

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – September 27, 2010

A Regular Session of the Wayland School Committee was held on Monday, September 27, 2010, at 7:30 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Louis Jurist, Chair  
Malcolm Astley  
Beth Butler  
Shawn Kinney

Absent:

Barb Fletcher

Also present:

Gary Burton  
Superintendent of Schools

Brad Crozier

Assistant Superintendent

Geoffrey MacDonald

Business Administrator

Marlene Dodyk

Director of Student Services

Also:

Lea Anderson, HSBC  
Eric Sheffels, HSBC

Chair Louis Jurist convened the regular meeting at 7:30 P.M.

1. **Special Matters – HSBC:**

(a) Contract Amendment #2 for Shawmut Design & Construction:

Lea Anderson of the HSBC requested that the School Committee approve Contract Amendment #2 for Shawmut Design Company (SDC). Lea distributed motions that pertained to the approval. Lea noted that the HSBC, at its last meeting, approved Contract Amendment #2 for SDC in the amount of \$9,505,255. It covers masonry, roofing, waterproofing, exterior framing, sheathing, and the elevator, and includes a construction contingency amount related to this work. If approved by the School Committee, Louis Jurist will sign the amendment.

Eric Sheffels, also of the HSBC, further commented that this is an ordinary course of business, and he elaborated on the process going forward. He also stated that these amendments are within the budget and strong procedures are in place to deal with any issues that might come up.

Louis asked how the amount of \$9,505,255 compares to what would have been expected in the contract. Eric commented that the aggregate is slightly under budget, and Lea confirmed that it was about \$250,000 under budget, if the budget were frozen at this time. Eric also commented that the work schedule is on track, and there have been no problems thus far.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve Contract Amendment #2 for Shawmut Design & Construction for \$9,505,255 and to authorize Chair Louis Jurist to sign the contract.

(b) Change Order #1

The School Committee reviewed Change Order #1 provided by the High School Building Committee (HSBC). Lea noted the unanticipated and unforeseen conditions requiring this change order for a total amount of \$33,535. Lea described the process in place, which includes Public Buildings Director John Moynihan and David Saindon of KVArchitects, the Owners' Project Manager, making a recommendation to the HSBC. Since this is a change to the contract, Town Counsel advised that the School Committee also approve the change orders on a monthly basis, even though the School Committee's approval is after the work has been done.

Eric answered questions from the School Committee regarding controls and contingencies within the contract. In terms of the first part of the contract, Eric noted that there have been very few unforeseen conditions that would require change orders. He also pointed out that John Moynihan and David Saindon can approve the work up to a certain amount.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve Change Order #1 in the amount of \$33,535.

(c) Recommendation to Use Proprietary Specifications on Door Hardware and Wastewater Treatment Plant (WWTP):

Lea Anderson commented that the high school building project architect is recommending that proprietary specifications be used in two areas: 1) hardware for door closures, panic exit devices warranty locks and the high security keying system, and 2) at the wastewater treatment facility.

Lea cited the M.G.L. c. 30, §39M to which they are referring and asked the School Committee for their approval regarding the specifications/changes. She further commented that it is the opinion of the architect that these specifications would better serve the project than was originally bid. Eric went on to explain the reason for the changes. In terms of the door hardware, it was determined that it was best to keep the same type of door closures throughout all the buildings. In addition, the costs for both are about 5 – 10% higher than the original costs. Lea noted that both of the proprietary specifications were approved unanimously by the HSBC.

Malcolm asked Lea and Eric if they could present exact costs to the School Committee the next time they attend a School Committee meeting. Lea noted that both of these specifications were built into the budget from the beginning.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the proprietary specifications for door closures, panic exit devices warranty locks, and high security keying system, as recommended in the September 14, 2010 memo from HMFH Architects.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the proprietary specifications for the wastewater treatment plant as recommended in the September 14, 2010 memo from HMFH Architects.

2. **Comments or Written Statements from the Public:**

Heather Pineault commented on the Superintendent Search in terms of having diversity (cultural, socio-economic, individuals with children and without, individuals working in education) in the focus groups and on the Search Committee as the process moves forward. In her opinion, it is important to show the community that there is diversity and multiple perspectives at the table. She asked the School Committee to consider looking outside its "comfort zones" when appointing individuals to both the focus groups and the Search Committee.

3. **Regular Matters:**

(a) Approval of Wayland-Weston Crew Trips:

Gary Burton requested approval of the Wayland-Weston Crew trips, noting that they comply with Policy IJOA. Beth Butler commented that the crew team continues to fundraise for these trips.

Malcolm requested that the Committee discuss, at a future meeting, the procedures in terms of safety during field trips and recommended that the trip form include the safety procedures and resources are in place. A brief discussion ensued in terms of the process, and Gary recommended that the Policy Subcommittee review the form.

Upon a motion duly made by Beth Butler, seconded by Shawn Kinney, the School Committee voted unanimously (4-0) to approve the two Wayland-Weston Crew trips as requested.

(b) Final Review of the 2010 Annual Town Report:

The School Committee reviewed a draft written by Louis Jurist of the 2009 Annual Town Report. Malcolm and Beth gave Louis their changes to the draft, which he will incorporate into the draft before submitting.

(c) Review of Draft of Superintendent's Goals:

The School Committee reviewed Gary Burton's FY11 goals. Gary commented that because this is his last year, they are not easily measured goals. Gary noted that the mentoring of new staff members is critical to the school district as it moves forward and that he is monitoring the 6 initiatives that are underway, including the goals from last year. He will report on their ongoing progress going forward. Gary said that he is also preparing for a leadership transition, but his obvious focus is to have a good academic year. However, he will take direction from the School Committee in terms of other areas of focus.

Malcolm commented that he would like more specification regarding Gary's effort for each of the goals and a more clear specification of when success is achieved. In particular, Malcolm referred to looking at the needs of high-achieving students at the elementary level. In response to a question from Beth regarding administrative turnover in recent years, Gary noted that currently about a third of the administrators are new to the district or new to a position within the district. Gary elaborated briefly on his work with the Administrative Council.

Gary agreed to revise his goals based upon the input he has received from the School Committee in a format that is easily read and can be referred to by staff. Shawn commented that more specific and measurable goals would be advisable. A discussion ensued and Gary described his work style, as well as how he evaluates his administrative team. Malcolm stressed two or three measurable actions and outcomes relative to the students. He and Shawn provided examples of measurability. Gary pointed out that he plans to focus on teacher evaluations and where they could find it within his goals.

Malcolm distributed an article by Susan Weinbrenner regarding working with highly capable students. Louis also referred to a Globe article which states that high-performing districts will increasingly fail in the MCAS metric because it is designed to grow and improve up to a certain percentile.

(d) Approval of Accounts Payables and Payroll Warrants:

Louis asked Geoff MacDonald if a more detailed printout of the warrant was available. Geoff responded that he is working to improve the information given to the Committee. Given the limited information regarding the warrant, Gary asked the Committee if the vote should be tabled until the next meeting.

Geoff recited the standard accounts payables and payroll warrant amounts, including the High School Building Project warrant. Geoff confirmed that the Owners' Project Manager, John Moynihan, and the HSBC approve the building project warrants before they are presented to the School Committee.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted (3-0-1) to approve the School Department payroll warrant dated, September 23, 2010, in the amount of \$1,127,333.96. A roll call vote was taken as follows:

	<u>Roll Call</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Louis Jurist		X		
Barb Fletcher		Absent		
Malcolm Astley		X		
Beth Butler		X		
Shawn Kinney				X

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the High School Building Project warrant, dated September 27, 2010, in the amount of \$1,264,957.12 relative to the high school project improvement.

Malcolm asked Shawn his reason for abstaining for the accounts payables vote. Shawn explained that he would have liked to have seen the budget for that particular period of time, as well as a summary of the payables warrant. He did acknowledge that Geoff is working to improve the process.

4. **Approval of Minutes (anticipated):**

- Regular Session of June 28, 2010
- Regular Session of August 9, 2010
- Regular Session of August 24, 2010
- Regular Session of August 30, 2010
- Regular Session of September 13, 2010
- Regular Session of September 20, 2010
- Executive Session of August 9, 2010
- Executive Session of August 24, 2010
- Executive Session of August 30, 2010 - #1
- Executive Session of September 13, 2010

Gary commented that there was a delay in getting these minutes to the Committee and informed them that the following minutes were at their places for their approval.

- Regular Session of August 9, 2010
- Regular Session of August 30, 2010
- Regular Session of September 13, 2010
- Executive Session of August 9, 2010
- Executive Session #1 of August 30, 2010

Since Shawn did not have his notes and Barb was absent, he asked to postpone the approval of these minutes until the next meeting, so the Committee has the opportunity to review them. The vote to approve was tabled.

Beth suggested that some of the minutes should be discussed in Executive Session. A discussion ensued regarding the Executive Session minutes that were not prepared. The Committee members volunteered to draft the outstanding minutes.

5. **Superintendent's Report:**

- (a) Summer Maintenance Update:  
Gary reviewed the summer maintenance preparedness at all the buildings, which was supervised by Facilities Manager Pat Morris. Gary thanked the custodians for a job well done.
- (b) Project Blueprint Update:  
Gary distributed information about Project Blueprint, an organization comprised of seven similar districts throughout the country, including Wayland, and meets once or twice a year. Leisha Simon and Ken Rideout went with Gary to the last meeting in Edina, Minnesota, given their interest in the national use of technology, as opposed to state standards. As a side note, Gary commented that next year's emphasis will be Professional Development.

Louis referred to Wayland's technology requests for the coming year and suggested the recommendations be discussed by the Technology Task Force prior to making decision on technology

moving forward. Gary elaborated on the goals of Project Blueprint.

A brief discussion ensued regarding school start times. Gary noted some similarities and some differences in terms of comparing Wayland and the Project Blueprint school districts. Gary also alluded to Suburban School Superintendents, in which Wayland participates along with 124 other nationally prestigious school districts and is by invitation only.

**6. Follow-up Items:**

Committee members submitted recommended names of residents who might be interested in serving on the Superintendent search focus groups. Louis asked the Committee how it would like to proceed in terms of forming the focus groups and the search committee. A discussion followed, and some members will submit additional names in a manner in which the Open Meeting Law would not be violated. Beth informed the Committee of suggestions from Bill Gar of the search company in terms of how to make an initial introduction/contact to the people interested in serving in the process.

Malcolm reminded the Committee of the budget timeline and his desire to hire a secretary to take minutes at the School Committee meetings.

Louis announced that the Committee will be meeting after public comment in Executive Session to discuss negotiations with the Wayland Teachers' Union and will reconvene in open session only to adjourn.

**7. Comments from the Public:**

A resident asked what Executive Session was and why the Committee meets in Executive Session. Louis gave examples of specific criteria and topics for discussion in closed session. He also stated that there are some topics that can only be discussed in Executive Session.

A WSPN reporter inquired about the WTA negotiations in response to rumors that he had heard. A discussion ensued amongst the Committee in terms of whether they should respond. Beth and Louis informed the reporter that, in terms of protocol, the Committee does not respond to questions posed during a meeting, especially regarding teachers' negotiations. Louis gave the reporter general examples of negotiations discussions, but stated that the Committee could not comment on his point in terms of specifics. The reporter then asked the Committee to comment on why budgets are "tight" and if there would be enough money to help employees with healthcare and insurance costs within employees' salaries. Again, Louis commented in general terms. Beth directed the reporter to town websites for information, and Malcolm directed him to the Suburban Coalition website. Gary invited the reporter to meet with him to discuss negotiations in general and not specific to the WTA.

Tom Sciacca made a brief comment on school hours. He also commented on online learning as becoming revolutionary within ten years. Tom suggested that the Committee look beyond the enhancement functions of technology and look toward the cost reduction functions, as the town of Wayland is at the top of the tax rate chart. He commented that the country is experiencing some economic hard times and there has been talk about reducing government spending. However, he noted that government employees have not been affected by this because of unions and contractual obligations, and the public is reacting unfavorably to the good wages and benefits that its employees receive. He asked the Committee to consider this while moving forward with negotiations.

**8. Executive Session:**

Upon a motion duly made by Malcolm Astley, seconded by Shawn Kinney, the Committee voted unanimously (4-0) to convene in Executive Session at 10:00 P.M. for the purpose of matters pertaining to Collective Bargaining with the WTA, as set forth in M.G.L. c. 39, §23B. The School Committee agreed that discussion regarding union contracts with the WTA would be in Executive Session, as conducting these discussions in open session will have a detrimental effect on the School Committee's negotiating position. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Louis Jurist	X	
Barb Fletcher	Absent	
Malcolm Astley	X	
Beth Butler	X	
Shawn Kinney	X	

The Chair announced that the Committee would reconvene in Open Session immediately following the adjournment of the Executive Session for adjournment purposes only.

9. **Adjournment:**

Upon a motion by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to adjourn Executive Session at 10:30 p.m.

Respectfully submitted,

Gary A. Burton  
Wayland School Committee

Observers:

Tom Sciacca, WVN  
Heather Pineault  
WSPN Reporter