

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – December 17, 2012

A Regular Session of the Wayland School Committee was held on Monday, December 17, 2012, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair
Beth Butler, Vice Chair
Malcolm Astley
Ellen Grieco
Shawn Kinney (absent)

Also:

Paul Stein
Superintendent of Schools

Brad J. Crozier
Assistant Superintendent

Marlene M. Dodyk
Director of Student Services

Geoffrey S. MacDonald
Business Administrator

Also:

Pat Tutwiler, WHS Principal
Betsy Gavron, WMS Principal
Debbie Bearse, Claypit Hill Principal
James Lee, Happy Hollow Principal
Brian Jones, Loker Principal & WSCP Director
John Moynihan, Facilities Director
Brud Wright, Recreation Commission

Chair Barb Fletcher convened the Regular Session at 7:13 P.M. and announced that the meeting is being taped live by WayCAM. There was a moment of silence for the children and families impacted by the tragedy in Newtown, CT.

Paul Stein acknowledged and thanked Wayland staff in the schools for their care and vigilance at a time like this. He commented that over the weekend, the principals sent information to staff and families, and elementary faculty meetings were scheduled for early Monday morning. Paul also commented that at each level, the goal was to create a sense of normalcy, but still address the needs of the students with sensitivity. He stated that building security issues will be discussed with Admin Council, as well as the Police Chief, Fire Chief, Deputy Fire Chief and the Facilities Department in the coming days. Paul commented that the emails he has received from the community have been supportive and some offered some creative ideas in terms of security.

Ellen Grieco also commented that some teachers, particularly at the elementary level, sent emails to parents, which were much appreciated.

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

Tom Sciacca commented that similar to the recent tragedy in Newton, CT, it can and did happen here in Wayland 27 years ago with Sara Pryor. He stated that it is appropriate for the Wayland Public Schools to take political action and petition the Federal legislators against military-style firearms.

2. **Superintendent's FY 14 Budget Presentation:**

In presenting the FY14 budget presentation, Paul Stein stated that the budget was developed with the system's goals in mind and supports the whole system moving forward. He also commented that within the Budget Booklet, the principals answered four questions in terms of how the budget supports the system-wide goals at each grade level.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – December 17, 2012

Paul presented three different budgets, each relative to a Maintenance of Effort budget. The Maintenance of Effort Budget takes into account enrollment changes, required increase in SPED or ELL services, utility costs, and contractual obligations. The Superintendent's recommended budget includes services that are available this year and will again be available next year, but with approximately \$250,000 of reductions.

Paul then reviewed the FinCom Allocation Budget. This budget represented about \$500,000 less than the Maintenance of Effort Budget. Paul identified further reductions of approximately \$260,000 (beyond the \$250,000 of reductions from the MOE budget reflected in the Superintendent's Recommended Budget), which would be required to stay within the FinCom's Allocation Budget.

The third was the 10% Reduction Budget of the Superintendent's Recommended Budget, as requested by the FinCom. Paul identified over \$3.3 Million in reductions by grade level, while still raising some fees.

Paul referred the School Committee to the Budget Book, as it contains more background information than last year. The Budget Book may also provide a degree of choice for the School Committee and the public as they peruse it in terms of how to proceed.

Malcolm Astley expressed his concerns for school programs, services, and the importance of quality time for teachers (RTI), all of which have been discussed in the past, but due to lack of funding are not being considered at this time. Paul responded and suggested ways in which to improve RTI and scheduling.

Also discussed was the elementary school configuration plan and if it was taken into consideration while developing the budget. Paul said it was not, as there is some time before a final decision will be made and would impact a future budget.

Barb thanked Paul and all of the administrators for their time and contributions in preparing the three budgets. Paul praised Geoff MacDonald and Chris Hinckley in providing all of the charts.

Barb reviewed the budget process going forward. It will include posting the budget presentation on the website, sending out a public communication of the meeting dates in January and the timeline at each meeting. The final step will be to present the School Budget to the Finance Committee on January 22. Barb also noted that the School Committee will meet with the FinCom on January 7 to discuss its capital requests.

Barb passed out a draft of what she proposes to send to the public, providing the WayCAM link so the public can watch Paul's budget presentation, as well as view the Budget Booklet. This communication will be sent via the Superintendent's List Serve, Wayland eNews, Wayland PATCH, Wayland Voters' Network, and the Town Crier. The Committee reviewed the document and provided some recommendations. Barb instructed the Committee members to send questions, if any, to Paul; he will compile them and forward them to the Committee.

Paul Stein showed a picture of a Chinese publication of one our exchange students. He also showed the group all together. Paul said that the students are having a terrific time and more information regarding their experience will be forthcoming.

Malcolm Astley referred to a James Carroll article in the Boston Globe in terms of the United States connecting with China as an emerging nation and the economy.

3. **Discussion of The Children's Way Proposal to Upgrade Network Wiring, Phones and Computers:**

Paul Stein stated that The Children's Way would like to bring its infrastructure up to par with the Town and School Department. The proposal is to use funds from The Children's Way revolving account to pay for this upgrade. In his opinion, Paul feels that this is an appropriate use of the funds.

Brian Jones, Director of WSCP, added that The Children's Way wants to remain competitive with the preschools in the area and this upgrade will help in that regard.

The School Committee discussed how the funds and for what purposes they could be used. The School Committee asked Paul to contact Jim Toomey to confirm that this is an appropriate use of the money from The Children's Way accounts.

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – December 17, 2012

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (4-0) to approve this recommendation and proposed funding for The Children's Way to upgrade network wiring, phones and computers, contingent upon confirmation from Jim Toomey of permissible use of the revolving accounts.

Brian Jones updated the School Committee regarding the tuition of The Children's Way. Paul also pointed out that there is a description of The Children's Way tuitions in the Budget Book.

4. **Update re: TEC Executive Director Search:**

Beth Butler updated the School Committee on The Education Cooperative (TEC) Executive Director search, as Nancy Sullivan has given notice of her retirement. Beth distributed a letter from Nancy Gallivan, School Committee representative from Walpole and Chair of the TEC Board, advising the Board and the TEC community of this Executive Director search.

5. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants

- Wayland Public Schools Accounts Payable warrant, dated 12/17/2012, in the amount of \$210,516.13
- Wayland Public Schools Accounts Payable Student Activities Accounts warrant, dated 12/17/2012, in the amount of \$49,084.49
- Wayland Public Schools Payroll warrant, dated 12/13/2012, in the amount of \$1,248,413.48

(b) Approval of Minutes

- Regular Session of December 3, 2012, as amended

(c) Acceptance of Gifts

- Donations to the METCO Program (Appeal Letter)
 - 1 in the amount of \$1,000
 - 3 in the amount of \$250
- A donation in the amount of \$1,000 for the WHS Robotics Team from the Raytheon Company
- A donation in the amount of \$250 for the WHS Mock Trial Team from Thomas Summerfield, Wayland
- A donation to Loker School from Houghton Mifflin Harcourt of guided reading books designed with supporting literacy and specific learning needs at the kindergarten level.

(d) Approval of Wayland-Weston Crew Trip

The School Committee discussed the itinerary of this trip.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) to approve the consent agenda, including the regular session minutes of December 3, 2012 as amended.

6. **Superintendent's Report:**

At the beginning of the meeting, Paul reported on security issues that are being discussed as a result of the Newtown tragedy.

Paul also commented that he presented his budget to some of the staff earlier in the day.

Barb noted that Governor Patrick announced the state's cuts for this year, and, since the details are not known at this time, she will update the Committee in terms of the impact to cities and towns.

7. **Follow-up and Future Agenda Items:**

(a) Update re: Audit/Review of School Accounts:

Barb Fletcher commented that Jim Powers did not complete his report, but it will be sent to Shawn Kinney later tonight. Shawn will send it to the School Committee as soon as he receives it. Barb also stated that Chris Riley reached out to Jim Powers and offered his assistance in facilitating the audit process.

Barb read an email she received from John Bladon, Chair of the BOS. Based on the School Committee's discussion at the last meeting and John's email, Barb recommended that Chris Riley serve as the contact for the audit form if any questions rise as a result of this report and moving forward to the next phase. Barb will forward the email to the School Committee.

The School Committee discussed the process going forward in terms of the Audit Committee's role once Jim Powers provides Phase 1 of the audit/review.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – December 17, 2012

8. **Discussion re: Recreation Commission Capital Requests for FY14:**

The School Committee met with Brud Wright from the Recreation Commission to discuss the Commission's Capital Requests for FY14 in the amount of \$125,000, and to ask the School Committee for its support at the Annual Town Meeting in April 2013.

Brud also serves on the Board of the town soccer league. He explained that the Recreation Commission rents and uses the fields owned by the School Department, as does the soccer league and other recreational leagues. Brud outlined some of the field maintenance being done now and referred to it as Capital Maintenance.

The School Committee requested a list of planned capital improvements. Brud commented that the Recreation Commission is meeting on January 7, 2013, and this issue will be put on their agenda. He will send this list to Barb and copy Malcolm. Brud also commented that he would like to continue to work with Athletic Director Justice Smith, as he is very helpful in providing the Commission with information concerning the need for equipment upgrades.

Paul commented on the Recreation Commission's capital request of \$125,000. Barb commented that, according to Cherry Karlson of the FinCom, this request will fit into the category of Cash Capital in terms of the dollar amount and the types of uses that this money will fund.

9. **Continued Discussion re: Follow-up and Future Agenda Items:**

(b) Approval of Revised Policies re: MASC Review:

Barb commented that these revised policies came about as a result of the MASC's review of the Policy Manual. They were reviewed by the Policy Subcommittee and the MASC's revisions were given to the School Committee last November. They were posted online for public comment, but none was received and are now before the Committee for their approval.

Barb noted that there is a question surrounding Policy DGA in terms of the payroll warrant requiring the Superintendent's signature. Since the law does not appear to be clear, the accountant will be asked to clarify; thus Policy DGA was pulled at this time.

Upon a motion duly made by Beth Butler, who requested that the date of approval be added at the bottom of the policies and posted online, and seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the revised policies as listed on the agenda – ACA (Nondiscrimination on the Basis of Sex), ACAB (Sexual Harassment), BEC (Executive Sessions), BEDH (Public Participation at School Committee Meetings), GBA (Equal Employment Opportunity), IJ (Instructional Materials), JB (Equal Educational Opportunities), JBA (Student-to-Student Harassment), and JFBB (School Choice), as revised and put out for public comment in November, with the exception of pulled policy DGA.

Malcolm recommended for consideration in the nondiscrimination policy some language regarding physical characteristics and body type. Barb and Beth commented that the categories already in the recommended policies are legal categories; however, changes/additions could be made in the language, although somewhat unusual. Paul would like to understand this important topic further in terms of obligations and due process.

The School Committee discussed and Barb recommended that the voted changes be made now, but then put Malcolm's suggestions on the list for future discussion after the budget process.

10. **Update re: Middle School Roof:**

John Moynihan provided Barb Fletcher with several pieces of information, all of which Barb sent to the School Committee via email. John reviewed the Reconciliation of Cost Estimates for the Middle School roof, which are construction costs and does not include the soft costs. John commented that despite his conversations with the MSBA to accept the lower estimate from the OPM, the MSBA would only accept the designer's cost estimate for the total project of just more than \$2.9M. One million dollars would be reimbursed by the MSBA, leaving a balance of approximately \$1.9M to be funded by the town.

John stated that he has been authorized to borrow \$1.5M, but is seeking School Committee approval for the increase in appropriation if the project is to move forward. He explained the difference in cost, both in construction costs and soft costs. The School Committee must ask the Town to authorize the total cost of the project in the appropriation, and John will ask Mark Lanza to provide the specific language.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – December 17, 2012

John answered questions from the School Committee.

The School Committee also reviewed the Capital Improvement Plan (CIP).

Upon a motion duly made by Beth Butler, and seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the CIP as presented.

Barb commented that John Moynihan updated the Q & A for the CIP in terms of the school buildings. Barb will send the link to the FinCom.

11. **Comments from the Public:**

Tom Sciacca commented on the 10% cut in the budget and stated that no one will support it. He would like to see a long-term plan to address costs in the contexts of restructuring the system over the course of the next five to ten years. Tom also referred to the Technology Task Force meeting at which Paul Stein was in attendance.

12. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to convene in Executive Session at 9:32 P.M. to discuss strategy with respect to Collective Bargaining for all school unions (WTA, WESA, Custodial and Food Service), as set forth in M.G.L. Chapter 30A, Section 21 (a) (3), as such a 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 to review the Executive Session minutes of December 3, 2012. The Chair announced that the School Committee will reconvene in Open Session following Executive Session for adjournment purposes only. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Ellen Grieco	X	
Shawn Kinney	absent	

13. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 10:48 P.M.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Stephanie Leong, 38 Rolling Lane
Amy Simmons, 221 Main Street

Corresponding Documentation:

1. Superintendent's Presentation of FY14 Recommended Budget
2. Monthly Project Update Report for the Middle School Roof dated November 2012
3. Scope of Work for a Network Upgrade for The Children's Way
4. Email re: The Education Cooperative Executive Director Search
5. Letter to Loker School Supporting a Donation
6. Late Night or Overnight Travel Form for Wayland-Weston Crew Trip
7. Regular Session Minutes of December 3, 2012
8. Executive Session Minutes of December 3, 2012
9. Payroll and Accounts Payable Warrants