

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – March 23, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, March 23, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Malcolm Astley
Donna Bouchard

Absent:

Jeanne Downs

Also:

Paul Stein
Superintendent

Brad Crozier

Assistant Superintendent

Susan Bottan

Business Administrator

Marlene Dodyk

Director of Student Services

Also:

Maureen Tillet, Wayland Boosters
Mark Lucier, Wayland Boosters
Patricia Keefe, WSCP Director

Chair Ellen Grieco convened the Regular Session at 7:03 p.m.

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

Annette Lewis commented on the unclear reporting in terms of money appropriated in the budget and expenses for FY13 and FY14. She believed that the same reporting exists for staff FTEs. *Barb responded that they are aware of differences in reporting and Susan is working toward reconciling the FTE reports and actuals reporting. Barb also noted that this topic will be on the next agenda for the Finance Subcommittee.*

Marianne Borkowski commented that she is a strong supporter of the schools and the Superintendent, who has done a fabulous job in maintaining past programs and moving the school system forward. Marianne also commented that she has worked with the METCO program for over 22 years and praised the Director and her staff for a job well done. In terms of METCO funds, she commented that the money should always support the goals of the program. She asked the School Committee to continue its support of the METCO program.

There were several METCO parents and students in the audience who all urged the School Committee, despite the 9C cuts, to keep the METCO program intact, including keeping the after-school late bus. They all spoke of the wonderful staff, the benefits their children have received, and the friendships their children have formed in Wayland. Some parents also attended Wayland METCO and spoke of the successes of the program, and some compared Wayland's METCO program to other districts and noted there is no comparison. A Boston resident, however not a METCO parent, spoke on behalf of the METCO Program.

Wayland High School students Kensie Thompson and Naya Davis commented that the METCO program is needed, as it takes away all the hardships that Boston kids sometimes live with. They both have had wonderful experiences, and believe that some people do not realize exactly the value of the program and what it does for

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the students. Kensie and Naya also commented that the METCO program is life changing for Wayland kids as well, and everyone needs to work together to keep this program going.

Rachel Mack, a WHS senior, is thankful to be a part of the Wayland METCO program and she thanked the School Committee for the opportunity and the experience.

Staff member and past METCO parent Giselle Kouka commented that her daughter is attending Swathmore College and, during her breaks, she spends time in Wayland with her friends, who are all happy to have formed these friendships.

Resident Maureen Tillett commented that the relationships she has formed because of METCO and working with people from different cultures is irreplaceable and remarkable.

Resident Tom Sciacca commented that his wife was the head of the Wayland Committee in the 1970's, and he doesn't know anyone who doesn't support the METCO program.

On behalf of the School Committee, Ellen thanked the audience for taking the time to talk about the value of the program, as they are all a very important part of Wayland.

2. **Financial Matters:**

(a) Discuss Reporting of Grants, including the METCO Grant and the Impact of the 9C Cuts (taken out of order):

Susan provided the Committee with information related to the METCO Grant, including a summary sheet noting the various cuts made and proposed to the Grant. Barb noted that there are two 9C cuts: \$10,160 (about 2% of the Grant) and \$49,000, totaling almost \$60,000. Barb commented that the Finance Subcommittee is talking with Susan about reporting in general for all Grants in an attempt to work together to provide better information to the School Committee regarding the budgets and the allocation of funds related to the Grants.

A discussion ensued regarding the METCO late buses and if there was enough money in the revolving account to sustain the buses for now. Paul confirmed that there is enough money in the revolving account from fundraising to sustain the late bus this year. If the Governor sustains the cuts in FY16, all METCO communities, including Wayland, may have to cut the late buses. However, Paul said, the Governor may restore the budget to this year's original levels for FY16. Paul commented that he attended a meeting with other Superintendents at the State House about this very issue, as there needs to be reminders of METCO's value, its roots, and its importance, given today's climate. Barb suggested that the School Committee write to the State Representatives to voice its support for the program; the Committee agreed.

Mabel confirmed that the total cost of late buses for the year is about \$48,000. Donna suggested charging the actual costs for the METCO program out of the Grant, for things such as salaries, benefits, insurance waivers, and transportation totaling \$636,343.95. Leaving a Delta of about \$15,000, she believes that all other costs need to run the program should come out of the operating budget. Donna explained further and advocated for a fully inclusive program. Mabel commented on the history of the Grant and noted that benefits are no longer a part of the requirement. She referred the Committee to the outline of the Grant sheet and explained the process. A discussion ensued.

The Finance Subcommittee will discuss this matter further, and Susan and Mabel will work together in terms of future reporting to the School Committee. Mabel commented that the FY16 METCO Grant will arrive in her office sometime in August 2015. Paul noted that the Governor's budget restores the FY16 budget to the level of the original FY15 budget.

3. **Educational Matters:**

(a) Superintendent's Report:

Paul noted his appreciation to Malcolm Astley, as both an educator and a School Committee member. Paul read a statement regarding some of Malcolm's writings. Ellen read a letter of appreciation from

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former School Committee member Beth Butler. The entire Committee honored Malcolm and thanked him for his service.

(b) Technology Spotlight #9:

Paul focused his Technology Spotlight on Computer Science & Programming. Programming requires students to think logically, problem solve, collaborate and communicate, as students who perform well in this class must possess a certain set of skills beyond logic. Programming also illustrates 21st Century skills. Paul commented that there are four courses taught in this regard and described the focus of each class: 1) Exploring Computer Science, 2) Computing with Python, 3) Android App Development, and 4) AP Computer Science.

Paul gave examples and described assignments in some of the classes, such as Arduino (purchased through a WPSF grant) in which students learn to engineer a circuit to achieve a set of goals. In the Android class, students learn to create a variety of programs for Android phones and tablets, and in the AP class, the students were asked to create a Space Invaders game. Paul provided visual examples.

Through his prep work, Paul learned that the 1:1 initiative has accelerated student progress in these courses for several reasons. Over time, the number of students has increased significantly.

As a former engineer, Tom Sciacca noted his surprise of Paul's understanding of this aspect of technology and the comments Paul made in terms of connecting math and creativity for these programs. Tom commented that the best software engineers were those who had a musical background.

(c) Discussion regarding Student Reporting:

This agenda item was passed over.

4. **Financial Matters:**

(a) Continue to Discuss Proposed Donation of Bus through the Wayland Boosters and the Village Bank, including Review of Draft Guidelines related to such Donations:

Barb addressed and reviewed with the Committee the guidelines that she and Paul drafted, but more work has to be done. She distributed a draft policy to the Committee; however, an updated draft will be given to the Committee at an April meeting prior to Town Meeting. There is an existing policy regarding advertising in schools and this new information will be merged into the existing policy. Going forward, another area that will be addressed is temporary advertising on school property. Barb noted that these updates should also comply with the School Gift Policy. Barb researched MASC policies, but could not find one that provided the Committee guidance. However, she will consult with Jim Hardy of MASC when a final policy is developed.

A discussion ensued regarding a possible distinction between advertising for profit vs. non-profit organizations. Barb referred to an existing policy regarding solicitations.

Maureen Tillett updated the Committee regarding the size of the advertising logo, including pictures of people, on the buses. Maureen noted that the Village Bank public relations person said that the size of the logo is important, but the placement on the bus is negotiable. Since Village Bank is making a significant contribution toward the purchase of the bus, they ask that only their logo be on the bus, but could also include "Wayland Athletics." Maureen also commented that Boosters is looking for a used bus manufactured between 2007 and 2010 within the \$30,000 price range and with low mileage.

Mark Lucier and Steven Cass worked together to provide a cost benefits analysis to the Committee. He reviewed the analysis with the Committee that contains current expenses, including transportation expenses. Some all-day athletic expenses were not included. Mark explained and also noted that due to high transportation costs, parents and students do carpool and hopes that it will not continue, once the buses are running. Also addressed were the insurance, maintenance and gas costs. The cost for drivers was not included. A discussion ensued regarding drivers' licenses, additional insurance, driver training,

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and if there are other issues surrounding the purchase of a used bus. More research is needed in these areas. Mark commented that these types of buses cannot be used to pick up students at home or take them home due to the lack of safety equipment on the roof of the bus.

Maureen and Mark advocated strongly for the advertising on the buses because of teams' limitations due to budget constraints in the athletic budget. A decision will be made at the next meeting on April 27, 2015.

(b) Review and Possible Vote regarding BASE Tuitions, including Review of the Financial Assistance Policy for BASE, Pegasus, and Full Day Kindergarten:

Paul commented that Pat Keefe has analyzed, revamped and clarified tuition rates on a per diem or gradient scale basis for families. Pat explained that she tried to match the rate used for Full Day Kindergarten in terms of the BASE program and for those families who were in the traditional program. Pat elaborated on her process and noted that there hasn't been an increase in BASE costs for five years. She also considered the increase in utilities and benefits costs for next year.

Paul referred to financial aid assistance and explained its applicability and costs in terms of these programs, also noting that financial assistance is given on a first come, first served basis. Pat explained the WSCP scholarship/financial aid process. Pat also confirmed that Childcare Resources is not viable for WSCP, as they are so far behind in granting funds to programs.

Barb asked Pat for updated projections for the BASE program with the increased tuition rates. Pat asked the School Committee for its approval in terms of the increased BASE rates.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the recommended change to the BASE fee for FY16 as proposed tonight and to approve the changes proposed tonight for financial assistance to the BASE and Pegasus programs.

(c) Continued Discussion regarding the Proposed FY16 Budget:

- Additional and Previously Presented Information and Analysis regarding the FY16 Budget:

In response to a question about any new charges for revolving funds that will offset the budget, the Finance Subcommittee will discuss this matter at its next meeting.

Donna asked about employees' travel stipends and the benefit of cell phones for some administrators. There are individual amounts for individual contracts and they are part of the compensation package. Paul explained the travel stipends. A discussion ensued in terms of the travel stipends and whether changes to contracts can be made before Town Meeting in an attempt to achieve savings to the budget. However, in Barb's opinion, the whole compensation package should be considered. Brad confirmed the travel stipend for the Superintendent, to which Donna referred, to be the only travel stipend in the amount of \$3,600.

Ellen commented that this discussion is about the budget, and if the Committee wants to discuss employee contracts, it should be noted on a future agenda.

Donna asked about the teacher's laptops that are 4 or 5 years old that will be redistributed to the TA's, and the new replacement of the 70 teachers' laptops at a cost of \$65,000. Barb commented on a discussion that the School Committee had at an earlier meeting in terms of providing support to the TA's in a way that will not increase the FY16 budget. Barb explained the distribution of the laptops resulting in a more cost effective process. A discussion ensued, including the TA's use of the laptops. Donna suggested that it is possible that the \$65,000 could be taken out of the budget at Town Meeting by non-supporters of this budget item. Donna confirmed that the taxpayers of Wayland are also asking for a laptop distribution list and why the computers are needed.

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(d) Review and Discuss the Process for Determining the Statutes Underlying the School Revolving Accounts and Discuss Next Steps:

Susan gave an update to the Finance Subcommittee regarding this topic at its last meeting and provided the same to the School Committee. There are 10 revolving accounts that were established under the statutory reference of c. 71, §71E. They are BASE, Pegasus, The Children's Way, Global, Tutoring, Enrichment, Full Day Kindergarten, Building Use, Professional Development, and Curriculum. The School Committee voted this reference in March 2013, but the statutory reference of c. 71, §71E was not voted or officially accepted at the 2013 Town Meeting. Susan noted that, according to Attorney James Toomey and Town Counsel Mark Lanza, the revolving accounts could be re-established under c. 71, §47 and would not require Town Meeting approval. Susan read a portion of the statute confirming this advice. Susan commented that some questions have been asked of the Chief of the Bureau of Municipal Finance Law in the Department of Revenue (DOR). Susan identified these questions, some of which were provided by Donna. In anticipation of the opinion rendered from the Bureau of Municipal Finance Law, a motion has been prepared under Article 5 to post at Town Meeting for the acceptance of c. 71, §71E. Susan also commented on the advice she received from Scott McIntyre of Melanson & Heath regarding the statute reference, who confirmed that the accounts met all the statutory regulations of c. 71, §71E.

Paul commented that, according to Mark Lanza, it is important to note that these funds are operating under a statutory authority and an actual vote by the School Committee was not necessary. However, the School Committee must approve the establishment a new revolving account. Susan explained further and a discussion followed by the Committee regarding the timeline and the information provided to the Department of Revenue. In response to a question posed by Donna, the Committee also discussed whether it would support the use of surplus funds in the revolving accounts as a way to reduce the budget and the impact to the taxpayers. Barb and Ellen confirmed that the surplus funds, however, would potentially be moved to Free Cash and would not affect this year's budget. The Committee will wait for the DOR's opinion before moving forward.

(e) Prepare for Annual Town Meeting, including Review of Budget Message to be Read at Annual Town Meeting, Review of Information Provided in Fast Facts, and the Update regarding FY16 School Capital Requests:

The Committee reviewed a draft budget message for Town Meeting, which Ellen confirmed contains some published information from a speech given by Barb on March 9th and from the Budget Booklet. Ellen also pointed out the information she added to it.

Malcolm suggested adding the draft charge regarding the Health and Wellness Director's position. Other inclusions were suggested.

The Committee also reviewed the Fast Facts booklet for Town Meeting. The status report for all capital projects, utility information provided by Ben Keefe, and a summary of all the corrections/changes that have been made to the budget will be added.

Barb commented that the appropriate language for the Claypit Hill windows and door project related to the MSBA funding is being prepared for a Town Meeting vote.

(f) Possible Vote to Transfer the Remaining Balance of the FY14 Food Service and The Children's Way Fringe Benefits to the General Fund:

Susan commented that there is a balance of \$7,913 to cover the remaining fringe benefits application for last year for The Children's Way and will be transferred upon School Committee approval.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to transfer \$7,913 for The Children's Way fringe benefit to the General Fund from The Children's Way revolving account to meet the obligation for FY14.

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Regarding the Food Service Program, Susan noted that at the end of 2014, there was an obligation of \$210,935 that was brought into FY15. Food service expenditures and revenues have been tracked monthly since November 2014 for the purpose of creating a cash flow analysis. Susan confirmed the food service's revenue had been on target and the expenditures were lower than projected; thus, a \$50,000 balance was projected at the end of January, and the \$210,000 assessment could be applied in March. Since February and March's projected revenue is off, Susan recommends that a School Committee vote to pay the FY14 fringe benefit be postponed until she has a better understanding of the revenue for these two months, as there could be the risk that the funds may not be available. Susan suggested that the 4 snow days could be the cause of a decrease in revenue.

(g) Possible Vote to Approve a SPED Review Based on Proposal Previously Submitted:

Donna distributed to the Committee a sample request for proposal of a SPED Review being done in another school district. She suggested that the Committee send out a proposal to receive bids for the review. A discussion ensued regarding the sample proposal vs. the proposal that Marlene received to date. Paul asked the Committee for more guidance in terms how they want to proceed and added that he is fairly confident that the work will not be done during this school year. This topic will be discussed again on April 27th.

(h) Discuss Draft Charge Proposed for a K-12 Health and Wellness Position:

The Committee reviewed a draft charge proposed for the K-12 Health and Wellness Director position. A discussion ensued regarding the process and the rationale of hiring someone for a one-year temporary position. Barb recommended that the School Committee vote to make this position a priority for the FY17 budget. Ellen agreed. Paul commented on a possible process, but wants to do it in such a way that will guarantee success for this position. Malcolm commented that the Board for the Lauren Dunne Astley Memorial Fund would like Wayland to be a model for this type of program.

Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to agree to consider the K-12 Health and Wellness position a priority, as well as the Claypit Hill Assistant Principal, for the FY17 budget deliberations.

(i) Discuss a Possible Annual Financial Summit to be Held in the Fall:

This agenda item was tabled.

(j) Provide Finance Subcommittee Update:

There was no update from the Finance Subcommittee.

5. **Administrative/Procedural Matters:**

(a) Continued Discussion of Superintendent's Evaluation – Student Learning Goal:

Ellen read Paul's presentation of this goal and asked the Committee members to be prepared on April 7th to give Paul feedback on his Student Learning Goal in order to begin the evaluation process.

(b) Possible Vote to Approve the Fee-Based Policy:

Barb commented that the Finance Subcommittee is recommending the approval of the Fee-Based Fund Policy with one additional change, which was highlighted and reviewed by Jim Toomey. The School Committee will put this policy on the website for public comment.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to put this policy for fee-based funds out for public comment.

(c) Continue to Discuss and Possibly Vote to Approve Town Warrant Article related to Minuteman Regional Vocational Technical High School:

Paul updated the Committee regarding the meeting he attended to discuss the Minuteman warrant article, which is to officially request to withdraw from Minuteman. He added that there is a concern that if Wayland does not approve the new regional agreement, the request to withdraw from Minuteman might

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not pass because it needs the approval of all other member towns. If Minuteman's capital project gets approved, Wayland may have to contribute to the cost of the project. Paul strongly noted that the pending withdrawal is not about the program offerings at Minuteman. The Committee decided to postpone a vote until the next meeting.

(d) Receive Update about Joint Committee with Board of Health related to Concussions:

Malcolm did not have an update, but he will continue to be involved.

(e) Receive Update on March 12th Suburban Coalition Meeting:

Malcolm updated the Committee on the March 12th Suburban Coalition meeting and named some Senators who are advocates of the schools. He urged the Committee to continue its collaboration with the Suburban Coalition and to continue to be involved with its initiatives, possibly inviting a FinCom member or Selectman to participate. Best practices were discussed and Governor Baker is setting up a Community Compact Cabinet to help communities share best practices in an effort to produce more efficiencies. Also, Senator Eldridge recommended that the state revenue be looked at more closely regarding a graduated income tax. Chapter 70 was also discussed. Malcolm noted that on a per capita basis Massachusetts is below average in terms of total taxes paid.

(f) Discussion of Meeting Schedule and Future Agenda Items:

- School Calendar/Start Times
- Summit Report Back Sessions
- Athletic Fields – Construction and Maintenance
- Other

Paul noted that the ACE Reports should be scheduled by the last meeting in June. Donna suggested a discussion regarding the writing curriculum and an executive session on April 7th for an update on Purpose 5 (criminal investigation). Barb added Open Meeting Law training.

6. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated March 23, 2015, in the amount of \$270,068.32
- Wayland Public Schools Accounts Payables warrant, dated March 23, 2015, in the amount of \$18,180.17
- Wayland Public Schools Payroll warrant, dated March 18, 2015, in the amount of \$1,250,072.66

(b) Approval of Minutes:

- Regular Session of January 5, 2015
- Regular Session of January 8, 2015
- Regular Session of January 12, 2015

(d) Acceptance of Gifts:

- Donation from the Lauren Dunne Astley Memorial Fund in the amount of \$2,000.00 to Wayland High School Fine Arts Department for 3D printing pens
- Donation from Fred Fowler of Wayland of musical equipment to Wayland Middle School

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the Consent Agenda as proposed.

7. **Comments from the Public:**

There were no public comments.

Donna made a comment on an earlier discussion tonight regarding the Committee members' sharing of information with the Superintendent or other administrators before bringing it up at a meeting. The Committee will discuss this matter at a future meeting.

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8. **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 11:15 p.m. for the purpose of discussing strategy with respect to collective bargaining with the custodians, 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, reviewing Executive Session minutes of July 30, 2014 to amend and confirm declassification related to George Harris's Open Meeting Law Complaint filed on December 16, 2014, as permitted by M.G.L. c. 30A, §22, and approving minutes from prior Executive Sessions, as permitted by M.G.L. c. 30A, §22 for the following meeting: March 9, 2015. 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	
Malcolm Astley	X	
Donna Bouchard	X	
Jeanne Downs (absent)		

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

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

9. **Regular Matters (continued):**

(a) Possible Vote to Declassify the Executive Session Minutes of July 30, 2014 related to George Harris's Open Meeting Law Complaint of December 16, 2014:

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to declassify the July 30, 2014 executive session minutes that were amended and redacted as noted in Executive Session.

10. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 11:39 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Annette Lewis, Wayland
Marianne Borkowski, Wayland
Derek Edwards, METCO Parent
Russell Glover, METCO Parent
Ms. Grenich, METCO Parent
Pam Thompson, METCO Parent
Molly Mack, METCO Parent
Kensie Thompson, METCO Student
Naya Davis, METCO Student
Giselle Kouka, Staff Member and past METCO Parent
Maureen Tillet, Wayland
Tom Sciacca, Wayland
Rachel Mack, METCO Student

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Other METCO Parents

Corresponding Documentation:

1. Agenda & Backup Information
2. BASE Tuition Rates (K-8) for 2015 – 2016
3. Financial Assistance Document with Revisions
4. Document regarding Rationale for BASE and Pegasus Financial Assistance Fee Changes
5. Fast Facts Table of Contents
6. Draft of Town Meeting Remarks by Ellen
7. Draft Policy of Fee-Based Funds
8. Minuteman Warrant Article 28
9. Summary of Changes regarding Minuteman
10. Regular Minutes of January 5, 2015
11. Regular Minutes of January 8, 2015
12. Regular Minutes of January 12, 2015
13. Gift to WHS from the Lauren Dunne Astley Memorial Fund
14. Gift to WMS of Musical Instruments
15. ES Motion