic Director Heath Rollins updated the School Committee on the changes that have been implemented based on the Northeastern Study. The athletic mission statement has been aligned with the schools' mission statement. An Advisory Committee has been formed and is made up of 4 students, 2 parents, 2 coaches, a School Committee member, the high school principal, and the athletic director. The fitness center hours have been expanded, and Heath has worked with health and wellness to staff the center. Athletic policies and procedures that address a majority of concerns in the study have been put in place for teams and coaches. Heath commented on the quality and ages of the uniforms and how this issue has been addressed, including the implementation of a balanced and visible rotation schedule.

Heath noted that the role and job description of the athletic secretary has been changed to the role of an Administrative Assistant to the Athletic Director. He described her role within the department. Heath informed the Committee that he will focus on other goals this year, such as captains' training and handbooks, coaches' evaluations to meet the state high school standards, and new logo designs.

Barb asked Heath if the coaches have been receptive to the Northeastern Study and the improvements made within the past few months and if the Advisory Committee has a charge. Heath responded and also commented on the use of the donated buses.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – November 28, 2016

- (b) Update and Discussion regarding the Student Information Systems (SIS) License, Maintenance and Services Agreement with Sungard, including Vote to Authorize the Superintendent to Execute the Contract:
Leisha Simon updated the School Committee on the Student Information Systems License, Maintenance and Services Agreement with Sungard. She pointed out one concern noted by legal counsel regarding limited liability. Leisha explained the limited liability within this agreement. This agreement was reviewed by Mark Lanza and an attorney from Murphy, Hesse, Toomey & Lehane. Both attorneys identified this language as common in these types of agreements and noted that the risk is low. Leisha commented on Barb's concerns regarding the time limit of information remaining confidential and termination provisions. Barb explained this concern and how this concern has been addressed.

Paul noted that he is pleased with the renegotiation of Murphy, Hesse Toomey and Lehane as the schools' legal counsel.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to authorize the Superintendent to execute the Student Information Systems License, Maintenance and Services Agreement with Sungard.

3. **Policy Subcommittee Update (out of order):**

- (a) Review of the Following Policies:

The Policy Subcommittee has reviewed the following two policies, as created and recommended by MASC. Leisha Simon also reviewed the policies and made recommendations to accommodate Wayland's needs. The School Committee reviewed the policies to potentially vote to put the policies out for public comment.

- Policy IJND – Access to Digital Resources
- Policy IJNDB – Empowered Digital Use Policy

Upon a motion duly made by Kathie Steinberg, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to put Policy IJND (Access to Digital Resources) and Policy IJNDB (Empowered Digital Use Policy) out for public comment.

Leisha updated the School Committee on the student data privacy vendor agreements. There are 8 core apps: 4 are signed and 2 are in review by the attorneys. There are about 80 educational apps in which 20 are signed, 30 are posted online and 5 declined, but are revisiting these 5 vendors. Leisha described the timetable for this process. She noted that Wayland is ahead of many other towns in this regard; however, Cambridge is leading this effort.

4. **Educational Matters:**

- (a) Hear Superintendent's Report, including Curriculum Spotlight:

Paul reported that the 5th grade Claypit Hill Rocket Launch was a wonderful event. He informed the School Committee that he received a letter from the Chair of the Board of Public Works regarding the proposal to park the school buses at the old DPW site. Given the needs of the DPW, there will not be space to park the buses. This is a work in progress.

Mentors for Violence Prevention Program:

This program was first developed by Jackson Katz in 1993 at Northeastern University's Center for the Study of Sport in Society and the National Consortium for Academics and Sports. It is a multi-racial program designed to train male college and high school student athletes to use their status to influence other men to speak out against all types of violence. (A short video was shown of Jackson Katz explaining why he started this program.)

The goals of this program are to raise awareness of underlying issues and unique dynamics of men's violence against women, to challenge kids to think about this issue critically and personally, to encourage an open dialogue regarding the dynamics of the subject, and to inspire kids to become proactive leaders around these issues. The program also develops bystander intervention skills through interactive discussions in single sex and mixed gender workshops in which real-life scenarios are used.

One training tool is The Playbook, which includes different scenarios for men and women. Paul explained how The Playbook is used as part of the curriculum. More intervention options are presented than just the two that most people consider which are to intervene physically or do nothing.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – November 28, 2016

This MVP course is taught to all juniors during the 3rd quarter and consists of approximately 12 class sessions that are taught by both a male and female teacher. The Wellness staff, the WHS principal, the REACH Director and the youth officer teaches these classes after taking a 4-day course at Northeastern University to become certified. A classroom sample scenario was given, including the thought process taken by most during an incident and reviewing the different options. In addition, an MVP Club was formed two years ago. Paul described how the seniors of the MVP Club take what they learned in class and presented it to parents and 8th grade students.

Created by The One Love Foundation and made possible by the Lauren Dunne Astley Memorial Foundation, the movie Escalation is shown to seniors during senior week which has a huge impact on students.

(b) Receive and Possible Vote to Accept FY2017 School Improvement Plans for Claypit Hill School, Happy Hollow School, Loker School, Middle School and High School:

Paul commented that the School Improvement Plans reflect the system-wide UNITED goals, with the exception of one – Nurturing Early Childhood Education. Also noted in the SIPs are the ways in which the elementary schools are in sync with one another.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to accept the FY17 School Improvement Plans for Claypit Hill Elementary School, Happy Hollow Elementary School, Loker Elementary School, the Middle School and the High School.

5. **Financial Matters (out of order):**

(a) Review and Possible Vote to Approve the FY18 Special Revenue Budgets, including Possible Uses of Surplus Funds:

The School Committee reviewed the FY18 Special Revenue Budgets and the possible uses for surplus funds. Barb noted that the difference in this year's reporting is the addition of the number of participants in the relevant programs, as well as a percent of the balances of the annual expenditures so they can be monitored as usual if the balances exceed 10 percent.

A discussion ensued regarding the potential monitoring of the carry forward balances, including expenditures that are ongoing or one time, such as line painting in the high school parking lot, instrumental music, full-day kindergarten and building use. Susan explained the process going forward in complying with School Committee policy. Kathie's concern is the management and sustainability of some programs and whether to set fees accordingly. More discussion followed in this regard. Pat Keefe described how families pay during the year and the potential impact to staffing and the budget, given all the variables.

Pat Keefe explained how she calculated and decided upon a 3% decrease in the BASE fee, while still staying within the 10% account balance and maintaining the BASE budget. This decrease will not impact the services that families receive. Pat described her challenges in finding adequate staffing. Pat asked the School Committee for its input regarding a name change for the WSCP tutoring program. Pat proposed changing the term to "extensions," as the programs are extensions of the school year programs. Paul suggested that Pat put forth a formal proposal at another time. Pat described the difference between private music lessons that are taught after school and the instrumental music program that is taught during the day.

On behalf of The Children's Way staff, Katy thanked the School Committee for all of its support in reaching a more sustainable model program.

Barb Fletcher made a motion for the School Committee to approve the FY18 special revenue budgets as presented tonight. Kathie asked that the votes be taken separately and explained her concern that only costs that would exist with full day kindergarten should be allocated to the program. Barb amended the first motion to not include full day kindergarten. Ellen Grieco seconded the motion and the School Committee voted unanimously (4-0) to approve the FY18 special revenue budgets, minus full day kindergarten.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (3-1) (Kathie opposed) to approve the FY18 special revenue budget for full day kindergarten.

The School Committee will vote to approve the program fees at the December 12th meeting.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – November 28, 2016

The School Committee reviewed a WSCP spreadsheet proposing the use of surplus funds for WSCP programs. Pat described the completed and pending purchases for Maker Space equipment and LEGO equipment from these funds, as well as other equipment replacements. Kathie suggested that some funds be used for a mentoring program for the high school students who work for WSCP.

(b) Continued Discussion regarding the FY18 Budget Process and Meetings with Various Stakeholders:

Jeanne distributed the schedule for the budget presentations with various stakeholders, such as the Council on Aging, Wayland Buzz, and at the elementary and secondary schools. The Committee also reviewed its meeting schedule for December and January. Barb will confirm the joint meeting with the Finance Committee for January 17th. The Budget Hearing is tentatively scheduled for January 30th. A communication will be sent announcing the dates and locations of the additional budget presentations.

(c) Receive and Review FY17 1st Quarter Financial Report:

Susan reviewed the FY17 1st quarter financial report with the School Committee. The report details the FY17 budget appropriation of \$37,723,833 and approved at Town Meeting, which will meet all of the district's financial obligations. At this juncture, \$257,000 is projected to be the year-end balance with one caveat. Susan noted that she will not be including some of the anticipated pending expenses for the year, such as special education tuition, contracted services, facilities and transportation. The surplus in the personnel budget is related to unanticipated retirements, leaves of absences, and unissued degree changes. Susan continued to report on athletics, maintenance, tuition, and unanticipated expenses in search firm costs, wastewater treatment repairs, and the need for additional TA's in grade four.

(d) Discussion regarding FY2018 Budget Drivers:

Paul gave the School Committee a brief overview of the FY2018 budget drivers in terms of what is being considered within the budget. This is not his recommended budget. Keeping with the 2.5% guideline will represent a potential increase of \$943,071 over last year. He noted that the principals will not increase all school-based non-personnel budgets.

The components of a level service budget are contractual obligations, facilities, and enrollment obligations, such as general and special education, staff, materials, equipment and services. Paul reviewed the funds needed for the level service budget obligations, which represents about \$1,268,000. Paul noted that there is a need for 2 additional classrooms in FY18. He then reviewed the budget adjustments/savings for personnel (\$51,000) and non-personnel (\$354,500).

There are identified needs that were discussed last year and again this year and represent first and second tier priorities. The first tier priorities include an elementary world language immersion program coordinator, elementary guidance staff, elementary extracurricular stipends, a middle school writing lab (.4 FTE), and a high school interdisciplinary teacher (.4 FTE). In the area of technology, a high school technology assistant and elementary Chromebooks plus iPad replacements are needed. Finally, a facilities evening custodial supervisor and a roofing preventative maintenance contract is being recommended.

The second tier represents priorities such as a middle school writing lab (.6 FTE), a high school interdisciplinary teacher (.6 FTE), an additional .5 FTE elementary assistant principal, a teacher assistant in the high school academic center, and 3 elementary summer staff to organize supplies ordering and receiving. The remainder of the elementary technology iPADS/Chromebooks and program DocuSign has been requested, as well as a HVAC preventative maintenance contract and a vehicle for the electrician.

A concern was raised on how negotiations could impact the budget while attempting to stay within the guideline of 2.5 percent. This will be a future discussion. Brad and Paul explained how keeping non-personnel costs flat could impact the schools, including ongoing software costs.

(e) Discussion and Possible Vote to Approve the Purchase and Installation of Cameras in School Parking Lots:

Paul requested that the School Committee approve the purchase of security cameras in school parking lots. He and Susan will work together in terms of the quantity and the cost of these cameras. According to the state bid list, the estimated cost could be approximately \$6,000 per building. Paul described the content of the MASC policy regarding security cameras. However, Wayland does not have its own policy. A formal proposal will be considered at a future meeting.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – November 28, 2016

- (f) Discussion and Possible Vote to Approve a New Three-Year Bus Contract with First Student (FY2018 to FY2020):

Susan reviewed the costs associated with a new three-year bus contract. The new bus bid represents a 19.5% increase over the last contract (\$172,000). To park the school buses outside of Wayland, the annual cost would be approximately \$240,000 over and above the cost of renting the buses. Susan explained the bid process and ultimately one bus company submitted its bid. Susan noted that the buses will be six years old and under. Susan will ask if First Student has plans to retrofit the buses. Paul commented that a few districts have acquired a solar-powered bus through a grant.

Susan is reviewing transportation data to determine how many buses will be needed and whether a bus can be eliminated. However, the elimination of one bus seems unlikely. Susan noted that a mid-day bus was eliminated this year.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to approve the three-year bus contract with First Student for FY18 through FY20.

- (g) Finance Subcommittee Update:

This agenda item was passed over.

7. **Administrative/Procedural Matters:**

- (a) Discussion and Possible Vote to Authorize the Chair to Sign the NESDEC Agreement regarding the Superintendent Search:

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to authorize the Chair to sign the agreement with NESDEC for the superintendent search.

- (b) Continued Discussion regarding Superintendent Search Process and Timing, including Selection of Screening Committee:

Jeanne distributed a status chart regarding the superintendent search. She updated the School Committee on the ongoing process, including the advertisements and the focus groups schedules. The timing of the parent/community focus groups schedule were discussed and revised. NESDEC will interview municipal staff and board members during the process. Jeanne will draft a list of potential interviewees and bring it to the Committee for its review at the December 12th meeting. The Committee discussed the timing of the online survey and agreed to open it on January 4th and close it on or about January 13th.

Finally, the School Committee discussed the selection process of the Screening Committee for administrators, teachers, parents, municipal and community members. The Committee discussed the possibility of having a School Committee member on the Screening Committee. A decision will be made at the December 12th meeting.

- (c) Review and Possible Approval of the Revised Letter of Agreement with Murphy, Hesse, Toomey & Lehane:
This topic was passed over.

- (d) Continued Discussion of Criteria for Selecting Peer Towns:
This topic was passed over.

- (e) Update and Discussion regarding School Start Times:
This topic was passed over.

- (f) Communications Update and Discussion regarding Possible Future Articles:
This topic was passed over.

8. **Matters not Reasonably Anticipated by the Chair:**

There were none.

9. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated 11/28/2016, in the amount of \$528,183.91
- Wayland Public Schools Payroll Warrant, dated 11/23/2016, in the amount of \$1,402,203.16

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – November 28, 2016

(b) Approval of METCO Appeal Letter Donations

(c) Approval of Minutes:

- Regular Session of October 24, 2016
- Special Session of October 28, 2016
- Special Session of November 9, 2016

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve the consent agenda.

10. **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 10:20 p.m. for the purposes of discussing strategy related to collective bargaining with regard to WTA, as permitted by M.G.L. c.30A, §21(a)(3), as such discussion 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 approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meeting: November 14, 2016. 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	
Jeanne Downs	X	
Kim Reichelt	absent	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for adjournment purposes only.

11. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 10:51 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN, BUZZ
Carol Martin, Finance Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. Sungard Master Software License, Maintenance & Services Agreement
3. Policy IJND – Access to Digital Resources
4. Policy IJNDB – Empowered Digital Use
5. Building the FY18 Budget PowerPoint
6. School Improvement Plans
 - Wayland High School
 - Wayland Middle School
 - Claypit Hill School
 - Happy Hollow School
 - Loker School

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – November 28, 2016

7. Memo re: FY2017 1st Quarter Financial Report
8. FY2017 1st Quarter Financial Report
9. Revolving Account Projects List
10. FY18 Budgets for Special Revenue Funds
11. Student Transportation Bid Results (First Student)
12. Student Transportation Bid Addenda #1
13. Special Budget Presentations Schedule
14. Superintendent Search Status & Update
15. Draft Focus Groups Schedule
16. Accounts Payables & Payroll Warrants
17. METCO Appeal Letter Donations
18. Regular Session Minutes of October 24, 2016
19. Special Session Minutes of October 28, 2016
20. Special Session Minutes of November 9, 2016
21. Executive Session Motion