

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – August 29, 2011

A Regular Session of the Wayland School Committee was held on Monday, August 29, 2011, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Mrs. Barb Fletcher, Chair
Ms. Beth Butler, Vice Chair
Dr. Malcolm Astley
Mrs. Ellen Grieco
Dr. Shawn Kinney

Also:

Dr. Paul Stein
Superintendent of Schools

Mr. Brad J. Crozier
Assistant Superintendent

Dr. Marlene M. Dodyk
Director of Student Services

Mr. Geoffrey S. MacDonald
Business Administrator

Chair Barb Fletcher convened the regular meeting at 7:05 P.M.

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

No comments or written statements.

2. **Revisions to Bullying Prevention Policy:**

Ms. Deb Cohen, on behalf of the Policy Subcommittee, presented a draft of the Bullying Prevention Policy for the School Committee to review based on the MASC's model policy. She suggested several options in the wording of the draft policy. She answered questions from Dr. Stein and School Committee members. The School Committee would like the Administrative Council to review and provide feedback on the draft policy.

3. **Youth Advisory Committee Appointment:**

Ms. Lynn Dowd, Youth Services Director, presented Jane Dickson Purser to the School Committee for the open position on the Wayland Youth Advisory Committee.

Upon a motion duly made by Ms. Butler, seconded by Dr. Kinney, the School Committee voted unanimously (5-0) to appoint Jane Dickson Purser to the Wayland Youth Advisory Committee for a three-year appointment.

4. **Special Education Program Report:**

Dr. Marlene Dodyk presented the FY11 Special Education Program Report to the School Committee. She highlighted specialized programs, grant activities, anticipated changes and goals for this school year and other activities related to Special Education in the district. She answered questions from members of the School Committee.

5. **FY11 End-of-Year Financial Report:**

Item tabled to a future meeting.

6. **Preliminary Discussion of Superintendent Goals for FY12 & Superintendent Evaluation Process:**

Members of the School Committee were provided with an opportunity to give further input to the FY12 goals. The Committee discussed possible changes to the Superintendent evaluation process and guidelines. Dr. Stein recommended adding a goal related to instructional leadership, "How effective is the Superintendent in fostering school cultures, instructional programs, and strategic initiatives which are conducive to high quality student learning?"

Several changes were made to the draft document.

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7. **WayCAM Lease:**

The School Committee reviewed the terms of a lease agreement with WayCAM. Dr. Louis Jurist was asked to provide context to the lease and items that were discussed that are currently not in the lease document. He suggested creating a side letter of agreement to ensure items of concerns that have been noted.

Upon a motion duly made by Dr. Kinney, seconded by Mrs. Grieco, the School Committee voted unanimously (5-0) to agree to the terms of the WayCAM lease agreement, subject to a side letter of agreement as noted in the discussion.

8. **Approval of Accounts Payable and Payroll Warrants:**

Upon a motion duly made by Dr. Astley, seconded by Ms. Butler, the School Committee voted unanimously (4-0) (Dr. Kinney abstained) to approve payment of the following:

- Wayland Public Schools Payroll warrant, dated 7/28/2011, in the amount of \$228,537.41 (signed)
- Wayland Public Schools Payroll warrant, dated 8/11/2011, in the amount of \$207,898.37 (signed)
- Wayland Public Schools Accounts Payable warrant, dated 8/15/2011, in the amount of 340,373.10 (signed)
- Wayland Public Schools Accounts Payable warrant, dated 8/15/2011, in the amount of \$4,296,915.55 (High School Project) (signed)
- Wayland Public Schools Payroll warrant, dated 8/25/2011, in the amount of \$233,625.49
- Wayland Public Schools Accounts Payable warrant, dated 8/29/2011, in the amount of \$256,700.30

9. **Approval of Minutes:**

Upon a motion duly made by Mrs. Grieco, seconded by Dr. Astley, the School Committee voted unanimously (5-0) to approve the following minutes as amended:

- Regular Session of July 25, 2011

June 27, 2011 regular session minutes were tabled.

10. **Superintendent's Report:**

(a) Full Day Kindergarten Update/Enrollment Update:

Dr. Stein updated the School Committee on the current Full Day Kindergarten and the district's current enrollment.

(b) METCO Request:

Dr. Stein reviewed a request from the METCO Department requesting funding for unanticipated expenses pertaining to fuel costs.

Upon a motion duly made by Mrs. Grieco, seconded by Dr. Astley, the School Committee voted unanimously (5-0) to approve the funds necessary to cover the unanticipated fuel costs.

(c) School Improvement Plans:

Dr. Stein presented School Improvement Plans for each of the five schools and suggested some format changes looking forward. The School Committee discussed possible changes in future reports.

Upon a motion duly made by Ms. Butler, seconded by Dr. Kinney, the School Committee voted unanimously to receive the School Improvement Plans.

(d) Use of WHS Parking Fees:

Dr. Stein reviewed a memo from Pat Tutwiler, Principal of WHS requesting restoration of the Student Supervisor position at the High School using fees collected from student parking.

Upon a motion duly made by Dr. Astley, seconded by Dr. Kinney, the School Committee voted unanimously (5-0) to approve the request to restore the Student Supervisor position.

(e) Report on Administrative Retreat:

Dr. Stein reviewed the agenda and content covered at the administrative retreat on August 24 and 25.

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- (f) Report on AYP Status:
Dr. Stein provided the School Committee with a draft of a letter to the parents of all Wayland students to update them on the district's AYP status. He answered questions posed by Committee members.
- (g) Surplus Technology Equipment:
Dr. Stein requested the Policy Subcommittee create a policy for disposal of outdated equipment.

Other topics covered by Dr. Stein were the following: 1) iPod pilot, custodial work, and the back-to-school staff opening day.

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

- (a) Continued Discussion of Indirect Cost Agreement:
This item was tabled to a future meeting.
- (b) Review of Minutes Related to OML Complaint:
This item was tabled to a future meeting.
- (c) Continued Discussion of ORC Report re: the Abrahams Report Part I:
Mrs. Grieco will draft a summary of the School Committee's review and actions based on the ORC's recommendations. The School Committee continued their discussion of the ORC's findings and recommendations.
- (d) Discussion re: School Packets for Information:
All Committee members will continue to receive meeting packets electronically, but have the option for paper copies.
- (e) Boston Parent Meeting – Proposed Date 10/17/11:
The School Committee members reviewed alternative dates for the Boston parent meeting and chose November 2 or 3.
- (f) School Committee Retreat:
Members of the School Committee would like to have a retreat-like meeting to discuss long-term goals and big picture topics. The School Committee will look for a date that is feasible for all members.
- (g) Review of School Committee Performance:
This performance review will be discussed at a future meeting. Dr. Kinney will draft an evaluation tool.
- (h) Thanksgiving Alumni Event:
Dr. Astley provided an update on the planning for the Thanksgiving Alumni event. He informed the Committee that two people are willing to help with the planning.

12. **Comments from the Public:**

Dr. Louis Jurist commented that given the struggles of the School Committee, they have had to cope with different software versions with the electronic agendas and supports one device for the 1:1 laptop initiative. He also suggested that executive functioning and organizational skills should be taught as a course.

13. **Adjournment:**

Upon a motion duly made by Ms. Butler, seconded by Dr. Kinney, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:12 P.M.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

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Observers:

Louis Jurist, Wayland parent
Deborah Cohen, 50 Forty Acres Drive
Tom Sciacca, WVN

Corresponding Documentation:

1. Special Education Program Report
2. Draft Bullying Prevention Policy
3. Draft Superintendent Evaluation Guidelines
4. WayCAM Lease Agreement
5. FDK and Enrollment Update
6. Memo re: METCO Unanticipated Expenses
7. WHS School Improvement Plan
8. WMS School Improvement Plan
9. Claypit Hill School Improvement Plan
10. Happy Hollow School Improvement Plan
11. Loker School Improvement Plan
12. Memo re: WHS Student Supervisor Position
13. Admin Council Retreat Update
14. Draft Letter to Parents re: AYP