

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – January 14, 2016

A Regular Meeting of the Wayland School Committee was held on Thursday, January 14, 2016, 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Donna Bouchard
Jeanne Downs
Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Susan Botta,
Business Administrator

Marlene Dodyk
Director of Student Services

Also:

Aida Gennis, Library Board of Trustees
Brud Wright, Recreation Commission
Christie Harvey, Claypit Hill Principal
James Lee, Happy Hollow Principal
Brian Jones, Loker Principal
Mabel Reid Wallace, METCO Director
Adrian Bryan, Boston Parent Council
Patricia Keefe, WSCP Director
Katy Merrell, The Children's Way Director

Chair Ellen Grieco convened the Regular Session at 7:02 P.M. and noted that the meeting is being recorded by WayCAM.

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

Ellen read a public comment from Alice Boelter regarding the utilities savings that has been recognized and is hopeful that this savings will bring the budget within the Finance Committee's 2.5% guideline.

Ellen also read a public comment from Nate Bukholt who is an educator, and he is very concerned that a level service budget is moving the town backwards. He believes that the recommended budget is shortsighted, particularly in the area of the loss of a kindergarten teaching assistant and kindergarten supplies for the new fall kindergarten class. Nate noted that parents are asked to provide a long list of classroom supplies throughout the year. He supports the addition of an assistant principal at Claypit Hill, but recognizes the difficulty in attracting good candidates for a half-time position. Thus, he would also support a full-time position that is shared between Claypit Hill and Happy Hollow. Nate asked the School Committee to give the children and educators what they need to succeed.

Tom Sciacca commented that the utilities budget was over-estimated by about \$150,000 and should be slightly more than enough to bring the budget down to the FinCom guideline. He noted that the guideline was set at a time when inflation was running in the double digits; however, inflation has been very low the last few years. Tom considers a 2.5% guideline to be a generous amount at which the budget should be set.

Josh Rose agrees that a half-time assistant principal position will not attract well-qualified candidates and, since he has two children at Happy Hollow, he would support hiring a full-time assistant principal whose time would be split between Claypit Hill and Happy Hollow. He noted that since Happy Hollow is giving up something in the budget, it should have the benefit of sharing the assistant principal.

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Holly Landsittel commented that, in her opinion, the 2.5% guideline was based arbitrarily and not on what the schools need. She cited budget percentages from other towns above 4%, which are much higher than Wayland. She noted that \$180,000 will add a lot to the budget to meet some needs and only bring the budget to 3.28%. Holly commented that many cuts are being made as a result and fears that the school district is not being supported the way it should be supported.

2. **Special Matter:**

(a) Discussion and Possible Vote to Transfer Jurisdiction of School Owned Property at 193 Main Street to the Town Library:

Aida reiterated her previous request to the School Committee to declare 193 Main Street, a 2 acre parcel, as surplus property, so that a warrant article can be submitted for Town Meeting. She noted that the library has two options – expand the current building or build a new library on another site. Aida commented that the Board of Library Trustees recently attended the Board of Public Works meeting regarding 195 Main Street, which is a 4.5 acre site, to discuss other options/uses for the property as the community grows. The two boards discussed the possibility of joining together in regard to the warrant article, and at Town Meeting the community would be asked to authorize the School Committee and DPW to consider the transfer of the parcels, allowing the Board of Library Trustees to move forward with its architectural study for placement of a new building, road access for the Middle School staff and parents, and designated parking areas for the library and designated parking areas for the Recreation Department. Aida described what a new library building must have in its design.

Given the deadline of January 15th to submit the warrant article for the upcoming Town Meeting, Aida asked the School Committee to make a decision this evening to declare the property surplus so that the warrant could be submitted to include 193 Main Street. She explained the Town Meeting process. She distributed a draft warrant article as reviewed by Town Counsel. The transfer of property must be in place by January 2017 in order to begin the architectural study. However, a letter of intent must be submitted by September 2016, which would include an address of a parcel of land and site drawings. Aida noted that the Board would prefer not to spend money on site drawings in the Spring for the Main Street land if the School Committee does not vote to transfer the property.

Barb asked about the joint article between the Board of Library Trustees and the Recreation Commission in terms of the land transfer of 193 Main Street to one and/or both boards. Aida and Brud responded regarding the process of the transfer, noting that both boards must have an address in order to request shared funding from the Finance Committee to proceed with the studies needed. It will also depend on the support of the town at Town Meeting for either a library or turf field or both. Timing is a concern relative to Town Meeting. Aida noted that the application process is also dependent upon the transfer of the property. If the grant is not awarded, then the transfer is not in effect, which could be conditional by the School Committee.

The School Committee would like more time to discuss this issue further before declaring 193 Main Street surplus property; however, the Committee supported the submission of the warrant article, noting that it can be withdrawn by the School Committee at any time. The Board of Public Works has not made its decision to declare 195 Main Street surplus property. Aida also commented that more research is necessary to determine when the Town Meeting transfer to the School Department of this land occurred, if ever, since the date of the last deed is 1955.

From a conversation with a concerned resident, Donna noted that the Conservation Commission may have to get involved in this matter due to the storm water drainage issues on the property. Donna cited the reasons for this. Aida noted that the Board is aware of the drainage concerns.

Noting his support for the library, Paul commented that there will be a need to find a location to park the school buses. If not on school property, this will be a significant expense each year. Aida commented that a study would determine the potential of parking the buses at this location, including parking for the library and recreational facilities.

Barb commented on the issue of access to the Middle School in terms a right of way or easement. She suggested that the School Committee become an active member and be named in the article. A discussion ensued. Ellen drafted an email to send to Mark Lanza this evening about co-sponsoring the article and the law in terms of the school's continued roadway access.

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Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to submit the article as proposed tonight related to the transfer of 193 and 195 Main Street to the Board of Library Trustees and Recreation Commission and adding the School Committee in the title and wherever else those two entities are mentioned for consideration at Town Meeting in the Spring subject to Mark Lanza's approval and to authorize the Chair to make any changes recommended by Mark Lanza that are not substantive.

3. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul informed the School Committee and the public that he was interviewed by Wayland Buzz to appear on Sunday's broadcast primarily about the FY17 budget. He praised the work done by the staff in focusing on the questions and issues.

4. **Financial Matters:**

(a) Budget Work Session:

Elementary Schools:

Loker:

In terms of Brian's perspective of how Loker has transitioned from a Kindergarten school to a K-5 school, Brian responded that the grade level teams have come together quickly and positively. There is a high positive energy in the building daily, and overall the community knows each other very well and looks out for each other in a strong and united way. Brian noted that the size of the school is one of its strongest assets. However, Brian added that given that Loker has the smallest cohort of students going to the Middle School, the biggest challenge could be the transition to the Middle School; thus, this process is a work in progress by the three elementary principals and the Loker staff so that the Loker students are not at a disadvantage.

Happy Hollow:

Jim commented on how the reconfiguration has impacted Happy Hollow in terms of the physical spaces, such as the art room, the ELL room, the RTI room, and the cafeteria, as being very comfortable and manageable.

Jim commented on the potential of an assistant principal at Happy Hollow and what his/her responsibilities would be, including attending SPED and PLC meetings, dealing with discipline issues as well as teaching social and emotional elements of the curriculum, and sharing the responsibility of the principal to observe in the classrooms. He noted that depending on what transpires during the day determines the time involved in resolving issues. Jim added that the elementary team has always advocated for an assistant principal at Claypit Hill and did not think it was possible for Happy Hollow. Jim also believes that a better quality candidate could be attained if the assistant principal position were full time.

Paul added that if the assistant principal was approved as a full time position to serve both Claypit Hill and Happy Hollow, it would address the equity issue in terms of proportionate staffing in which families would have more access to support. If approved only for Claypit Hill, it would help the equity issue, but not solve it.

Paul addressed the overcrowded third grade in all three elementary schools and the transition numbers to fourth grade. Brad commented that the Title I Grant has provided additional support staff at Happy Hollow and Loker Schools, and Christie has juggled Claypit Hill staff to accommodate for more support. A discussion ensued in this regard and Paul elaborated on the process. Jim explained his staffing model for Happy Hollow.

Ellen left the meeting at 8:09 p.m.; returned at 8:13 p.m.

Paul added that some of the staffing issues depend on the needs of the students in any given class, including the size of the cohorts year to year. Donna advocated for reasonable class sizes by making sure there is enough money in the budget, thus, noting her reasons for not supporting an assistant principal. Christie commented on a recent day at Claypit Hill during which half her time was devoted to one disciplinary issue, despite support from the staff.

The principals responded to how the duties of the principal have changed significantly despite lower enrollment, which includes being more involved in the daily learning, a more complex student disciplinary process, state requirements, and the yearly complex evaluation process. Paul noted that the principals' workload in terms of yearly evaluations has doubled. Paul commented that although it is so important to have quality teachers in the

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classroom, it is just as important to provide them with onsite support and oversight in a meaningful way. He elaborated further in this regard in terms of the positive outcomes from having additional support from an assistant principal. Brian described the differences between a transformative administrator vs. a transactional administrator, noting that a transformative leader shapes the education of the students and the professional development of the staff whereas the transactional leader gets the work done but not at a meaningful level.

Ellen shared her view in adding an assistant principal vs. maintaining and supporting teaching staff, adding that she is surprised at how flat the management is in Wayland, and her decisions are more difficult in terms of the budget. Paul addressed the difficulties in attracting quality candidates for a half time assistant principal.

Claypit Hill:

Christie noted her love for Claypit Hill School, as she is enjoying the daily action and the larger size of the school. She praised the phenomenal staff and the amazing children who greet her every morning with smiles on their faces. Christie finds the administrative staff to be very supportive and considers herself very fortunate. Paul responded to the potential addition and the ripple effect of another kindergarten class, which would most likely be at Claypit Hill because of the projections and logistics in Wayland. Brad commented on the early enrollment projections. A discussion ensued.

METCO:

Barb commented that the Finance Subcommittee has reviewed the METCO FY16 budget and the revolving account. Adrian Bryan also updated the subcommittee about the work of the Boston Parent Council in terms of putting bylaws into place and setting up a new Executive Council.

Susan distributed to the School Committee the METCO FY16 budget for the revolving account, including the FY17 recommended budget. A projection is estimated at \$25,000 in the revolving account for next year from fundraising and donations. Susan reviewed the METCO expenses with the Committee, which includes bus fees, a bus monitor, the Calculus Project and additional academic services as the need arises, transportation, Water Warriors, the balance of the late bus not covered by the grant, and supplies mostly related to the MLK dinner. Susan noted that if there are 9C cuts, the revolving account surplus will help to cover those cuts. However, at this point in time there were no 9C cuts. The year-end balance is projected to be about \$36,000, which is also made up of carry-overs.

Mabel explained the status of the late bus which services all METCO students two days a week, and she hopes to reinstate the elementary late bus for three days next year. She noted that most districts have a METCO late bus five days a week, however, she would need additional funds for the buses and teachers if she increased the late bus to five days. Donna raised the issue of high school students missing out on after school opportunities because they are needed at home to take care of elementary-aged siblings and asked how much would be needed to provide a late bus for five days. Mabel explained why she would like to increase the after-school program from two days to three days, which would add additional costs for the bus and teacher. When the after school programs are available, about 70% of the METCO students participate. Mabel addressed the decrease in the fundraising efforts due to having to rebuild trust within the community.

Adrian updated the School Committee in terms of the efforts of the Boston Parent Council to become a registered 501c3 under the umbrella of METCO, Inc. He described the approval process for which to submit a check. Adrian noted that there is a new Board consisting of a President, Co-President, Vice-President, Secretary and Treasurer. The Co-President will shadow Adrian until the end of the school year. New by-laws were approved and created, all past accounts have been closed, and the finances are being managed by METCO, Inc. A Wayland scholarship fund will be established in the coming months. The Boston Parent Council will regain sponsorship of the Florence Adler Walk/Run, and, after expenses, the funds will be placed in the scholarship fund. Adrian noted that he would like to bring the new Board in to meet the School Committee.

Mabel invited everyone to attend the MLK dinner, which is under the auspices of Wayland METCO, on January 22nd and METCO parents will gift the food to the program. Mabel added that financial donations can be made toward the food.

The School Committee thanked Adrian for all his efforts on behalf of the Boston Parent Council.

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Ellen informed the School Committee that it can present its budget to the Finance Committee.

Ellen left the meeting at 9:05 p.m.

Jeanne left at 9:05; returned at 9:06 p.m.

Donna asked Susan for a copy of the METCO grant budget.

Wayland School Community Programs (WSCP):

Barb noted that the School Committee reviewed the budgets for these programs last fall, and she recapped the tuition fee increase and music fee approvals thus far regarding The Children's Way and Wayland School Community Programs, including a possible change in the extended day Kindergarten program of up to five days with a minimum of two days.

Pat Keefe responded to a question regarding the scholarships in terms of the use of the revolving fund surplus. Susan will contact the Department of Revenue in this regard. Pat commented on financial aid which, when applied, is an amount of money that the program can absorb. Pat elaborated on the process and her reluctance to charge other fee payers a minimal amount to assist with financial aid.

In terms of OPEB payments and utilities costs, Susan distributed an updated indirect cost allocation based on Pat's recommendations for WSCP indirect cost allocations which would also impact the school operating budget. Paul responded to these cost allocation changes and the OPEB payments noting that when changes are made, either the schools or the programs are impacted. In all fairness and to minimize and better manage any impacts, Paul suggested that the changes should be implemented over the course of a number of years.

A discussion ensued regarding WSCP benefit eligible employees whose benefits are paid by the program itself. Some believe this should be responsibility of the taxpayers. Pat commented that the most recent fringe benefit payment of \$46,000 for school employees who work at Pegasus during the summer, for which she had no warning, is impossible to cover and is detrimental to the program. Susan confirmed that this amount was voted at Town Meeting last year. Paul added that the school department should be made aware of any assessment at the beginning of the budget process to ensure better budget planning. Katy Merrell noted the difficulty that The Children's Way is faced with regard to OPEB.

Another discussion ensued regarding the Pegasus surplus funds. Susan added that the actual fiscal year vs. the actual Pegasus year should be taken into consideration. Pat commented on her staffing going forward which depends on enrollment. Susan will provide an updated FTE staffing report.

Pat described the programs that use contracted workers and which programs use Wayland school staff. BASE consists of BASE only staff, school teacher assistants, and Children's Way staff. Pegasus consists of school teachers, school teacher assistants, substitutes, and Children's Way and BASE staff. The Enrichment programs are taught by outside contractors and outside vendors who set their own fees and models and give WSCP 20% of their tuition. Pat described the registration process for those enrichment programs in which WSCP is involved. She elaborated on other programs from which WSCP receives 10%, such as private music lessons, a one-week summer music program, the WHS fitness center, and summer math and literacy. Pat noted that Wayland recreation programs do not overlap with WSCP programs this year.

In terms of the fees for Pegasus, Pat explained why she is recommending that the fees change, mostly for parity reasons. Pat elaborated on how she deconstructed the fees based on programs and schedules that could increase revenue by about \$16,000. The core program fee will increase by 6.25% primarily because the program day is longer on Wednesday. Pat noted that she would like to put Pegasus information online by January 25th in preparation for the summer of 2016.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve the fees as proposed by the WSCP Director for the Pegasus program for the summer of 2016.

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The Children's Way (TCW):

Barb commented that the TCW budget reflects the new fees that were approved by the School Committee, and the budget received tonight reflects the new utility charges and the fringe benefits actual expenses. It does not include the proposed registration fee. Katy responded that since there were fee increases, she does not see the need to increase the registration/application fee this fiscal year. In reaching out to other centers, Katy noted that application fees vary from \$40 to \$100, most are not refundable and separate from the deposit fee. She would like to research this further, since 75% of the TCW program is paid by parents. However, a \$50 nonrefundable application fee can cover the cost of two open houses, administrative work, and responding to emails and phone calls from parents.

Katy addressed the matter of spreading out the OPEB parity payments from ten years to fifteen years, bringing the yearly payments to \$16,600 from \$25,000. In terms of breaking down facilities costs for TCW and a possibility of adding to TCW budget, Katy has researched the number of children that use TCW for special education services under the auspices of the Wayland Public Schools but do not attend TCW. Katy is suggesting that these costs could be absorbed by the taxpayers. Barb commented that the Finance Subcommittee reviewed the OPEB parity long-term view for TCW in extending the payments from ten to fifteen years and the impact to its budget. She noted that Susan will contact Cliff Lewis of the former OPEB Committee to understand the impact would be to the OPEB results should TCW payments be reduced.

(b) Discussion of Schedule for Budget Review and Approval:

The School Committee's recommended budget presentation to the Finance Committee will be January 25th, allowing the Committee to have two more budget discussions on January 19th and January 21st. Barb asked the Committee to send its budget questions/concerns, if any, to the administrators as soon as possible. The budget process and format was discussed in terms of how the School Committee approaches its budget deliberations.

(c) Discussion and Possible Vote regarding the Custodial Assessment by Edvocate and whether to Move Forward with the Process:

The Committee will ask John Ledwick of Edvocate to present the metric analysis done thus far regarding the custodial assessment before the planned site visits are done. Barb suggested that if he can't attend the meeting on January 21st, he might provide recommendations to the Committee for possible inclusion into the FY17 budget, such as the night shift custodial supervisor.

5. **Consent Agenda:**

(a) Approval of Minutes:

- Regular Session of November 30, 2015

Barb passed out the changes she reviewed on tape to the minutes related to Donna's public comment. The Committee reviewed the changes.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve the November 30, 2015 Regular Session minutes as amended.

6. **Matter not Reasonably Anticipated by the Chair:**

(a) Vote regarding Warrant Articles to Establish of Curriculum and Professional Development Revolving Funds:

At a prior meeting, the School Committee voted to approve the warrant articles related to establishing the revolving accounts for curriculum and professional development. However, the vote to submit the warrant articles was not included in the vote. Therefore, the following motion was made.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve and to submit for consideration at the 2016 Annual Town Meeting the two warrant articles related to the establishment of two school department revolving accounts for curriculum enhancement and professional development as provided to the School Committee on January 7, 2016.

A discussion followed regarding a joint or separate submission of the warrant articles at Town Meeting between the School Committee and Board of Selectmen.

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(b) *Public Records Request by Philip Cohen:*

Since Donna left the last meeting early, she asked if the School Committee owes a response to Mr. Cohen, given that the Supervisor of Public Records directed the School Committee to do so within a certain time period. Paul's understanding of this matter is, and according to Attorney Adam Simms, further action is not required. Barb will follow up with Ellen regarding her conversations, if any, with Adam Simms and/or the Supervisor of Public Records.

7. **Comments from the Public:**

Tom Sciacca referred to Brian Jones' comment about differences between transformative vs. transactional administrators. Along the same lines, Tom noted that management vs. leadership is a critical concept. Further, management is a routine and maintenance function, but the leadership function can make a difference in the productivity of an organization and the people in it. In Tom's opinion, it is important to determine if extra management or extra management time will add to productivity and increase effectiveness of the implementers, taking into consideration the judgment of the chief administrator.

Tom referred to the earlier discussion of building another turf field. In Tom's opinion, the first turf field was a huge mistake because the existing turf field affects the health of everyone in town, including the kids, due to well pollution. According to statistics, Tom noted that about 15% of concussions occur on turf fields. He would prefer to spend money on two grass fields.

8. **Executive Session:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted (4-0) to enter Executive Session at 10:28 p.m. for the purposes of reviewing executive session minutes of March 11, 2013 and discussing continuing need for redaction of portions of minutes, 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 meetings: November 2, 2015 - #1 and #2, December 4, 2015, January 4, 2016 and January 7, 2016. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	absent	
Barb Fletcher, Vice Chair	X	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, 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) Potential Vote to Release to the Public Executive Session Minutes of March 11, 2013 without Redaction:
This agenda item was passed over as the School Committee was not prepared to vote.

10. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 10:52 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:
See attached.

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Corresponding Documentation:

1. Agenda & Backup Information
2. METCO Budget
3. Responses to School Committee Questions re: the FY17 Recommended Budget
4. Wayland School Community Programs FY17 Recommended Budgets
5. Regular Session Minutes of November 30, 2015
6. Executive Session Motion