

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – June 4, 2012

A Regular Session of the Wayland School Committee was held on Monday, June 4, 2012 at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair (arrived at 7:35 P.M.)  
Beth Butler, Vice Chair  
Malcolm Astley  
Ellen Grieco  
Shawn Kinney (by remote)

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  
Mabel Reid-Wallace, METCO Director  
Karyn Saxon, Elementary Language Arts/Social Studies Director  
TBA – Justin Humphries and Tom Jeffries

Vice-Chair Beth Butler convened the Regular Session at 7:08 P.M. and informed the audience that the meeting was being taped by WayCAM and that Shawn Kinney had submitted the Remote Participation Form and was participating in the meeting remotely because of geographic distance.

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

Tom Sciacca commented on the increased vehicle traffic as a result of the artificial turf field located near the Happy Hollow wells. He stated that the increase in traffic has created the need for more salt in that area, which, in his opinion, is not a good idea.

2. **Goal #4 – Achievement Gap:**

Mabel Reid-Wallace, Pat Tutwiler, and Karyn Saxon provided an overview of the progress-to-date on the implementation of Goal #4 to the School Committee, which states that the Wayland school district will “continue to define and narrow the achievement gap.”

Mabel highlighted certain objectives regarding the achievement gap at the elementary and secondary levels, as well as the strengths, weaknesses, opportunities, and threats for each objective. She specifically focused on the first elementary objective. Mabel stated that collecting the data, all children of the district were addressed in this gap, as this goal is part of the “No Child Left Behind” legislation. However, when looking at the data, Black and Latino, as well as students with special needs, were performing behind their peers. Mabel also commented that they have entered into an informal agreement with Brookline High School regarding a summer preview program to increase the number of students of color who are in the Honors or AP courses at the High School

Pat discussed the systemwide tool, which is a quantitative data collection mechanism that determines the success of the efforts of the district in closing the achievement gap. He commented that the district has been working on closing the achievement gap for a very long time. He stated that they would like to develop specific, measurable, concrete data points on which information can be collected and tracked over the years, which will provide an annual measure in helping to plan interventions and guidance over the years. In terms of the different indicators, each level has four to six priorities. Pat passed out a list of the indicators, which addresses where the gaps are. To measure this

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information, they have partnered with a member of the Education Research Measurement & Evaluation Department at Boston College.

Karyn discussed the elementary indicators by grade level. The benchmarks are established at the beginning of Kindergarten, end of first grade, beginning of third grade, end of fourth grade, and the end of fifth prior to the students entering middle school. She stated that the goal is to analyze data from assessments that all students take and, if there is a gap, to determine where it occurs and what the causes are. Karyn stated that all children's needs are addressed also in the district's RTI goal.

Paul Stein explained the purpose of the EMI (Empowering Multicultural Initiatives) course, as well as the general context and goal in terms of all students' needs in the Wayland Public Schools related to Goal #4.

A discussion ensued regarding extended learning time for students and how the RTI goal addresses this issue.

Questions were raised to pursue in follow up discussions as to different definitions of racism, how the achievement gap was to be defined, how color-blind efforts could and could not be effective, and how all students performing below expected norms were to have their needs met with adequate resources provided to all.

3. **TBA Update re: Elementary Space Utilization Study:**

Justin Humphreys and Tom Jeffries from TBA updated the School Committee regarding the elementary space utilization study. They reviewed the current space layout of Happy Hollow, as well as the over/under-utilization of each area. They developed five tasks/areas with a scope and budget attached to each one and, again, compared how Happy Hollow is now utilized and how the school would be utilized, if all five tasks were completed. They recommended that the focus should be on the cafeteria and classrooms first in order to move forward with the other four tasks. In their opinion, all five tasks could be accomplished in one summer.

Paul Stein stated that good planning is essential to move forward with this very expensive project. He also cited that enrollment is a concern, as kindergarten enrollment for next year is now 25 students above the projected number. Paul recommended that a Superintendent's Building Use Task Force be formed and charged with "identifying options, conducting a cost/benefit analysis for each option, and recommending options that it feels should remain under consideration" with regard to the three elementary schools. He also recommended that the task force be comprised of 16 people – 6 parents (2 from each elementary school), 3 elementary principals, 3 elementary teachers, a School Committee member, as well as the Superintendent, Assistant Superintendent, and Director of Student Services.

The Task Force would be formed by the end of the school year and bi-weekly meetings would begin in September, with a report of its work to the School Committee at its November 19<sup>th</sup> meeting. Paul also recommended at least two public hearings before November 19<sup>th</sup>. However, more public input was encouraged by the School Committee. Also encouraged, was an immediate focus on the nurse's room and to possibly be considered in next year's budget.

The School Committee supported Paul's recommendation to form the Superintendent's Building Use Task Force and Ellen Grieco volunteered to represent the School Committee.

4. **Discussion re: Cost Allocation for WSCP Revolving Accounts:**

Geoff MacDonald and Gail Zemen, consulting Business Administrator, made a presentation to the School Committee regarding recommended procedures for developing fair, equitable, and appropriate indirect cost allocations to the WSCP and the FDK revolving accounts and to document the methodology by which each element is determined. Geoff also stated that a document similar to the cost allocation agreement for certain municipal expenses in the Town will serve as a template for the document that they have put in place for this arrangement, as well as the worksheets to go with it.

Gail reviewed the laws pertaining to the use of funds for non-direct school use of facilities: MGL Chap. 71, Sec. 71E (pertains to use by community members) and MGL Chap. 71, Sec. 47 (pertains to student use outside of school time). Gail stated that these laws give the School Committee latitude to use the funds needed for the direct purposes of the program that is being operated through the revolving accounts and does not need further funds from the community, so long as it is used for the activity for which it was established. She stated that if these laws have not been adopted by the School Committee, they can be adopted for use in the Wayland Public Schools.

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She stated that funds can be used to cover direct, as well as indirect, costs for all that is utilized for the program according to reasonable guidelines. She also stated that the School Committee determines and has the discretion for where the funds will be appropriated and if there is enough money to cover certain costs. She does not recommend establishing policies because there are always changes; however, she does recommend that the School Committee establish recommendations and a protocol, which would be reviewed on an annual basis.

Gail outlined the next steps/recommendations that she would like to establish, with the School Committee's permission, in order to move forward. They are: 1) create a template that follows the agreed upon methodology, 2) populate with FY12 data from MUNIS records, 3) use account lines for FY13 (and future) direct charges, 4) establish allocation of indirect costs, and 5) maintain reasonable accounting practices, fund balances and district directives.

Geoff and Gail answered questions from the School Committee.

5. **Discussion re: Claypit Hill Hard Top Project:**

Robin Jones came before the School Committee regarding the 5<sup>th</sup> grade class gift – the Claypit Hill hard top project. She, as well as other Claypit parents, first introduced the project to the PTO and then to the School Committee. The hard top would be placed in the back of the school, providing a permanent hard space on which the students can play. Since the project is too expensive for the school district to undertake, two Wayland families have agreed to donate materials and labor – John Moynihan has agreed to cover the cost of preparing the ground before the hardtop is put down totaling \$1,700.

Barb stated that the donation would be accepted and equitably distributed to the 3 elementary schools according to the PTO formula, with Claypit receiving less of a cash distribution as a result of the in-kind donation.

6. **Discussion of Principals' Discretionary Accounts & Plan B for Article 28:**

Barb Fletcher referred to two emails from Shawn with regard to the discretionary accounts and stated that the School Committee needs to decide on how to move forward with the type of requests noted in the emails.

Issues discussed were the stipends paid from these accounts and the EIN's taken out by some staff for some of the schools, as well as the tax liability. Also, discussed were the student activity accounts attached to these accounts. It was noted that the School Department has a fiduciary responsibility related to these accounts. Geoff MacDonald was asked to secure any past audits on these accounts; he will follow up with Mike DiPietro.

Barb reiterated that the School Committee supports an audit of the discretionary accounts; however, Shawn recommended that the School Committee send a letter to the state auditor's office notifying them of these issues. It was agreed Barb would ask Fred Turkington to inform the State Auditor that the School Committee has questions about whether stipends were paid through the payroll system.

Ellen Grieco stated that she drafted a short-term resolution in order to start the process of addressing the facts surrounding the issue of fiduciary responsibility related to the discretionary accounts. It states that the School Committee will identify and engage an independent auditor and will draft a scope of an audit of the checking and revolving accounts. It suggests that a School Committee member be chosen to be the liaison between the School Committee and the state auditor. She will revise this document for the June 18<sup>th</sup> meeting.

Paul Stein stated that he had an informal conversation with Mark Lanza regarding the stipends and the related tax issues, and Mark recommended that the School Committee focus on the full scope of the problem and then contact the IRS or the DOR. Paul asked the School Committee for some direction and boundaries in terms of who will be doing the fact-finding task.

Geoff stated that the student activity accounts are being handled through the Town Treasurer's office, as was done in the past, until the staff receives some training over the summer months. These accounts will then be audited by Melanson & Heath in accordance with the guidelines.

Geoff will research and ask those responsible for the checking accounts if reports and filings were made related to stipends paid to individuals out of the discretionary accounts.

Barb Fletcher will speak to Town Manager Fred Turkington about the timing of the State Auditor's response.

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**Shawn left the meeting by remote at 9:57 P.M.**

7. **Approval of Non-Union Salaries:**

Paul Stein requested that the School Committee vote to approve the FY13 salary increase for non-union employees as described in his memo dated May 25, 2012.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) to approve the FY13 salary increase for non-union employees as described in Paul Stein's memo dated May 25, 2012.

8. **Initial Discussion of Superintendent's Evaluation:**

Barb Fletcher instructed the School Committee to review the evaluation tool and Paul Stein's self-assessment. She will collect comments from members at its next meeting on June 18<sup>th</sup> meeting for the Committee's review.

9. **Consent Agenda:**

(a) Approval of Wayland High School Trips:

- International Trip to China in April 2013
- Boys' & Girls' Varsity Rowing Trip to Tennessee June 2012

(b) Approval of Accounts Payables and Payroll Warrants:

- Wayland Public Schools Accounts Payable warrant, dated 6/4/2012, in the amount of \$357,619.53
- Wayland Public Schools Payroll warrant, dated 5/31/2012, in the amount of \$1,271,776.99

(c) Approval of Minutes:

- Regular Session of May 21, 2012, as amended
- Executive Session of May 21, 2012

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the items listed under the Consent Agenda, as well as the amended May 21 Regular Session minutes.

10. **Superintendent's Report:**

Review of Goals Setting Timeline:

Paul stated that he and the Administrative Council reviewed the goals and discussed if they would add new goals. He plans to have the task completed by July 31.

School News:

Paul commented on some of the programs at the schools, such as the physics projects at the High School, the Happy Hollow 4<sup>th</sup> grade endangered species project, the Latin Banquet at the Middle School, and the high school student/teacher talent show. He stated that what is going on in our schools is phenomenal and exciting.

Enrollment Update:

Paul Stein updated the School Committee on the district-wide enrollment as of June 1, 2012.

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

(a) Re-vote of WaylandCares Youth-to-Youth Conference in Rhode Island:

At the May 7, 2012 meeting, the School Committee voted to approve this out-of-state trip to Rhode Island. Since that vote, Barb Fletcher's daughter was chosen to go on the trip; thus, Barb contacted the Ethics Commission. It was recommended that a re-vote be taken, excluding Barb from voting.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted (3-1) (Barb Fletcher abstained) to approve the WaylandCares Youth-to-Youth Conference in Rhode Island.

(b) Continued Discussion of School Committee Retreat:

At a prior meeting, the School Committee discussed recommended summer retreat topics and agreed to have the retreat facilitated by an outside individual. Paul Stein recommended that Dr. Irwin Blumer facilitate the retreat and

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the School Committee agreed. Some topics were also recommended, such as delegation amongst members of the Committee. Barb also suggested that Dr. Blumer speak to each School Committee individually in order to plan the format for the retreat. The School Committee will participate in a Doodle Calendar created by Barb Fletcher, in order to secure a date for the retreat.

(c) Discussion re: Open Meeting Law Related to Email Communications:

The School Committee reviewed the Open Meeting Law as it relates to email communications between School Committee members. Barb Fletcher stated that she, Paul Stein, and Ellen Grieco met with George Harris regarding email communications between members. There were two concerns in terms of violations of the Open Meeting Law – (1) when the Chair asks School Committee members to send comments to her via email and (2) then he/she, in turn, puts these comments into a draft document, which is then sent back to the members for review in advance of a meeting. A question was raised of whether to publicize what is uploaded in a public folder of Google Docs prior to every meeting. Ellen plans to explore this idea with the Attorney General's office. In the meantime, Barb will no longer receive comments on any document via email from individual Committee members and will not distribute a document that an individual Committee member has created to a quorum of the Committee prior to a meeting.

Beth Butler commented on the OML in terms of remote participation at School Committee meetings.

(d) School Committee Report of Part II of Abrahams Group Report:

The School Committee reviewed the last two sections of Part II of the Abrahams Group Report. Changes were made to the draft document.

(e) Member Disclosure:

Beth Butler disclosed that her son has accepted a summer position at Pegasus; thus, she will not vote on payroll warrants during his employment.

(f) Lauren Astley Memorial:

Paul Stein announced that on June 16<sup>th</sup> at Wayland High School, there will be a dedication of a mosaic memorial in memory of Lauren Dunne Astley, and anyone who wants to take part in the creation of the mosaic may stop by before then to help.

12. **Comments from the Public:**

Tom Sciacca commented that when forming the Superintendent's Building Use Task Force, they should consider the background of the Technology Task Force. He also recommended that the formation of the task force be open to all community residents.

Ellen Grieco read an email from Brenda Sharton, which was received earlier in the day by the School Committee. The email commented on Shawn Kinney's petition of Article 28, Freedom of Speech, and freedom, in general, in the United States.

13. **Adjournment:**

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 10:50 P.M.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:  
See Attached.

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Corresponding Documentation:

1. Goal #4 – Achievement Gap Presentation
2. Memo from Gail Zemen re: Interim Recommendations for Cost Allocations for WSCP Expenses
3. Memo from Paul Stein re: a Recommendation of an Elementary Building Use Task Force
4. Memo from Paul Stein re: Non-Union Employee FY13 Salaries
5. WHS Trip Proposals to China (April 2013) and Tennessee (June 2012)
6. Regular Session Minutes of May 21, 2012
7. Executive Session Minutes of May 21, 2012
8. June 2012 Enrollment
9. Handout – Draft of Neutral Resolution re: Fiduciary Responsibility Related to Discretionary Accounts