

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – June 25, 2012

A Regular Session of the Wayland School Committee was held on Monday, June 25, 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 (arrived at 7:08 p.m.)
Shawn Kinney

Also:

Paul Stein
Superintendent of Schools

Brad J. Crozier
Assistant Superintendent

Marlene M. Dodyk
Director of Student Services

Geoffrey S. MacDonald
Business Administrator

Also:

Brian Jones, WSCP Director and Loker Principal

Chair Barb Fletcher convened the Regular Session at 7:05 P.M. and informed the audience that the meeting was being taped by WayCAM.

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

Louis Jurist commented that his children had a fantastic year and credited the great teachers in the Wayland Public Schools. In his opinion, the most important job for principals is to hire and retain the best of the best, as teachers are the most important part of the educational process. He thanked everyone involved in the process.

2. **Update re: Full Day Kindergarten:**

Paul Stein updated the School Committee on the full day kindergarten program for FY13. Paul stated that based on recommendations from Gail Zemen regarding the WSCP, he and Geoff MacDonald applied most of the same principles to the FDK program in order to determine the real costs of the program. Assuming the proposed \$4,000 tuition for FDK, this analysis shows a shortfall of approximately \$3,000, which will be taken from the revolving account if it still exists at the end of the year. Scholarships will also be taken from the revolving account. As part of this analysis, they found that transportation costs for FDK have increased significantly. Taking the entire bus program into consideration, including the kindergarten bus runs, they created a transportation program where there will be a total of four buses for kindergarten students only, which will result in an improvement of service, even with one less bus district-wide, and a reduced assessment for FDK. Paul also pointed out that with this change in transportation, the town will experience certain expense savings (health insurance, Medicare, and retirement).

The School Committee expressed their concern regarding long bus trips home from school for the kindergarten students. Geoff stated that the longest run in the afternoon will be approximately 45 to 50 minutes, but will know more in the fall.

Brian Jones addressed enrollment as being 80 for the traditional kindergarten and 105 for full day, which translates into 4 sections @ 20 for traditional and 5 sections @ 21 for full day, thus far. He also addressed the concern of the students on the waiting list for full day kindergarten. At the request of a School Committee member, Paul addressed the cost of adding another section.

Finally, Paul stated that they are trying to allocate expenses that have been laid out in a clear and explicit way while still keeping the tuition as low as possible.

3. **Discussion re: Superintendent's Evaluation:**

The School Committee discussed Paul Stein's evaluation from comments contributed by the Committee members according to the new tool developed for this evaluation process. Barb stated that a draft evaluation will be distributed on July 9 and then finalized on July 24.

In reviewing each section in regard to Paul's performance, Committee members made recommendations in some areas for next year, but most areas were praised in terms of Paul Stein's first year. A discussion ensued between the Committee members and Paul with regard to some of their recommendations.

Malcolm Astley stated that, in his opinion, Paul has done an outstanding job during his first year. Malcolm suggested that in terms of next year's evaluation, the Committee have a plan, which would include moving toward goals very quickly and keeping track of the way information is gathered and from whom, while still keeping the state requirements in mind. Other members concurred.

During this discussion period, Geoff MacDonald responded to a member's comments surrounding the revolving and principals' discretionary accounts. Paul Stein stated that although he and Geoff agree with the past practices issue, he feels that this could be a personnel issue, which should not be discussed in open session, and asked that the discussion end.

At the conclusion of the School Committee's discussion of his evaluation, Paul responded that he is pleased that his concern and care for Wayland were conveyed clearly. He is appreciative of the Committee's comments and will address their suggestions going forward in his goals, some of which he feels are priorities. He also thanked the Committee for their kind words and assured them that he will take full responsibility in addressing the areas of concern raised.

4. **Discussion re: 2012 Agreed upon Procedures for Off Ledger Accounts:**

The School Committee reviewed the revised 2012 Agreed upon Procedures for Off Ledger Accounts drafted by Ellen Grieco and Rebecca Chasen in terms of the language used in the document. Rebecca could not attend tonight's meeting, so Ellen asked the Committee members to develop questions at tonight's meeting for Rebecca to respond to in preparation for the July 9 meeting. Ellen, however, will be participating by remote on July 9.

In developing questions for Rebecca, Shawn Kinney pointed out misappropriation of funds in some of the schools' checking accounts; meaning that monies were not spent as intended. He further elaborated on the principals' discretionary accounts and student activities accounts. A discussion ensued, which included, but was not limited to, the culture of the accounts, the way in which the accounts were kept, and the direction that the staff may or may not have been given in terms of how to spend the money. As a result, the School Committee would like Rebecca to recommend the appropriate type and appropriate level of testing needed for these accounts, whereby issues would be raised and the auditor would recommend the steps necessary to move forward.

Barb suggested that they seek Rebecca's opinion regarding Melanson & Heath, as they have been hired as the Town's auditor, and this process could move more expeditiously if Melanson & Heath was considered. The Committee agreed that a scope of work should be agreed upon by the entire Committee. Beth recommended that an independent audit be done and that the School Committee be in agreement on issues that might arise. She also suggested that it was important to decide who would communicate with the auditor. It was recommended by one member that the Town's Audit Committee keep in touch with the auditor; however, if questions arise, the Audit Committee should solicit the School Committee's input in terms so that all are in agreement. Barb agreed to ask Fred Turkington whether the Audit Committee could oversee this process.

It was suggested that the auditor be limited to review the past two years. However, the Committee agreed to extend the years covered from fiscal year 2007 to fiscal year 2011. They agreed that the purpose of the audit should be defined and should include a recommendation for best practices. The Committee also agreed to rename this document "2012 Agreed upon Procedures for Certain Accounts of the Wayland Public Schools."

Ellen will revise the document based on the Committee's recommendations and send to Paul Stein and Diane Marobella to be distributed at the July 9 meeting. The Committee also agreed that Ellen should speak with Gini Tate about the appropriate next steps to take to address the concerns raised about the principals' discretionary and student activity accounts.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – June 25, 2012

5. **Discussion re: 2013 SPED Prepayments:**

Paul Stein and Marlene Dodyk asked for the School Committee's approval to increase the Special Education prepayment by up to an additional \$100,000. This increase will allow the District to address potential fluctuations in the FY13 tuition account and/or FY13 expenses unanticipated at the time that the budget was developed.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted (5-0) to approve an increase of up to an additional \$100,000 in the Special Education prepayment for FY13.

6. **Discussion re: Revised Wellness Policy:**

The School Committee reviewed the revised Wellness Policy in accordance with the new regulations mandated by the State. Marlene stated that in order to follow specific guidelines, the policy must include certain criteria and verbiage, i.e. wellness education and nutrition guidelines.

Marlene answered questions from the School Committee in terms of the recommended changes in the revised Wellness Policy.

The revised Wellness Policy will be posted for public comment and reviewed by the Policy Subcommittee.

7. **School Committee Negotiations Liaison:**

Barb Fletcher asked the School Committee for a volunteer to serve as the Committee liaison for the upcoming WTA negotiations. Ellen Grieco agreed to be the School Committee liaison and to attend bargaining sessions, and report on same to School Committee.

A discussion ensued in terms of including Ellen on the Evaluation Subcommittee. The School Committee agreed to keep the Evaluation Subcommittee as is for now.

Barb stated that she will ask MASC to give a tutorial to the Committee regarding the new state mandated evaluation systems.

8. **Consent Agenda:**

(a) Approval of Accounts Payables and Payroll Warrants:

- Wayland Public Schools Accounts Payable warrant, dated 6/25/2012, in the amount of \$248,980.16
- Wayland Public Schools Accounts Payable warrant, dated 6/25/2012, in the amount of \$1,230,571.45 (High School Project)

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted (4-1) (Malcolm abstained) to approve the Accounts Payables warrants.

(b) Approval of WHS Trip to Costa Rica:

Pat Tuwiler requested the School Committee's approval to approve an eight-day WHS trip to Costa Rica, April 13-20, 2013.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted (4-1) (Shawn Kinney abstained) to approve the WHS trip to Costa Rica in April 2013.

9. **Superintendent's Report:**

Paul Stein commented on the retirement parties that he attended in honor of the Wayland Public Schools' retirees. He said that these events and the retirement speeches reflected the value of the school system, as well as showing the camaraderie, the love for one another, and the culture of the work force. Paul also praised Diane Muffitt's concert in honor of her retirement.

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

(a) School Committee Retreat:

As a result of Barb and Paul's meeting with Irwin Blumer, Barb stated that the School Committee retreat will be July 24 at 6:00 P.M. in the Public Safety Building. She will provide the Committee members with a draft agenda from Irwin Blumer.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – June 25, 2012

The originally scheduled meeting for July 24th will be moved to July 30th.

11. **Comments from the Public:**

Louis Jurist stated that, in his opinion, Paul Stein has exceeded the high expectations of the people of Wayland. He stated that he is more optimistic about the future of the Wayland Public Schools, as the schools and the educational process are in a very good place.

Donna Bouchard asked the School Committee to place the upcoming audit of the revolving accounts in the hands of the Audit Committee and urged the School Committee to place the student activity accounts under the warrant process as soon as possible. She also referenced some items in the high school student activity accounts and asked for clarification from the School Committee.

Donna also made special mention of Special Needs teacher Cathy Milton. She concurred with the first public comment that the education in Wayland is outstanding.

12. **Adjournment:**

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:37 P.M.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Betty Saltzberg, WVN
Louis Jurist, Wayland
Donna Bouchard, Wayland

Corresponding Documentation:

1. Proposed Wellness Policy
2. Current Wellness Policy
3. WHS Costa Rica Trip Proposal
4. Accounts Payables Warrants
5. 2012 Agreed Upon Procedures for Off Ledger Accounts (Handout)