

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – May 20, 2013

A Regular Session of the Wayland School Committee was held on Monday, May 20, 2013, at 6:30 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  
Donna Bouchard

Also:

Paul Stein  
Superintendent of Schools

Brad J. Crozier  
Assistant Superintendent

Marlene M. Dodyk  
Director of Student Services

Geoffrey S. MacDonald  
Business Administrator

Also:

Attorney Gini Tate  
Debbie Bearse, Claypit Hill Principal  
Claypit Hill 4<sup>th</sup> Grade Team – Darcie Foley, Diane Mello, Kristin Murphy, Sue Olivier, Sharon Postma, Rebecca Talaia, Liz Wales, Karen Tichnor, Jenny Champney, Karyn Saxon

Chair Barb Fletcher convened the Regular Session at 6:30 P.M.

1. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (5-0) to convene in Executive Session at 6:30 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. The Chair announced that the School Committee will reconvene in Open Session following Executive Session. 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	
Donna Bouchard	X	

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to adjourn the Executive Session and reconvene in Open Session. 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	
Donna Bouchard	X	

The School Committee reconvened in Open Session at 8:12 p.m.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – May 20, 2013

2. **Discussion of Public Records Request:**

The School Committee discussed public records requests from one resident: 1) concerning the Bargaining Team and how it was put together, 2) because the requester believes that the negotiating team is a subcommittee, a request for the agendas and minutes of the bargaining sessions, and 3) if the negotiating team is a subcommittee, it is subject to the Open Meeting Law.

Barb Fletcher read a drafted response to the public records request. School attorney Gini Tate was available to answer questions from the Committee and to clarify aspects of the public records requests. At the request of the Committee, Beth will contact the Attorney General's office to discuss this issue.

The Committee also discussed the protocol and/or practice in terms of speaking to legal counsel. Gini Tate indicated that the practice has been that communication is through the Superintendent or School Committee Chair in order to control costs and in recognition that individual members do not have authority to act for the School Committee, unless specifically authorized. This topic will be discussed at a future meeting.

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

There were no comments and written statements.

4. **Goal Report – Response to Intervention:**

The Claypit Hill 4<sup>th</sup> Grade Team presented the 4<sup>th</sup> grade model for PLC's (Professional Learning Community) and RTI (Response to Intervention). The team's goal is "to provide high-quality instruction and interventions that match all students' needs, group students to maximize growth and learning performance, and communicate together about how we are meeting students' needs."

The teachers highlighted the importance, the timeline, and the collaboration in working toward the success of student outcomes and the next steps in moving forward. They commented that student groups are developed based on assessments and data, and progress is monitored every 4-6 weeks, so that they can identify those students who might need extra help. The teachers noted that groups change frequently during the year.

The School Committee asked the teachers questions and Paul commented on the teaching profession in terms of the direction in which it is moving.

5. **Public Hearing on School Choice:**

Barb Fletcher stated that the School Committee is required by law and before June 1 to hold a public hearing on School Choice. The Committee had a prior discussion on March 18, 2013 in terms of becoming a School Choice community or not. She opened the meeting up to public comment related to School Choice. There were no comments or questions.

**Resolution on School Choice**

**Whereas** the Education Reform Act of 1993 requires the enrollment of non-resident students under the School Choice provision unless the Committee votes by June 1 not to participate, and

**Whereas** the School Choice provision takes money away from the sending district and awards it to the receiving district, and

**Whereas** Wayland's per pupil expenditure is greater than the maximum allowable reimbursement, which means Wayland taxpayers would subsidize each choice student, and

**Whereas** once Wayland accepts a pupil, it must keep the pupil through graduation even though Wayland's demographic situation might change considerably, and

**Whereas** it is possible that a number of students could return to their sending districts or otherwise leave Wayland, thus creating a potential income loss, now hereby be it

**Resolved** that the Wayland School Committee respectfully declines to participate in the choice program with the provision that should surrounding school districts subsequently and prior to June 1 decide to accept the provisions of School Choice, the Wayland School Committee reserves the right to do likewise in order to protect its fiduciary interest in this matter.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0), according to M.G.L. Chapter 76, Section 12B(d), by way of the above resolution, that the Wayland School Committee

## MINUTES – WAYLAND SCHOOL COMMITTEE

### Regular Session – May 20, 2013

respectfully declines to participate in the choice program with the provision that should surrounding school districts subsequently and prior to June 1 decide to accept the provisions of School Choice, the Wayland School Committee reserves the right to do likewise in order to protect its fiduciary interest in this matter.

#### 6. **Superintendent Evaluation:**

Beth and Malcolm walked the School Committee through the evaluation process and the timeline from this point and discussed the pertinent documents, including supporting evidence, relative to the Superintendent's evaluation.

A discussion ensued in terms of an exemplary status vs. proficient and what it would mean for the individual being evaluated. Also discussed was maintaining continuity and consistency amongst principals when evaluating teachers.

The Committee hopes to have the Superintendent's evaluation finalized at the June 17<sup>th</sup> meeting.

#### 7. **Discussion of School Committee Protocols:**

The School Committee discussed two matters regarding School Committee protocols: 1) how information is received and disseminated amongst individual Committee members and 2) contacting the school attorney or legal counsel. Barb and Paul clarified circumstances in which they would individually contact the school attorney and/or legal counsel.

Donna Bouchard distributed MASC standard language in terms of protocols in contacting an attorney in comparison to the Wayland School Committee policy. Donna also recommended language regarding tenure of the school attorney.

The discussion will be continued at a future meeting.

Also discussed was the issue of some members, not the entire School Committee, being invited to meetings of other Town Boards. The School Committee agreed to make the Committee aware of other Board meetings.

#### 8. **Vote to Approve Revised Policy GBEB (Gifts to and Solicitations by Staff) re: MASC Review of Policy:**

Barb commented that changes were made in the first two paragraphs of the policy, which was taken from MASC's standard policy and will bring Wayland up to compliance.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve Policy GBEB (Gifts to and Solicitations by Staff) as presented tonight.

#### 9. **Amendment to WHS Student Activities and Approval to Establish Revolving Account for Testing:**

Geoff MacDonald requested School Committee approval to establish a separate revolving account for Testing for PSATs and A/P exams for high school students. This will increase efficiency, establish better internal controls, and allow for transparency. Geoff cited specific reasons for this request. Adding "transcripts" to this account will be discussed at a future meeting.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to amend the Student Activities Account and to establish the revolving account for testing under Chapter 71, §47.

#### 10. **Update re: Retroactive OPEB Charges for Fee-based Programs:**

Barb Fletcher updated the School Committee on the FinCom's decision to charge the town and school fee-based programs OPEB charges from FY08 – FY12. The amount for each program is still yet to be determined.

Paul questioned if the school lunch program could be required to contribute to OPEB, because the district is obligated to have a school lunch program. The School Committee will discuss at a future meeting.

#### 11. **Discussion of Public Records Requests:**

Barb noted that there are three public records requests:

- the email communications between individual School Committee members since March 1 that relate to collective bargaining;
- the composition of the bargaining team and how it was put together;
- the requester believes that the bargaining team is a subcommittee of the School Committee and, as such, there is a request for all agendas and minutes for negotiating sessions.

Barb instructed the members to gather their emails for review by Paul and Brad before their release. The Committee also discussed how to proceed regarding the second request in terms of defining "negotiating strategy." As agreed at the beginning of the meeting, Beth will contact the Attorney General to obtain clarification of the third request.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – May 20, 2013

12. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated 5/20/2013, in the amount of \$317,257.25
- Wayland Public Schools Accounts Payables warrant, dated 5/20/2013, in the amount of \$37,530.24 (Student Activity Accounts)
- Wayland Public Schools Payroll warrant, dated 5/16/2013, in the amount of \$1,194,689.53

(b) Approval of Minutes:

- Special Session of April 29, 2013
- Regular Session of May 6, 2013

(c) Acceptance of Gifts:

- A donation in the amount of \$2,000 to the METCO program from TJX Companies, which purchased a lap top for a METCO senior, and the remaining funds used for the METCO Senior Awards Ceremony.

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the Consent Agenda, including the Special Session minutes of April 29, 2013, as written, and the Regular Session minutes of May 6, 2013, as amended.

13. **Superintendent's Report:**

Paul spoke about a new requirement of the state that will impact all teachers. Within the next couple of years, if teachers have one or more ELL students in their classroom, they will be required to be RETELL (Rethinking Equity & Teaching for English Language Learners) certified, which entails 45 hours of training. In terms of the amount of coordination and teacher time, Marlene Dodyk and Ilene Lieberman are working together to put it all together. Also, the state will offer the workshop free for one time only to teachers, and there are limited slots.

Paul also stated that as part of the licensure process, teachers will need 15 hours of 150 required professional development points in ELL in order to renew their licenses from the state.

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

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

Barb informed the School Committee that they are invited to the Audit Committee's meeting on June 5. If there is a quorum of Committee members, the meeting will be posted. She also stated that Jim Powers of Powers & Sullivan will attend and present a progress report on the school audit. The Audit Committee will also be reviewing the Town's FY12 management letter. Barb also announced that a member of the Audit Committee will attend the June 17<sup>th</sup> School Committee meeting and will provide an update.

(b) Update re: Status Report and Future Agenda Topics:

This item was tabled.

(c) Permanent Building Committee:

Barb commented that the Permanent Building Committee was meeting on May 22, and since the School Committee has not yet appointed another representative, Beth Butler will act as the interim and attend the meeting with Donna Bouchard, School Committee representative.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to appoint Donna Bouchard and Beth Butler to the Permanent Building Committee for the duration of the Middle School Project, except in the case for Beth until the School Committee can find a community member to serve in that capacity.

(d) Wayland Public Schools Foundation:

Barb informed the School Committee that they were invited to attend the Wayland Public Schools Foundation annual meeting on May 21 at 7:00 p.m. at Wayland High School at which teachers will showcase the grants that they were awarded.

15. **Comments from the Public:**

There were no public comments.

16. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (5-0) to convene in Executive Session at 10:40 P.M. to review the Executive Session minutes of April 29, 2013 and May 6,

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – May 20, 2013

2013, pursuant to 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. 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	
Donna Bouchard	X	

17. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:50 P.M.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Corresponding Documentation:

1. Draft Response to Public Records Requests
2. ACE RTI Goal Report
3. List of Documents – Superintendent’s Evaluation
  - Superintendent’s Supporting Evidence (binder)
  - Superintendent’s Goals for Evaluation
  - Superintendent’s Evaluation Supporting Evidence (binder)
  - ACE Evaluation Goal Report
  - School Committee Responsibilities – Appendix C
  - Superintendent Responsibilities – Appendix D
  - Step-by-Step – Conducting the End-of-Cycle Summative Evaluation – Appendix E
  - Superintendent’s Self-Reflection
4. Policy GBEBEC – Gifts to and Solicitations by Staff
5. Memo re: Establishment of Revolving Account for Athletics
6. Accounts Payable & Payroll Warrants
7. Special Session Minutes of April 29, 2013
8. Regular Session Minutes of May 6, 2013
9. WHS Trip to Costa Rica Request
10. Follow-up Status Report – 4/30/2013
11. Executive Session Minutes of April 29 and May 6, 2013