

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – May 22, 2017

A Regular Meeting of the Wayland School Committee was held on Monday, May 22, 2017, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

*Present were:*

Ellen Grieco, Chair

Nate Buffum

Jeanne Downs

Kim Reichelt

Kathie Steinberg (arrived at 7:35 p.m.)

*Also:*

Paul Stein

Superintendent

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Student Services Director

Susan Bottan

School Business Administrator

*Also:*

Allyson Mizoguchi, WHS Principal

Marybeth Sacramone, WHS Guidance Dept. Head/Counselor

Chris Dumais, WHS Academic Center Coordinator

Brian Jones, Loker Principal

James Lee, Happy Hollow Principal

Christie Harvey, Claypit Hill Principal

Chair Ellen Grieco convened the regular session at 7:00 p.m.; the meeting is being recorded by WayCAM.

### 1. **Special Matters:**

(a) Receive and Hear Presentation of the “Elevating Achievement” ACE Report:

Among other initiatives, the focus of the presentation was the newly revised Academic Center at the High School. Chris Dumais, the Academic Center coordinator, oversees the exceptional services provided and which use the best methods informed by the RTI model. This program is very mission driven to provide an emotionally safe space for students who seek academic support from their peers, teachers, and volunteer tutors. The goal is to use existing systems of structured support and engagement, combined with new initiatives, to elevate the achievement of all students.

Chris explained how the Student Information System is used to identify any future potential students, as well as those students who are using the center and the subject areas in which they need help. There are more drop-ins than assigned or pre-planned visits, as it depends on the day and the students' schedules. Sophomores represent the largest group of students who use the Academic Center, freshmen second, and then juniors and seniors.

Going forward, there are plans to partner with classroom teachers to promote a more vibrant after school academic culture. Study skills training for 9<sup>th</sup> and 10<sup>th</sup> grade students will be implemented, and a “Teachers Helping Individuals Station” program (THIS) will be established from this year's pilot. The Academic Center will have scheduled blocks rather than a peer to peer schedule for students.

The School Committee asked questions about the Academic Center, such as how much communication is there between the students, Chris and the teachers, is support offered to tutors based on feedback from students, and what are some other uses of the data?

Paul added that Chris's commitment to the students and the Academic Center is very appreciated by the staff and students alike. The Academic Center saves costs in Special Education in terms of the District Accommodation Plan

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by eliminating the need to send kids to programs that they may not need. It also serves those kids “in the middle.”

(b) Receive and Hear Presentation of the “Deepening Wellness Skills & Insights” ACE Report:

The elementary principals presented the Deepening Wellness Skills & Insights ACE Report with the focus being the Responsive Classroom. Paul commented that the district has expanded its wellness programs significantly. The principals simulated with the School Committee and administrators the schools’ routine before a morning meeting, demonstrating breathing techniques to prepare the students’ minds to get ready for the day ahead. The primary purpose of morning or evening meetings is to set a positive tone, build the children’s confidence, and create a sense of community. Each meeting usually includes a greeting, a sharing, a group activity, and a morning message. All of these components help meet children’s needs for belonging, significance and fun. Although each elementary school might start the day off differently, the principals explained the purpose and goals of the morning message and how it is conveyed to the students.

The greeting process is a tool that teaches students how to get ready to move into the meeting as integral members of a community. Jim Lee explained this process of teaching certain skills that can be used in the students’ social interactions now and in the future. The basic greeting is a hand shake, but the School Committee and administrators were asked to participate in an “elbow” greeting, both of which include eye contact.

The principals explained a shared group activity called My Partner’s Pride. The participants move into small groups to share what they have a sense of pride about. Brian Jones gave illustrations of appropriate and inappropriate examples. The Committee and administrators partook in this group activity after which each person shared their partner’s sense of pride.

The Teachers’ Cap is one group activity that occurs during morning meetings, bringing fun, excitement, and sometimes adds academic reinforcement to the meeting. The group also participated in this activity. The goal and the strategies of this activity were explained by the principals. The five elements of social and emotional learning are self-awareness, self-regulation, social awareness, relationships, and responsible decision making, all of which are built into these programs and processes and work toward the older grades.

The principals explained the transition of the wellness program to the Middle School’s BERT program.

(c) Discussion regarding Kindergarten Enrollment for 2017-2018 and Possible Vote to Approve the Proposal to Expand the Happy Hollow/Loker Buffer Zone, including Possible Vote to Approve an Additional Kindergarten Teacher at Claypit Hill School:

Brad updated the School Committee regarding the proposal to expand the Happy Hollow/Loker buffer zone due to increased Kindergarten enrollment. Currently, there are 212 kindergartners enrolled, which is higher than the projections of NESDEC (204) and the school district (184). Most of the students are south of Dudley Pond and in the West Plain Road area. Brad explained the possible expansion of the buffer zones to balance the classrooms, noting that Loker has the physical room to add another Kindergarten classroom. Happy Hollow School remains as the home school, and three families entering the schools for the first time were contacted in terms of making a voluntary move to Loker School. A discussion ensued regarding this matter.

Upon a motion duly made by Jeanne Downs, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to extend the Happy Hollow buffer zone from White Pine Needle Road to the intersection of West Plain Road and Route 126.

Paul described the four Kindergarten sections at Claypit Hill, starting with 23 students in each class next year (3 over guidelines). If this enrollment trend continues, Paul recommends that the School Committee form a task force to look into modular classrooms because of capacity issues at the elementary schools.

Susan addressed the process to finance another .65 Kindergarten teacher and a .65 TA at Claypit Hill School. A discussion ensued regarding the funding and the possible creation of benefits packages and the projected first grade classes at Happy Hollow and Loker School. Paul updated the School Committee on the projected enrollment for the fifth grade class sizes for 2017-2018. A suggestion was made by Kim to move some current fourth graders to another school, if agreeable by the family. The Committee discussed this suggestion to relocate fourth grade students.

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Paul added that because the pilot of the traditional/full day Kindergarten classroom worked very well, it is being offered next year at all three schools.

*These votes were taken after public comment.*

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve to increase the Special Education prepay to be paid in June 2017 for FY18 from \$268,500 to \$327,325.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to authorize the administration to hire an additional teacher and teacher assistant to staff an additional Kindergarten classroom at Claypit Hill School for FY18.

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

Tom Sciacca commented that the town of Wayland is experiencing a generational transition, adding that this pattern is not captured in the models used to project school population. Nationally, the turnover is about every seven years. Tom noted that there is rigorous evidence in a Tennessee Study that class size matters at the very lowest grades, particularly in Kindergarten. Tom commented on the emphasis of wellness in Wayland, but there is a lack of wellness when a turf field is installed, as it was in Wayland. Tom believes that the location of the high school was a mistake some 60 years ago because of the wells in that area and many environmental mistakes have been made along the way. In terms of the proposed new athletic facility, it is Tom's opinion that some playing fields should be placed on Greenway, as the considered site is not feasible.

Anne Carr does not support the parking of school buses on school sites. She added that the School Committee is powerful and its decisions reverberate in the community. Anne informed the School Committee that a petition is being circulated containing several hundred signatures currently. She spoke about the health hazards if the buses are parked at the schools, not only for community members, but children and teachers as well. Anne believes that this decision should be made by the community because it affects the wellness of the community. She would support offsite parking.

Ellen clarified that no decision has been made, and it is not the School Committee's preference to park the buses at the schools.

Curt Vinden is concerned about parking the buses on school properties and in residential areas. One concern is that the kids will be inhaling fumes from the buses. Mr. Vinden asked the School Committee to remove these areas from consideration.

**3. Financial Matters:**

(a) Review Status for School Bus Parking, including Request for Proposal, Communication to Public, an Update regarding Discussions with the Department of Public Works and the Board of Selectmen, and Possible Related Next Steps for School Bus Parking:

Susan provided an update to the RFP schedule and the final RFP. Ellen updated the School Committee about the Board of Selectmen meeting that she attended. The BOS voted to authorize the School Committee to manage the RFP process with the BOS as signatories.

An Evaluation Committee will be formed to review the RFP's. Susan recommended potential members of this committee – Susan, Beth Doucette and Kathie Steinberg, with Ben Keefe as a consultant.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve the final RFP as submitted by Susan Botta and authorize the administration to conduct the RFP process by the Committee we designate.

(b) Review and Possible Vote to Approve an Invoice regarding the Loker School MSBA Accelerated Repair Project from Colliers International:

Jeanne commented that this invoice has not been reviewed by the Permanent Municipal Building Committee yet.

Upon a motion duly made by Kathie Steinberg, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the invoice from Colliers International for the Loker School MSBA Accelerated Repair Project pending approval by the Permanent Municipal Building Committee.

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**Educational Matters:**

(a) Hear Superintendent's Report:

Paul reported that a notice was sent to parents regarding the additional of 15 minutes at the end of the day for elementary students. The day will end at 3:15 p.m. beginning September 2017. Paul elaborated on the use of the time and the students' schedule, given the extra 15 minutes each day.

(b) School Choice Discussion, including Timing of Hearing:

Paul commented on the School Committee's obligation to consider and vote to be a School Choice district. He noted that the legal notice will be in Thursday's Town Crier prior to the School Committee's vote on June 5<sup>th</sup>. Paul described the School Choice decision, whether to opt in or opt out and why.

*Kim stepped out of the meeting at 8:53 p.m.*

A member of the audience asked about the status of the RFP for the old landfill. Susan explained the proposal being done by Weston & Sampson for the DPW for this site.

5. **Administrative/Procedural Matters:**

(a) Discussion of Superintendent's Evaluation – Review and Discuss the 6 Elements:

Paul explained the key elements regarding his evaluation and the related evidence as documented in the binder that was provided to the School Committee.

*Kim returned to the meeting at 8:57 p.m.*

The School Committee discussed the evaluation schedule, as the evaluation must be finalized by June 19<sup>th</sup>.

(b) Update regarding School Start Times, including a Task Force Update:

Kim noted that two task force meetings have been held, and the final and third meeting will be June 5<sup>th</sup>. Several options were reviewed and discussed and will continue.

(c) Discussion of and Possible Vote to Approve School Committee Officers and Representatives on Various Committees and Organizations:

The School Committee discussed appointments to various committees and organizations. The Committee recessed the open session to enter into executive session, since Attorney Adam Simms was present. This discussion resumed after Executive Session.

Jeanne will remain as the liaison to the Athletic Master Plan and Kim will take on Student Privacy Data. Nate and Kim may become members of the Policy Subcommittee; Jeanne could work through the transition.

6. **Executive Session (out of order):**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 9:16 p.m., to discuss a residency matter, as permitted by M.G.L. c.30A, §21(a)(7), in order to comply with the Massachusetts Student Records Regulations, 603 CMR 23:00; the Family Educational Rights and Privacy Act, 20 U.S.C., s. 1232g; and the Massachusetts Right to Privacy Law, M.G.L. c.214, §1B; discuss strategy with respect to threatened litigation under Title IX Anti-Retaliation Provisions and M.G.L. c.149, §185 by the former athletic director against the Wayland Public Schools and the School Committee, 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; discuss strategy with respect to for collective bargaining with Custodians, WESA, and Food Service Workers, 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; discuss strategy with respect to and in preparation for negotiations with non-union personnel as listed on the meeting notice, as permitted by M.G.L. c.30A, §21(a)(2), 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; and approval of executive session minutes, as permitted by M.G.L. c.30A, §22 for the following meetings: January 3, 2017, March 21, 2017, April 12, 2017, April 24, 2017 (#1 and #2), and May 8, 2017 (#1 and #2). A roll call vote was taken as follows:

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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Nate Buffum	X	
Jeanne Downs	X	
Kim Reichelt	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, Diane Marobella, recording secretary and Attorney Adam Simms of Pierce, Davis & Perritano.

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

*Kim left for the evening at 10:35 p.m.*

*Open Session resumed at 10:37 p.m.*

7. **Administrative/Procedural Matters (continued):**

(a) Discussion of and Possible Vote to Approve School Committee Officers and Representatives on Various Committees and Organizations:

The School Committee resumed its discussion regarding officers and representatives on various committees and organizations. The decisions are as follows:

- Finance Subcommittee – Jeanne Downs and Kathie Steinberg
- Superintendent's Evaluation Subcommittee – Ellen Grieco and Jeanne Downs
- Policy Subcommittee – Kim Reichelt and Nate Buffum
- Youth Advisory Committee – same
- Suburban Coalition – Kathie Steinberg
- WPSF – Kathie Steinberg
- Wellness Advisory Committee – Kim Reichelt
- Communications – Kim Reichelt
- Student Data Privacy – Kim Reichelt
- PTO Liaison – Ellen Grieco (Jeanne Downs as backup)
- Athletic Advisory Committee – Ellen Grieco and Nate Buffum (shared attendance)
- High School Athletic Master Plan – Jeanne Downs
- Bus Parking – Kathie Steinberg
- School Liaisons – all the same, but Nate Buffum will take the Middle School
- TEC – Jeanne Downs

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to appoint the various committee members to the committees as discussed.

Paul accepted nominations for Chair of the School Committee; Nate nominated Ellen. A discussion ensued.

Upon a motion duly made by Paul Stein, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to accept the nomination of Ellen Grieco as Chair of the School Committee for next year.

Ellen accepted nominations for Vice Chair; Kathie nominated Jeanne.

Upon a motion duly made by Kathie Steinberg, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to accept the nomination of Jeanne Downs as Vice Chair of the School Committee.

(b) Discussion of Ongoing and Future School Committee Communications with the Public:

In Kim's absence, Jeanne commented that Kim would like the Committee to make an effort to get more information out to the public. A discussion ensued in terms of reporting on each meeting in the community news linking to the School Committee web page, as well as some members' concerns. No decision was reached.

(c) Report on Open Meeting Law Discussion with Wayland Buzz and Memorandum from the Town Administrator regarding Open Meeting Law Compliance:

Ellen reported that she and Cherry Karlson appeared on Wayland BUZZ regarding on the Open Meeting Law. Ellen

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referred to a memo written by the Town Administrator regarding town compliance to the open meeting law for various boards.

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

Jeanne reported that the High School Athletic Master Plan meeting is May 23, 2017 and is posted for the School Committee and Recreation Commission at 7:30 p.m. A communication will be sent via the List Serve.

9. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated May 22, 2017, in the amount of \$242,451.73
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated May 22, 2017, in the amount of \$66,089.99

(b) Approval of Minutes:

- Special Session of March 24, 2017
- Special Session of March 26, 2017 (passed over)
- Special Session of April 2, 2017 (passed over)
- Regular Session of March 27, 2017
- Special Session of March 31, 2017

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the Consent Agenda without the Special Session minutes of March 26, 2017 and April 2, 2017, with the Special Session minutes of March 31, 2017 as amended.

10. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to adjourn at 11:09 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

**May 22, 2017**  
**2016-2017 Non-Union Positions**

Accountant/Analyst  
Accounts Payable Specialist  
AD/VM Ware System Administrator  
Administrative Assistant for the School Committee  
Administrative Assistant to the Assistant Superintendent (2 positions)  
Administrative Assistant to the Director of Student Services  
Administrative Assistant to the Superintendent  
Assistant Director of Student Services  
Assistant Principal, Claypit Hill School  
Assistant Principal, Wayland High School (2 positions)  
Assistant Principal, Wayland Middle School  
Assistant Superintendent  
Athletic Director  
Athletic Trainer  
Board Certified Behavior Analyst

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Certified Occupational Therapist  
Certified Occupational Therapy Assistant (3 positions)  
Computer Technician (2 positions)  
Data Manager  
Director of Elementary Curriculum Assessment and Accountability for Humanities  
Director of Elementary Curriculum Assessment and Accountability for Math and Science  
Director of Student Services  
Director of Technology and Accountability  
Director of The Children's Way  
Director of Wayland School Community Programs  
Early Childhood Coordinator  
English Language Learners Coordinator  
Facilities Manager  
Food Service Director  
Human Resources Director  
MAC System Administrator  
METCO Administrative Assistant  
METCO Bus Monitor  
METCO Coordinator (Elementary)  
METCO Coordinator at Wayland High School  
METCO Coordinator at Wayland Middle School  
METCO Director  
Network Administrator  
Physical Therapist (2 positions)  
Principal, Claypit Hill Elementary School  
Principal, Happy Hollow Elementary School  
Principal, Loker Elementary School  
Principal, Wayland High School  
Principal, Wayland Middle School  
School Business Administrator  
Special Education Tutor  
Transportation Coordinator  
Wayland Bus Driver  
WaylandCares Community Outreach Coordinator  
WSCP Accounts Communications Coordinator  
WSCP Accounts Coordinator  
WSCP Accounts Receivable Clerk  
WSCP Activities Coordinator of the Pegasus Program  
WSCP Administrative Assistant, TCW  
WSCP Administrative Coordinator

The Children's Way  
BASE

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**Observers:**

Tom Sciacca, WVN & BUZZ  
Anne Carr  
Curt and Susan Vinden

**Corresponding Documentation:**

1. Agenda & Backup Information
2. Elevating Achievement *ACE Report*
3. Deepening Wellness Skills and Insights ACE Report
4. Draft RFP & Bus Parking Update
5. Projected Elementary Enrollment for 2017-2018
6. Happy Hollow/Loker Buffer Zone Expansion Proposal & Map of Proposed Area
7. Class Size Policy IIB
8. School Committee Member Roster
9. Invoice for Loker School MSBA Accelerated Repair Project from Colliers International
10. Special Meeting Minutes of March 24, 2017
11. Special Meeting Minutes of March 26, 2017
12. Regular Meeting Minutes of March 27, 2017
13. Special Meeting Minutes of March 31, 2017
14. Executive Session Motion