

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – December 3, 2012

A Regular Session of the Wayland School Committee was held on Monday, December 3, 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
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:

John Senchyshyn, Asst. Town Manager/HR Director
Leisha Simon, Director of Technology & Accountability

Chair Barb Fletcher convened the Regular Session at 7:05 P.M. and announced that the meeting is being taped live by WayCAM. Barb encouraged the School Committee to watch the taped BOS meeting at which an OPEB consultant is present. Because of the OPEB meeting and a full School Committee agenda, Barb also stated that she did not notify the community of the Committee's decision to extend the public comment period. She suggested that the Committee discuss the Q&A comment period further at a future meeting.

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

Tom Sciacca commented on articles regarding football head injuries, in particular, the article he sent to the School Committee and stated that the problem cannot be fixed by changing the rules or improving helmets. He commented that the Wayland Public Schools had always been referred to as exemplary because there was a willingness to take risks and do innovative things. In his opinion, if Wayland addressed this issue and the football program, it might move Wayland back into an exemplary direction.

2. **Prepare for Meeting with FinCom re: Capital Budget Request:**

Barb Fletcher commented that at the FinCom's meeting last week, it was noted there isn't a CIP for the Middle School roof, and it is possible that additional funds may be requested at Town Meeting, as the original estimate of the entire project was lower than may be needed. It was noted that in addition to the removal of hazardous materials, the HVAC equipment has to be removed and reinstalled. Barb passed out a draft of a CIP for the Committee's review and stated that John Moynihan will provide an update on December 17th. Barb reviewed Part A and Part B of the CIP. She stated that the MSBA process requires that the total cost of the project be approved at Town Meeting, not just the cost to the Town after MSBA reimbursement.

The FinCom also recommended that a Q & A be submitted for furniture and tile replacement, which Barb created in draft form.

If the Committee members have questions regarding the Q & A, they will send them to Barb, she will follow up with John Moynihan, and then she will incorporate them into the documents.

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3. **Receive the FY12 DESE End-of-Year-Report:**

Geoff MacDonald reviewed the FY12 DESE End-of-Year Report, which is submitted each year to the state as required by Chapter 73, Section 3 [sic: should be Chapter 72, Section 3]. Geoff stated this report breaks down into different schedules and covers all funds in the Wayland Public Schools. Geoff identified state aid and the district expenditures for the year within the disbursements of state aid. Geoff commented that per pupil spending is no longer calculated in the report, but the numbers will be on the state website in a few weeks. He stated that the signatures of the Town Accountant, School Committee Chair, and the Superintendent are required in order to seek DESE approval.

Geoff answered questions from the School Committee members regarding expenditures and average teachers' salaries. Committee members can contact Geoff for a copy of the state's final report, which will also be posted on the DESE website.

4. **Receive Update re: FY14 Operating Budget (including School Committee Department Budget):**

Paul updated the School Committee on the process of developing the FY14 Operating Budget, which would include the maintenance-of-effort budget and the 10% reduction budget. He stated that there are two or three areas that increase the maintenance-of-effort budget above what the FinCom has suggested. Thus, Paul proposed to present three budgets – 1) a maintenance of effort budget minus target reductions, 2) a budget that reflects exactly what the FinCom has asked for, and 3) the 10% cut budget. Paul also provided an estimate of the budgets being presented.

Barb Fletcher commented that she and Paul spoke to the FinCom liaisons, and the FinCom will support this process. The School Committee also supports this approach to the budget, but asked Paul to itemize the target reductions and keep track of the initiatives.

In terms of the School Committee Department Budget, Barb passed out information provided by Geoff MacDonald. The School Committee reviewed this information, which is the starting point in order to reach the targeted reductions and is focused on expense accounts. If the Committee members have specific questions or want more information, they will contact Barb.

5. **Discuss Salary Adjustment for Early Childhood Coordinator:**

Paul Stein recommended to the School Committee that the salary for the Early Childhood Coordinator be adjusted, as this discrepancy came to his attention while preparing the budget. He recommended that a small adjustment be made this year, while stepping her up over the next five years. Given the fiscal climate, Paul stated that he wants to do what is fiscally responsible for the school system. Beth Butler recommended that this matter be revisited next year in order to avoid a five-year time table.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve the salary adjustment for the Early Childhood Coordinator as Dr. Stein sees fit.

6. **Receive Superintendent's Goals for Superintendent Evaluation Tool:**

Paul Stein reviewed the DESE criteria for his evaluation by the School Committee, which include an evaluation in terms of the standards and his goals. Paul presented his goals and action items related to his goals. He stated that this is a work in progress, and he will show evidence by the end of the year that he has followed through with his goals. Paul commented that this process is parallel between him and the principals and between the principals and the teachers.

The School Committee commented favorably on Paul's goals and associated action items. Malcolm Astley conveyed his concerns in terms of student assessments as they relate to these goals. A discussion ensued.

Paul described the four general areas of each goal.

Ellen and Shawn will submit their indicators, as discussed at a prior meeting, to Malcolm during a School Committee meeting or a Superintendent Evaluation Subcommittee meeting.

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7. **Continued Discussion re: Historical Commission's Request for Study of Middle School Woods:**

Barb Fletcher reviewed the discussion from the November 5th meeting regarding the Historical Commission's request to study the Middle School Woods. Beth Butler commented that she perused the statutes pertaining to such a study and requested that those doing the study be cognizant of the laws.

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to give permission to the Wayland Historical Commission to proceed with its intention to study the woods on the Middle School property by observing, mapping, photographing, documenting research, and without disturbing the land by digging or otherwise; provided that the Wayland School Committee is kept informed of the Wayland Historical Commission's actions with respect to this undertaking and that the Wayland Historical Commission complies with all relevant state and federal laws concerning preservation of the land, including its historical and cultural features, if any.

Malcolm Astley also suggested to members of the Commission that they get independent corroboration, so that there is less chance of doubt surrounding this study. Sheila Carel responded with an explanation of the process which, in her opinion, should eliminate any doubt.

8. **Receive The Education Cooperative Update:**

Beth Butler commented that the law has changed in terms of how collaboratives report, and one of the requirements is that the School Committee representative also report back to the School Committee. Beth reviewed The Education Cooperative's (TEC) technology proposal for online courses. TEC offers many services, including Special Education, collaborative purchasing, professional development, and student internship opportunities. Beth will send to the Committee the TEC audit and financial reporting documents.

Paul Stein commented that there is pending legislation regarding the creation of a certain number of online schools, and TEC is considering becoming one of the vendors. Paul also commented that if a Wayland student wanted to enroll in an online school in Massachusetts, the district is required to pay the tuition. However, some districts may be chartered in the future. He stated that there are many ideas out there, but nothing in the planning stages.

9. **Consent Agenda:**

- (a) Approval of Five School Improvement Plans
- (b) Approval of Accounts Payables & Payroll Warrants
 - Wayland Public Schools Accounts Payable warrant, dated 12/3/2012, in the amount of \$453,868.95
 - Wayland Public Schools Payroll warrant, dated 11/29/2012, in the amount of \$1,176,646.77
- (c) Approval of Minutes
 - Regular Session of November 19, 2012, as amended

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the consent agenda, including the amended regular session minutes of November 19, 2012.

10. **Presentation of Joint Town and School Technology Proposal:**

John Senchyshyn and Leisha Simon discussed the Town and School Department IT Consolidation Proposal with the School Committee. They reflected on the past two years and how this proposal came to fruition. John cited the advantages of this collaboration, as the schools and the Town can now share services and expertise. Although there are separate infrastructures, they stated that there is no security risk involved. The IT staff will eventually be housed in the Town Building in a common area. Leisha stated that the approval of Beth Monahan as the K-12 Department Head was a key decision in this process.

John and Leisha answered questions from the School Committee. A discussion ensued regarding The Abrahams Report and cost savings, and Leisha suggested that staffing be assessed from time to time in terms of outsourcing and/or in-house support. John added that GIS programs in the surveying office are still separate from this proposal; however, their computers and services will be supported.

11. **Superintendent's Report:**

- (a) School News
 - Paul commented that the Emergency Planning Committee, led by Doug Leard and comprised of Chief Irving, Chief Smith, the Board of Health, and the DPW, met before and after Hurricane Sandy, and he is impressed with their coordination, which also helped Paul in his decision making regarding the schools.

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(b) Elementary School Building Use Update:

Paul Stein updated the School Committee of the progress of the Elementary School Building Use Task Force. He commented that they received good feedback at the public forum, and they are doing their final analysis of the different variables and how they're impacted under each option. Paul stated that it is the intention of the Task Force to provide the School Committee with some narrowed choices by January. He also commented that based on the enrollment for next fall, final implementation would be put off until next spring for the fall of 2014.

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

(a) Update re: Audit/Review of School Accounts:

Shawn Kinney commented that he received an email from Jim Powers of Powers and Sullivan stating that Jim expects to have an RFP by this Friday (12/7) and will present it at the next meeting.

In response to some confusion from the public in terms of the audit process and the role of the Audit Committee, Barb put together a summary of Phase 1 and Phase 2 of the audit. She reviewed it with the School Committee. Barb also spoke to the Chair of the Board of Selectmen, and after School Committee approval, she will present it to the Selectmen. The role of the point person for the Audit Committee as stated in the charter from the BOS was also discussed. The School Committee will hire the audit firm for Phase 2, based on recommendations from the Audit Committee.

The Committee gave their general support to Barb to give the summary to the Board of Selectmen.

(b) Receive Revised Policies re: MASC Review:

Barb Fletcher commented that the Policy Subcommittee, the MASC, and Paul Stein have reviewed the following additional policies and is seeking a vote to put these policies out for public comment.

- Educational Philosophy (AD)
- Goals for the Wayland Public Schools (ADA)
- Student Records (JRA)
- Regulations (JRA-R)
- Public's Right to Know (KDB)

Upon a motion duly made by Shawn Kinney, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to put out for public comment Policies AD (Educational Philosophy), ADA (Goals for the Wayland Public Schools), JRA (Student Records), JRA-R (Regulations), and KDB (Public's Right to Know).

(c) Update re: Thanksgiving Alumni Event & Request for Funding:

Malcolm Astley updated the School Committee on the Thanksgiving Alumni Breakfast. He commented that ideas are being considered to keep the Alumni Association growing, and there have been a lot of suggestions for next year's events. He asked the School Committee to pass on to him their suggestions, if any.

Malcolm also asked the School Committee if school funds were available to support the Alumni Association.

Upon a motion duly made by Ellen Grieco, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to authorize Gini Tate to seek a legal opinion as to whether school funds could support the Alumni Association.

13. **Comments from the Public:**

Tom Sciacca commented that when there is an economic crisis, it could be an advantage, as it challenges one to do things that one might never do.

14. **Executive Session:**

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to convene in Executive Session at 9:35 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 30A, 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 and to review the

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Executive Session minutes of November 19, 2012. 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	
Ellen Grieco	X	
Shawn Kinney	X	

15. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:56 P.M.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Louis Jurist
Sheila Carel
Tonya Largy

Corresponding Documentation:

1. Superintendent's Goals for Evaluation
2. Town & School IT Consolidation Proposal
3. MASC Policies for Review: AD, ADA, JRA, JRA-R, and KDB
4. Draft of Revised Capital Improvement Plan
5. Draft of School Accounts Scope of Work for a Financial Audit/Review
6. Memo re: Early Childhood Coordinator Salary Adjustment
7. FY12 DESE End-of-Year Report
8. Regular Session Minutes of November 19, 2012
9. Executive Session Minutes of November 19, 2012