

MINUTES – WAYLAND SCHOOL COMMITTEE  
Public Hearing/Regular Meeting – February 22, 2016

A Public Hearing/Regular Meeting of the Wayland School Committee was held on Monday, February 22, 2016, 7:00 P.M. in the Large Hearing 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

Chair Ellen Grieco convened the public hearing at 7:06 P.M. and announced that the meeting is being recorded by WayCAM. Ellen informed the audience that the Chinese Program presentation will be postponed to early March due to an unforeseen conflict with some of the presenters.

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

Boosters President Maureen Tillett presented her own position regarding the recommended FY17 budget. She asked the School Committee to reconsider and include \$20,000 for athletic uniforms, including practice uniforms for the ski and swimming teams. Among other issues surrounding athletic uniforms, Maureen commented that some teams are swapping uniforms and there aren't enough uniforms to go around. She pointed out just how old some uniforms are. Maureen asked for the Committee's support in this regard and asked them not to take from other areas in the budget to fund this request. Maureen also noted that there is an athletic capital need for three working golf carts and high school and middle school scoreboards.

2. **Special Matters:**

(a) Budget Hearing – Presentation of School Committee Recommended Budget:

Ellen Grieco presented the School Committee's FY17 Recommended Operating and Capital Budgets. Ellen described the budget process that the School Committee and the Superintendent followed to arrive at the recommended budget, keeping in mind the Finance Committee's budget guideline of 2.5% of not exceeding more than \$918,000 over the FY16 appropriated budget. A summary of the major drivers was provided, as well as additional information related to the budget in terms of benefits and costs and comparisons to Wayland's peer communities.

Ellen began with the vision that is held system-wide to the long-range planning key topics of importance identified by the community, such as Raising the Bar, Enhancing the Curriculum, Promoting Health and Wellness, Employing Technology and Exploring Early Childhood, all of which help set several initiatives for the current school year and the FY16 HEART goals.

- Health & Wellness
- Exploration
- Achievement Gap
- Response to Intervention (RTI)
- Technology

The overarching goal of the School Committee's budget is to fully support the academic and social/emotional growth of the students, while respecting the fiscal restraints facing Wayland residents.

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As part of the budget process, the School Committee reviewed enrollment projections, concluding that enrollment will increase in the elementary schools by 22 students and an additional Kindergarten class will be necessary in the fall of 2016. Ellen also noted that the Middle School enrollment is expected to decrease by 22 and the High School by 20 students. The Committee discussed FTE staffing over time from 2009 to the present and the unmet needs identified by the administration, but not included the Superintendent's recommended budget, such as, but not limited to, the restoration of a 0.6 FTE high school teacher and a 0.6 FTE middle school teacher, an additional 0.5 FTE elementary assistant principal, kindergarten supplies, and athletic facilities and uniforms. Ellen identified other unmet needs that were considered by the School Committee, such as a custodial night supervisor, an athletic equipment manager, a 0.6 FTE middle school social worker, consulting services for the business office, a 0.5 FTE Assistant Director of Student Services, etc. Ellen described the process in which each Committee member prioritized the unmet needs for budgeting purposes.

*Kathie left the meeting to attend the*

Ellen reviewed the budget drivers for personnel (COLA, steps, lanes, staff exchange, longevity stipends, retirements) and non-personnel (utilities, legal services, transportation). A School Department total revenue summary from local sources, state aid, and grants for the prior three fiscal years was presented and reviewed, as well as the School Department total expenditures. Based on the total expenditures for FY13 and FY14 (FY15 not yet released from DESE), Wayland's per pupil cost for FY14 was \$16,445. Later on in the presentation, a peer comparison for FY14 per pupil expenditures was presented. Wayland falls 5<sup>th</sup> out of 10 communities. Ellen reviewed the total benefits costs for FY15 for school employees, which averaged per eligible employee, based on an individual's circumstances, to be \$17,736 for non-teachers and \$15,028 for teachers. A list of FY17 capital budget requests was presented, including the proposed capital expenditures for FY18 to FY21.

At the conclusion of the budget process, the School Committee voted (4-1) to approve a recommended budget of \$37,722,833 – a 2.73% increase over the FY16 budget.

(b) Open Discussion regarding the School Committee's Recommended Budget:

Annette Lewis asked how many new positions, including the categories, and new benefits packages will be included in the FY17 budget. *Susan responded that there will be 8.09 new FTEs for FY17, including 7.04 FTEs for new positions, including a projection of 5 new single and family benefits packages.*

Donna Bouchard commented that she did not support the FY17 budget as presented due to the inclusion of the assistant principal at Claypit Hill at \$53,000 for a half time position in FY17 and a possible full time position for FY18 at a cost of \$106,000. Donna noted the elementary reconfiguration two years ago, at which time the School Committee voted to allocate the funds for staffing and initiatives at the elementary schools. Donna would prefer that the 0.6 FTE teaching positions at the high school and middle school take priority over the assistant principal position, as the 8<sup>th</sup> grade will be understaffed. She noted her support for athletic funding, but asked for a current inventory of athletic uniforms. Donna proposed that the money not used for the special education and custodial studies be used in FY16 to purchase uniforms.

Ellen responded that it is her understanding that 0.2 FTEs were cut from the middle and high school staffing, thus, reinstating 0.4 FTEs at each school. However, the discretion of where to spend the funds was left to the discretion of the principals and noted that the middle school principal was considering a needed social worker, a writing instructor, and an 8<sup>th</sup> grade teacher.

Donna commented that class sizes are critical to the success of the students and teaching positions must be protected. She believes that the Circuit Breaker funds can fund the new 0.5 FTE Special Education Assistant Director and increase the hours for the middle school social worker. However, Barb commented that Circuit Breaker funds can only be used for one-time expenses.

A motion was duly made by Donna Bouchard, and seconded by Ellen Grieco, to fund the \$20,000 for athletic uniforms from money not used for the special education and custodial studies. A (1-3) vote was taken; thus, the motion did not pass.

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A discussion followed regarding the purchase of uniforms and one-time athletic fees for the swim and ski teams as they relate to this year's and next year's budgets. Another comment was made by Maureen Tillett, President of Boosters, regarding athletics and Mark Lucier, Treasurer of Boosters. In working with the Athletic Director, Mark urged the School Committee to fund the \$20,000 for uniforms, provided the funding is not at the expense of other initiatives. Paul added that he supports the athletic needs, but the decision to fund athletics should be made after the 3<sup>rd</sup> quarter report is presented and more information is available.

Donna asked about the status of 0.6 FTE teacher position at the Middle School and whether it will be restored. Paul explained the middle school structure and schedule in terms of this position, noting that it would be broken down into three 0.2 FTEs in terms of subjects taught. Again, Donna advocated for this position, adding that teaching positions need to be protected.

Donna made a motion that the School Committee considers reinstating the 0.6 FTE position at the Middle School in place of the assistant principal at Claypit Hill School. There was no second.

*Kathie returned to the meeting at 8:00 p.m.*

Alexia Obar asked for clarification in terms of the 8<sup>th</sup> grade sections. A discussion followed regarding the enrollment and staffing at each grade level. It was noted that 0.2 FTE represents about \$12,600. The School Committee will ask Betsy Gavron to attend the March 7<sup>th</sup> meeting to discuss middle school staffing.

Molly Upton asked the School Committee to justify its vote to approve the FY17 budget which exceeds the 2.5% FinCom budget guideline, as she believes that there isn't really anything compelling in the budget.

Tom Sciacca commented that he finds it interesting to watch the effect of lobbying by the School Committee.

3. **Educational Matters:**

(a) Presentation regarding the Chinese Language Program:  
This presentation was postponed to a future meeting in March.

(b) Hear Superintendent's Report, including Curriculum Spotlight #10:  
There was no report by the Superintendent.

*Curriculum Spotlight #10 – Grade 7 Art Invention Project:*

As described by Peter Curran, 7<sup>th</sup> grade teacher, the 7<sup>th</sup> grade is an important year for art students in terms of development and the year in which students decide if they are artistic or not. The focus of this project is to emphasize that there is an art to engineering and design. For example, art can solve problems, allowing the students to experience and think about art in a very different way.

The task for students who are working in groups of 2 or 3 is to choose a problem that is important to them and then find a solution to the problem using visual problem solving. Paul described the educational learning while undertaking the task at hand and the design process from Stanford University that begins with empathy for the end user. The students define the problem, determine who is affected by the problem, and why it is important to find a solution. After brainstorming solutions, the students create a prototype and present their ideas to the class in order to gain feedback from the other students via a "Shark Tank" Google form in their Chromebooks. Paul described the students' process toward a solution and displayed some of them, such as an arm guard to protect the funny bone and a twirling fork to create less of a mess when eating spaghetti. What is important to the process is conceptual thinking and diversion thinking in solving problems.

(b) Superintendent's Mid-Year Evaluation Update:

Paul began the discussion by noting that according to the state evaluation system, all administrators develop four goals – Student Learning Goal, Professional Practice Goal and two goals related to the district goals. After developing his goals with the School Committee in the fall, Paul presented an update regarding the work he has done thus far related to his goals.

The Student Learning Goal was developed to identify and build on programs, strategies, and/or teaching methodologies that foster students' growth in their academic achievement that result in students of all skill levels showing movement toward higher, more challenging levels of work. Although the teaching in the district

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encompasses all this and more, Paul and his administrators are working to identify promising programs, strategies, and methodologies that can foster students' growth and drive and accelerate them to perform at higher, more challenging levels of work. Paul described the protocols/tools that the administrators use to stimulate a conversation – final word, consultancy, future, and text rendering experience. For this discussion, the Wagon Wheels brainstorming format was used to identify effective programs and strategies. Seventy-one were identified and then broken down into categories that contain certain characteristics, such as structured support, relationships, engagement, higher order thinking, and high expectations. Matching the categories and the research, promising practices/programs as well as possible strategies were identified and implemented. Progress will be observed in the coming months.

The first of the two District Improvement Goals requires Paul to lead the district in formulating long-range strategic objectives and next steps through the exploration of collectively identified areas for potential enhancement by identifying options and recommendations for world language in Grades K-6, early childhood education, universal full-day kindergarten, student information systems (SIMS), athletics, and instructional technology. Five administrative task forces, together with teachers and parents, are reviewing the five strategic areas for potential enhancement, with the exception of athletics. Paul described the ongoing work of each task force and noted that three subcommittees are in place to explore the models in comparable districts.

The second District Improvement Goal requires Paul to enhance his role as an instructional leader with a focus on showcasing curriculum and engaging staff in dialog about skill development across the grade levels. Paul has showcased a series of Curriculum Spotlights (10 thus far) highlighting the curricula across content areas, he works with administrators to identify areas whereby the district explicitly teaches essential study skills and learning strategies, he has identified and begun to track key indicators relating to the achievement gap, and he continues the practice of conducting meetings with all department chairs and coordinators. Paul identified some achievement gap metrics for all grade levels that will be used to measure student performance.

The Professional Practice Goal focuses on giving meaningful student feedback into teacher self-assessment and self-improvement. Work is continuing through instructional rounds, the introduction of Tripod Education Partners to staff, running a pilot for Tripod and the 7C's and DESE student surveys, and the Northeastern University Center for Sport in Society study of the athletic program. Paul elaborated on each of these practices throughout the district, including student feedback surveys, which is a requirement of the DESE evaluation process to incorporate student feedback into educator evaluations. Paul explained the 7C's – Care, Confer, Captivate, Clarify, Consolidate, Challenge, and Classroom Management. Sixteen district teachers agreed to pilot one or both of the student surveys (Tripod and DESE), and then he and the teachers will meet to gain feedback on these surveys as a way to reflect on their work.

Paul noted that curriculum presentations are scheduled going forward. Allyson Mizoguchi responded to the question regarding the implementation of the Student Information System. She noted the staff members involved and the process going forward.

4. **Financial Matters:**

- (a) Discussion of and Possible Vote to Approve Continuation of Edvocate Assessment of Custodial Services:  
Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to suspend the current work with Edvocate of the assessment regarding the assessment of custodial services.

Barb and Susan will work together regarding the possibility that Edvocate could assist in implementing some of the policies and procedures that were recommended. A discussion followed regarding industry standards benchmarks. This topic will be put on the March 7<sup>th</sup> agenda.

- (b) Review of the WasteWater Treatment Contract, including Expenses to Date and Potential of Extending the Contract or Putting the Service Out to Bid:  
Donna asked if Susan had a recommendation based on information provided thus far. Susan commented that White Water is providing quality services and, according to Ben Keefe and Pat Morris, the district is pleased with what has been delivered to date. She agrees with Ben and Pat that the district should continue with White Water. However, the budget has been overspent from the appropriated base budget. A discussion ensued in terms of the possibility of putting this contract out to bid again and the difference in expenses for septage

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removal between White Water and Weston Sampson. Susan noted that the needs of the district have not changed and White Water charges are still less than Weston Sampson.

5. **Administrative/Procedural Matters:**

(a) Discussion of and Possible Vote to Approve Warrant Article related to OPEB Parity and Expense Payments for FY17:

The proposed FY17 OPEB parity payments total \$25,000 each for The Children's Way and Food Service, as well as the annual contributions for FY17 for school funds that include BASE, Pegasus, TCW, Enrichment, Full Day Kindergarten, Food Service, and Building Use. Barb noted that the OPEB annual contribution is only reflective of OPEB eligible school FTEs and revolving funds.

Kathie commented that because WSCP employees are less than a 0.5 FTE and Pegasus is a seasonal program, thus, the program itself should not be incurring these expenses. She is opposed to the proposed OPEB parity and expense payments for WSCP.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (4-1) (Kathie voted no) to approve the OPEB parity contribution for FY17 and the annual FY17 OPEB contribution for the revolving accounts as presented tonight.

Barb noted that the calculations are consistent on both the town and school sides.

(b) Discussion of Outstanding Public Records Requests:

Ellen informed the Committee that she asked Attorney Adam Simms for the deposition transcripts related to the Jamieson matter, and he agreed to release copies.

Barb abstained from this discussion, as she does not have knowledge related to George Harris's recent public records request. Ellen will respond to Mr. Harris by February 23<sup>rd</sup>. Ellen confirmed that Mr. Harris would like a response from the School Committee and the administration. Paul informed the Committee that he has gathered information for Mr. Harris's request and also consulted with school counsel. It will be sent to him on February 23<sup>rd</sup>. Paul provided a list of information and the Committee reviewed it. A discussion ensued about who will respond, Donna reviewed the list of information requested, including what is considered a public document in terms of the public exemptions law. Donna will contact school counsel regarding which documents can or cannot be released, follow up with an email to Mr. Harris stating that the School Committee has additional work to do for its March 7<sup>th</sup> meeting regarding his request, and make recommendations in terms of redactions to the documents. The Committee agreed that Paul can send the information he has put together on behalf of the administration, including the two letters received from the DESE. Donna will respond on behalf of the School Committee.

(c) Review and Discussion of 193 and 195 Main Street Warrant Article regarding FinCom Comments and Possible Vote to Support the Warrant Article:

Kathie commented that she attended at meeting with the Library Trustee Chair and the Rec Commission Chair regarding the warrant article. Regarding these land parcels, Kathie noted that the Rec Commission, in collaboration with the Library Trustees and the School Committee, is only interested in doing a Feasibility Study at this point in time on 193 and 195 Main Street. Kathie explained the process by which the Library Trustees are following in terms of choosing a viable site to authorize a transfer. However, it was noted that there was a slight change in the process. The site selection will be in the fall of 2016 and the application is due in January 2017. The School Committee is not required to authorize a transfer until a site is selected. Although many sites are being considered, 193 and 195 Main Street is preferred based on a preliminary review.

The Board of Selectmen voted to support the warrant article and the Finance Committee is still reviewing the language to which Kathie made a correction. It was confirmed that the School Committee does own 193 Main Street. However, Kathie commented that the parcel number was misidentified and new information has come forth; Kathie elaborated. The Rec Commission's feasibility study for a turf field at this site and other sites was discussed. Barb suggested that the School Committee conduct a study to determine if the land is viable to park the school buses before voting to transfer the parcel.

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Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to support the article to authorize the transfer of 193/195 Main Street to the Library of Trustees and Recreation Commission and School Committee as provided to us tonight.

(d) Distribution and Review of Spring Meeting Schedule with Identified Topics:

The Chinese Language Program was moved to March 7<sup>th</sup> and the Assessment presentation was moved to May 2<sup>nd</sup>. Added to the schedule was a presentation by The Education Cooperative Director Liz McGonagle. Kathie suggested that a list of outstanding action items be created to include topics such as reviewing peer towns and future budget considerations. Ellen will make a draft list for March 7<sup>th</sup>.

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

Ellen informed the Committee that Paul would like to address a time-sensitive matter related to negotiation of a WTA contract. A discussion ensued in terms of having a discussion in open or executive session, as well as identifying the section for the purpose of the agenda and minutes. Ellen read the law pertaining to purpose 3 – personnel matter.

*Ellen left the meeting at 9:36 p.m. to consult with Town Counsel who was attending the BOS meeting.*

As a follow up, Donna asked if the School Committee will be voting for the FY2017 fees related to fringe assessments for unemployment, workers' compensation, health insurance, short and long-term disability and, if applicable, social security. Susan addressed each category and will follow up regarding unemployment insurance and workers' compensation. Donna asked Susan for an update in terms of assessments related to WSCP fees.

*Ellen returned at 9:40 p.m.*

After consulting with Town Counsel, Ellen noted that Purpose 3 may be appropriate, since the union would to be involved in this WTA matter. The School Committee will discuss this matter in Executive Session as a "matter not anticipated by the Chair."

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated February 22, 2016, in the amount of \$602,905.50
- Wayland Public Schools Payroll Warrant, dated February 18, 2016, in the amount of \$1,302,703.69

(b) Approval of Wayland-Weston Crew Trips to Saratoga, N.Y. and West Windsor, N.J.

(c) Approval of Minutes:

- Regular Session of January 4, 2016
- Regular Session of January 7, 2016
- Regular Session of January 11, 2016
- Regular Session of February 11, 2016

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the January 4, 2016 regular session minutes as amended, the January 7, 2016 regular session minutes as written, the January 11, 2016 regular session minutes as written, and the February 11, 2016 special session minutes as amended.

8. **Comments from the Public:**

Ellen read a public comment from Stephanie Leong regarding the proposed school budget. Stephanie thanked the School Committee for re-allocating some funds back to the Middle School for 0.4 FTEs. However, Stephanie asked the Committee to reconsider its decision and find the additional funds for a 0.2 FTE allowing the reinstatement of an 8<sup>th</sup> grade teacher. Stephanie commented on the existing 8<sup>th</sup> grade cluster which, in her opinion, is overcrowded and is affecting the connection between students and teachers of this cohort. Stephanie stated the reasons for her request related to the 8<sup>th</sup> grade class and noted that if a 12<sup>th</sup> cluster was not possible based on the principal's decision, then her preference would be to hire a writing specialist vs. a guidance counselor. It is Stephanie's opinion that the Central Office Special Education Department would benefit from not adding an additional 8<sup>th</sup> grade cluster. She thanked the School Committee for its careful consideration of funds during the budget process.

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Tom Sciacca is concerned about what he has heard regarding the variation of the water flow at the wastewater plant. It is his opinion that there is a leak someplace on the incoming water or somewhere in the feed pipes. He referred to past water flow issues at the Town Center. He urged the School Committee to look into the problem to work toward a solution. In terms of the Northeastern Report and after quickly reading it, Tom is impressed with the report in general. He is hopeful that the Superintendent and WHS principal will take the recommendations seriously and implement revolutionary change in the Athletic Department, thereby tying the operation of the department to the mission and goals of the entire school system. Tom believes that, although operational details are important and seem to be what people focus on, the strategic issues that are raised in the report are more important.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously 5-0) to convene in Executive Session at 9:54 p.m. to discuss 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, to approve minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meetings: February 1, 2016, and, as a matter not anticipated by the Chair, discussing strategy with respect to collective bargaining with the WTA regarding employee working conditions, 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. 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	
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 of Schools, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for adjournment purposes only, except if the matter not anticipated by the Chair requires a vote by the School Committee, the Committee will take that vote in open session .

10. **Adjournment:**

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

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Tom Sciacca, WVN, Wayland BUZZ  
Mary Ann Borkowski, Wayland  
Annette Lewis, Wayland  
Nan Li, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Final FY17 Budget Hearing Presentation
3. School Committee Budget Worksheet
4. Superintendent's Mid-Year Evaluation Update
5. Information related to the Whitewater Contract, including the prior contractor Weston Sampson
6. Comments related to the Library Warrant Article, including letter to Wayland's Board of Trustees from Board of

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Massachusetts Public Library Commissioners

7. School Committee Spring Meeting Schedule
8. Accounts Payables & Payroll Warrants
9. Regular Session Minutes of January 4, 2016
10. Regular Session Minutes of January 7, 2016
11. Regular Session Minutes of January 11, 2016
12. Regular Session Minutes of February 11, 2016
13. Trip Request for the Wayland-Weston Crew Team
14. Public Comment read by the Chair
15. Executive Session Motion