

# MINUTES – WAYLAND SCHOOL COMMITTEE

## Regular Session – November 5, 2012

A Regular Session of the Wayland School Committee was held on Monday, November 5, 2012, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair  
Beth Butler, Vice Chair (by remote)  
Malcolm Astley  
Ellen Grieco  
Shawn Kinney

Also:

Paul Stein  
Superintendent of Schools

Brad J. Crozier  
Assistant Superintendent

Marlene M. Dodyk  
Director of Student Services

Geoffrey S. MacDonald  
Business Administrator

Also:

Karyn Saxon, Elementary ELA/SS Curriculum Specialist  
Pat Tutwiler, WHS Principal  
Betsy Gavron, WMS Principal  
Debbie Bearse, CH Principal  
Jim Lee, HH Principal  
Brian Jones, LO Principal

Chair Barb Fletcher convened the Regular Session at 7:05 P.M. She announced that Beth Butler is participating remotely because of geographic location and has submitted the Remote Participation Form. The meeting is also being televised live by WayCAM.

### 1. **Comments and Written Statements from the Public:**

Donna Bouchard commented on the draft proposal written by Ellen Grieco in response to Shawn Kinney's article and asked that the correspondence not be submitted to the Town Crier. She also asked the School Committee to focus on other areas pertaining to the schools' accounts and school policy that, in her opinion, are not in compliance with the law. She also requested that before an auditor is hired, the School Committee review the accounts in terms of how they were set up and by whom.

Tom Sciacca commented on the program sponsored by the Historical Society, which featured Frank Smith, a former WHS teacher. He also commented on the letter he submitted to the Town Crier regarding Boston Magazine's high school rankings in which he compared Wayland High School to Holliston High School. He also stated that he sent an article to the Committee regarding online college programs that are being offered and, in his opinion, this will revolutionize higher education.

### 2. **Presentation re: Literacy in Primary Grades:**

Karyn Saxon gave a presentation regarding Literacy in the primary grades and incorporated answers to the questions she received prior to the meeting from School Committee members. She reviewed the five components of reading, reported by the National Reading Panel in 2000, and what they represent at different grade levels. They are: 1) Phonological Awareness, 2) Phonics, 3) Fluency, 4) Vocabulary, and 5) Comprehension. Also included in her presentation was one more component – Writing – also a part of the reading curriculum. Karyn stated that the new Common Core Standards comply with the five components of reading.

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She explained how each component is implemented in the classroom, and she referred to it as the “balanced literacy approach.” Karyn stated that technology is used to practice what is being taught in the classroom. Assessments are done at the beginning of October. Karyn also discussed time management in terms of covering all subjects, which is a constant struggle in elementary education. Karyn quoted Richard Allington about what matters in reading achievement.

Karyn answered other questions from the School Committee.

#### 3. **Receive School Improvement Plans:**

Paul Stein prefaced the principals’ presentations by saying that the School Improvement Plans (SIP) are about content and format in an effort to have the system-wide goals resonate in the schools. He stated that the SIP’s are being presented earlier in the year, so that the goals can be analyzed at the end of the school year in terms of progress made.

The five principals presented one goal which is tied to their individual School Improvement Plans.

Pat Tutwiler, High School principal, presented the Health and Wellness Goal and stated that there are two pieces to this goal – curriculum and instruction (tied to state standards) and extra-curricular activities and school culture. Pat commented that a wellness consultant/expert with experience in developing curriculum will be hired.

Debbie Bearse, Claypit Hill principal, presented the Evaluation goal related to the state mandated Educator Evaluation Framework. She reviewed how they are preparing and working through the teacher evaluation process. Debbie stated that 4 teachers per school have volunteered to be a part of the pilot program, and will receive extensive training in preparation to mentor teachers in September. WTA will also be involved in going through the 5 step process.

Betsy Gavron, Middle School principal, presented the Achievement Gap goal and stated that they are collaborating with James Burstyn to devise a metric measurement to be used across the district. Betsy also cited some student statistics in terms of grades in different ethnic groups.

Jim Lee, Happy Hollow principal, presented the RTI goal and commented that, at the elementary level, this is the third year of implementation. Jim discussed the scheduling of RTI blocks and the focus of the students in their individual groups. He also commented that teachers share materials and discuss how to deal with certain situations in the classroom.

Paul Stein commented on the difference between Accountability Status and Academic Yearly Progress (AYP).

Brian Jones, Loker principal, presented the Technology goal and stated that there is a sense of caution in terms of students having too much screen time. Brian stated that Interactive White Boards are being used, but may or may not be developmentally appropriate for kindergarten students. Also being utilized in terms of the curriculum frameworks are iPad applications of which several have been chosen for kindergarten students.

The principals answered questions from the School Committee.

#### 4. **October 1<sup>st</sup> Enrollment Report & FY14 Projections:**

Geoff MacDonald reviewed the October 1<sup>st</sup> Enrollment Report and FY14 Projections and stated that the purpose of this report is to inform the budget process going forward. Geoff explained the process used to benchmark the enrollment, and, with the help of the New England School Development Council (NESDEC), they are trying to understand the variability in the enrollment forecast. Geoff gave the projected variables and will continue to work with NESDEC. He also commented that the model vs. the trend varies in numbers.

#### 5. **Continued Discussion re: School Committee Goals:**

Beth Butler provided the School Committee with a list of goals that were discussed at prior meetings. Barb Fletcher reviewed the list and suggested that the School Committee agree on one goal to be developed for this year. A discussion ensued, and the Committee agreed that due to negotiations, the audit, the superintendent’s evaluation, etc. there is much to do and they will put off developing a goal for another year.

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6. **Update re: Audit of School Accounts:**

Shawn Kinney commented that the Audit Committee reviewed and ranked the proposals received from the audit firms. The Audit Committee recommends Powers & Sullivan to the School Committee. Shawn did state, however, that one firm will perform the initial audit/scope, possibly before Thanksgiving, and a second firm possibly completing the final audit in January.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to authorize Shawn Kinney and Barb Fletcher to engage Powers & Sullivan to conduct the first phase of the audit of the school accounts. 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 (by remote)	X	
Malcolm Astley	X	
Ellen Grieco	X	
Shawn Kinney	X	

7. **Continued Discussion re: School Committee Response to Town Crier Article:**

Shawn Kinney communicated to the School Committee that rather than submit their original response to his article, he recommended that a letter be drafted in which the audit is discussed. The other members of the Committee gave their interpretation of Shawn's article, and they agreed that Ellen will draft a letter clarifying the work that the School Committee has done and is doing in terms of bringing the school audit to fruition. Ellen will bring the letter to the School Committee for their review and signatures.

8. **Consent Agenda:**

- (a) Approval of Wayland Middle School Cape Cod Trip
- (b) Approval of Accounts Payables & Payroll Warrants
  - Wayland Public Schools Accounts Payable warrant, dated 11/5/2012, in the amount of \$240,025.20
  - Wayland Public Schools Payroll warrant, dated 11/1/2012, in the amount of \$1,122,322.63
- (c) Approval of Minutes
  - Special Session of October 3, 2012
  - Special Session of October 15, 2012, as amended
  - Regular Session of October 22, 2012, as amended
- (d) Acceptance of Gifts
  - A donation in the amount of \$493.05 to Happy Hollow's gift account from Target's "Take Charge of Education" Program
  - A donation in the amount of \$500.00 for the WHS Mock Trial Team Harvard Seminar from the Wayland Police Association
- (e) Declare Technology Equipment as Surplus

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the consent agenda, including the amended minutes of October 15, 2012 and October 22, 2012. 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 (by remote)	X	
Malcolm Astley	X	
Ellen Grieco	X	
Shawn Kinney	X	

9. **Update of FY14 Operating Budget Guideline:**

Bill Steinberg of the Finance Committee met with the School Committee to respond to the following questions: 1) what is the level of detail the FinCom wants in terms of taking budget cuts up to 10% and 2) did that number have to be 10%?

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Bill responded that the Finance Committee is not looking for specific details in this exercise and 10% is not an arbitrary number.

Paul Stein asked the School Committee for guidance in terms of specifics. He also informed the School Committee that due to increased enrollment in the elementary schools, another classroom might be needed, which means hiring another teacher.

*Ellen left the meeting at 10:15 P.M.*

10. **Superintendent’s Report:**

Paul Stein reported that two weeks after issuing the MacBook Airs to students, Apple came out with a new model. Leisha Simon appealed to Apple and, as a result, Apple issued the district \$87,000 worth of credits to purchase technology – a check for \$42,000 and the rest in credits. He also noted that plans are to apply this credit toward other technology needs in the 1:1 program.

11. **Follow-up and Future Agenda Items:**

- (a) Distribution of School Committee Report re: Article 28 Restatement of FY11 Expenditures:  
Barb Fletcher distributed to the School Committee her comments that she previously sent to Shawn Kinney. The School Committee will discuss at the November 19<sup>th</sup> meeting.
- (b) Receive Updated Policies re: MASC Review of Policy Manual (ACA, ACAB, BEC, BEDH, DGA, GBA, IJ, JB, JBA & JFBB):  
The School Committee discussed the above-mentioned policies.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to put policies ACA (Non-Discrimination on the Basis of Sex), ACAB (Sexual Harassment), BEC (Executive Sessions), BEDH (Public Participation in School Committee Meetings), DGA (Authorized Signatures), GBA (Equal Employment Opportunity), IJ (Instructional Materials), JB (Equal Educational Opportunities), JBA (Student-to-Student Harassment) & JFBB (School Choice) out for public comment, after which the policies will be discussed and approved at a future meeting. 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 (by remote)	X	
Malcolm Astley	X	
Shawn Kinney	X	

Barb Fletcher commented that the Gift Policy was reviewed by Mark Lanza and the Policy Subcommittee. Paul Stein will also review and then discuss at a future meeting.

Upon a motion duly made by Malcolm Astley, seconded by Shawn Kinney, the School Committee voted unanimously (4-0) to put the Gift Policy out for public comment once Paul Stein has reviewed the policy. 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 (by remote)	X	
Malcolm Astley	X	
Shawn Kinney	X	

12. **Comments from the Public:**

Tom Sciacca commented on the enrollment models and stated that Wayland has a “barbell” demographic distribution, meaning when older residents move out, families with children move in. He also commented on long-range planning in terms of private enterprise vs. public municipalities and asked the School Committee to lay out the desired principles and then invite the public to share their input.

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13. **Executive Session:**

Upon a motion duly made by Beth Butler, seconded by Shawn Kinney, the School Committee voted unanimously (4-0) to convene in Executive Session at 10:34 P.M. to discuss strategy with respect to Collective Bargaining for all school unions (WTA, WESA, Custodial and Food Service), as set forth in M.G.L. Chapter 30(a), Section 21 (a) (3), as such a 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. The Chair announced that the School Committee will reconvene in Open Session following Executive 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	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney	X	

14. **Adjournment:**

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 11:20 P.M. 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	
Shawn Kinney	X	

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Louis Jurist, 86 Sears Road  
Amy Simmons, 221 Main Street  
Stephanie Leong, 38 Rolling Lane  
Tom Sciacca, WVN

Corresponding Documentation:

1. School Improvement Plans for WHS, WMS, Claypit Hill, Happy Hollow and Loker
2. 2012-2013 Enrollment Report
3. List of Possible School Committee Goals
4. Memo from Chris Riley, Chair of Audit Committee
5. Memo from Fred Turkington to BOS
6. WMS Cape Cod Trip Packet
7. Payroll Summary
8. Special Session Minutes of October 3, 2012
9. Special Session Minutes of October 15, 2012
10. Regular Session Minutes of October 22, 2012
11. Executive Session Minutes of October 22, 2012
12. List of Technology Surplus Equipment
13. List of Policy Manual Review
14. Revised School Committee Statement re: Article 28 Restatement