

# MINUTES – WAYLAND SCHOOL COMMITTEE

## Regular Session – June 17, 2013

A Regular Session of the Wayland School Committee was held on Monday, June 17, 2013, at 6:30 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 8:11 p.m.)  
Donna Bouchard

Also:

Paul Stein  
Superintendent of Schools

Brad J. Crozier  
Assistant Superintendent

Marlene M. Dodyk  
Director of Student Services

Geoffrey S. MacDonald  
Business Administrator

Also:

Fred Turkington, Town Administrator  
Brian Keveny, Finance Director

Also:

Pat Tutwiler, WHS Principal  
Scott Parseghian, WHS Dean of Students  
Betsy Gavron, WMS Principal  
Brian Jones, Loker Elementary School Principal  
Eileen McManus, Happy Hollow & Loker Schools Guidance  
Colleen Armstrong, REACH

Chair Barb Fletcher convened the Regular Session at 6:37 P.M.

### 1. **Executive Session:**

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to convene in Executive Session at 6:37 P.M. to discuss the deployment of security devices or related strategies, as set forth in M.G.L. Chapter 30A, Section 21(a) (4). The Chair announced that the School Committee will reconvene in Open Session following Executive Session. 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	
Donna Bouchard	X	

Barb Fletcher invited the Board of Selectmen members, Fred Turkington, Brian Keveny, and Dan Sullivan from Sullivan, Rogers & Company, to attend the Executive Session.

The School Committee reconvened in Open Session at 7:15 p.m.

### 2. **Comments and Written Statements from the Public:**

Tom Sciacca commented on the 375<sup>th</sup> Wayland Anniversary Celebration that kicked off over the weekend which was a celebration of Wayland's past history.

### 3. **Goal Report – Health & Wellness:**

Pat Tutwiler presented the High School strategic initiatives and stated that the system-wide goal for health and wellness is

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“to enhance health and wellness education, employing a systemic approach to curriculum, instruction, extra-curricular activities and school culture.”

In terms of healthy relationships, Pat reviewed the three strategic initiatives and stated that in partnership with REACH (Refuge, Education, Advocacy and Change) and Dr. Emily Rothman of the BU School of Public Health, pre- and post-assessments were administered to all 9<sup>th</sup> and 11<sup>th</sup> graders, which yielded a high participation rate with targeted outcomes. Pat also identified the seven instrument categories, as well as the three determined goals. The goals are: 1) increased knowledge of the warning signs of dating abuse; 2) decreased acceptance of dating abuse; and 3) increased likelihood of intervening when a student believes a friend is in an abusive relationship.

Pat commented that the outcomes were good in terms of an increase in students’ knowledge of dating abuse, knowing what to do if observing an abusive relationship, and identifying three adults at the high school to whom they could speak regarding a dating abuse situation. Pat also informed the Committee of the next steps that will be taken during the summer months.

Betsy Gavron presented the Middle School strategic initiatives and commented that their focus is the pre-work prior to the students entering the high school. They partnered with Rachel Hipley of Voices Against Violence during Wellness Week during which they celebrated the seven dimensions of wellness: physical, emotional, intellectual, spiritual, social, occupational, and environmental.

Betsy noted the curricular highlights for each grade level as follows: Grade 6 – Focus on Friendships; Grade 7 – Unhealthy Relationship Simulation; and Grade 8 – the Clothesline Project and stated that the reactions and reflections of Wellness Week were very positive.

Eileen McManus presented the Elementary Schools’ strategic initiatives. The schools are using Michelle Garcia’s Social Thinking Program, which targets students’ social thinking vocabulary and encourages the students to think about “you and me.” Students are taught to be flexible and adaptable to certain situations.

Eileen commented that the ability to think socially is fundamental to a healthy relationship, and the goal is to encourage children to be social detectives – to use their eyes, their ears, and their brain, resulting in whole body listening. Students are also encouraged to think before they speak (speech bubble) and, in some instances, keep ideas and comments in their “thought bubble,” especially if they are inappropriate or hurtful to others.

Also noted was the curriculum for the early childhood classrooms – The Incredible Flexible You, Super Flex, and Think Social.

The School Committee asked questions of the administrators in terms of summer relationships. The administrators provided information regarding resources that are available during the summer, as well as programs being utilized at the different grade levels.

Paul Stein described this goal as “pieces of a patchwork quilt that is still coming together.” He described the plans of this work going forward and noted that the relationship of the schools with Youth and Family Services is very important.

Scott Parseghian presented the work that is being done in the schools surrounding concussions. He described the impact testing that is given to all freshmen and juniors in wellness class, and if a student is healing from a concussion, they are re-tested in 14 days. Scott commented that three different presentations were held for those interested, two by the Sports Legacy Institute, and the other by Dr. Meehan, the Director of the Sports Concussion Clinic in the Division of Sports Medicine at Children’s Hospital. Dr. Meehan is also an instructor of pediatrics and orthopedics at Harvard Medical School. Dr. Meehan’s presentation will be used in wellness classes.

*Ellen Grieco arrived at 8:11 p.m.*

Scott informed the School Committee that a Concussion Protocol Committee has met three times and its goal is “to develop consistent protocol and procedures at school levels to assist students in re-entry back to school and academics.” The Committee is drafting a common protocol that describes the schools’ response to student concussions and is also developing mandatory professional development for the faculty in the fall.

Scott also described ways in which the football program is being proactive in terms of concussion prevention and safety. He answered questions from the School Committee.

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4. **Continued Discussion re: Dr. Stein's Evaluation:**

The School Committee reviewed and commented on each section of the tool, which included Dr. Stein's four goals and the four standards. The Committee discussed the execution and data of each goal, some of which were considered multi-year goals.

*Donna stepped out of the meeting at 9:00 p.m.; returned at 9:02 p.m.*

The Committee also reviewed the four steps to be followed during the evaluation process, as well as the timing of the evaluation.

*Beth stepped out of the meeting at 9:04 p.m.; returned at 9:08 p.m.*

Barb will draft an evaluation for the Committee's review and followed by a discussion and vote at the June 24<sup>th</sup> meeting.

5. **Vote of School Security Improvements:**

The School Committee reviewed the letter from John Moynihan recommending that the contract for security cameras and access controls at the elementary schools, The Children's Way, and the Middle School be awarded to Signet Electronic Systems, Inc. at a base bid of \$89,800.00. These security improvements were discussed at prior meetings.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to award the school security improvements contract to Signet Electronic Systems, Inc. at a base bid of \$89,800.00.

6. **Middle School Roof Change Order 1:**

Barb commented that the Permanent Municipal Building Committee has reviewed the extra services proposal and recommends that this work be done. Donna updated the Committee on the work being done to the "hatch" of the roof and Barb reviewed the change order.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Middle School roof Change Order #1 for design services related to the additional work associated with the roof headhouse.

7. **Approval to Establish Revolving Accounts for Transcripts & Drama:**

In an effort to strengthen internal controls and fine tune operations, Geoff MacDonald has identified two activities within the High School activities account in which they would like to change. The first is the Transcript account and the second is the Theater/Arts account.

Geoff stated that he met with Town Counsel seeking his guidance on establishing a revolving account for transcripts, and Mark Lanza recommended that the monies go into the General Fund, as cited in M.G.L. Chapter 74 §34A. Thus, the high school staff would stop charging to make copies of transcripts and the balance of the funds in the student activity account (approx. \$11,000) would go to the Town.

The Theater/Arts accounts takes in money from the sale of tickets and the money is used towards the cost of productions. Similar to the Testing, Athletics and Instrumental Music accounts, and as cited in M.G.L. Chapter 71 §47, Town Counsel recommended its own revolving account with funds going through the Town's Finance Department.

A discussion ensued in terms of the \$11,000 balance in the Transcripts account. The School Committee delayed a vote regarding the Transcripts account, as further research of the history of this account was requested by the Committee.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted (4-1) (Donna opposed) to establish a revolving account for Drama under M.G.L. Chapter 71 §47.

Donna distributed and read to the Committee a motion that master lists of all school accounts be developed and distributed to all school employees for the purposes she noted in the motion. A variance to the amendment was proposed. Both of these proposals will be considered in full discussion at a future meeting.

8. **Preliminary End-of-Year Financial Report:**

Geoff MacDonald reviewed the FY13 preliminary end-of-year financial report and commented that the year will end with a favorable variance, keeping in mind that money encumbered for year end is being spent down through the purchase order process. Geoff reviewed the drivers on the expense side, as well as transportation, utilities, tuition, and SPED prepay. Geoff will provide Donna Bouchard with a detailed breakdown of where the additional cost of \$95,000 occurred in

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transportation.

Geoff also reviewed the revolving accounts, including the food service program. Although the program will not finish in a deficit, Geoff recommends that the School Committee meet with the Food Service Director to discuss expense reduction and a possible increase in school lunch prices, as well as privatization as suggested in the Abrahams Group Report.

Geoff reviewed grant balances and capital accounts.

9. **Receive Year-End Reports from School Support Organizations (CAPA, Boosters, PTO, WPSF):**

Barb updated the Committee on the information provided to date in each report. The Committee acknowledged the exceptional fundraising efforts during the past year. There will be another discussion and review in September.

A discussion ensued in terms of how money is expended from each organization. A question was raised regarding the WPSF's revolving account. Geoff will check with Mark Lanza in terms of the correct statute. It was also suggested to include this topic in the school accounts audit.

10. **Vote School Committee Chair & Vice Chair for FY14:**

Paul Stein accepted nominations for School Committee Chair.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted (4-1) (Barb abstained) to appoint Barb Fletcher as Chair for the 2013-2014 school year. The roll call vote was as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	(abstained)	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Ellen Grieco	X	
Donna Bouchard	X	

Barb Fletcher accepted nominations for School Committee Vice Chair.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted (4-1) (Beth abstained) to appoint Beth Butler as Vice Chair for the 2013-2014 school year. The roll call vote was as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	(abstained)	
Malcolm Astley	X	
Ellen Grieco	X	
Donna Bouchard	X	

It was suggested that a formal plan be developed to delegate a School Committee member to handle Open Meeting Law and financial information requests, since these matters are very time consuming for both members and administrators. This topic will be discussed at a future meeting.

11. **Transfer of Funds Request for FY14:**

Geoff MacDonald requested the transfer of funds between schools to cover teaching positions that were not allocated in the FY14 budget, as well as for the purpose of restoring two coaching stipends.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve the transfer of funds from Kindergarten to four different positions – the Middle School Chinese teacher, for the Chinese exchange and the two coaching stipends.

12. **Discussion re: Gift for HSBC:**

Beth proposed that in recognition of the High School Building Committee's dedicated work, an engraved bench be placed at the High School. Beth had a catalog displaying many benches, and she quoted the price which included a stand and engraving. The School Committee concurred that this was an appropriate gift, but asked Beth to contact John Moynihan before making the purchase.

13. **Review of 2013-2014 School Committee Meetings:**

The School Committee reviewed the proposed 2013-2014 meeting schedule. Another meeting was suggested for the month of July. It was also noted that the last warrant for FY2013 was due to the town on July 8, 2013.

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14. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated 6/17/2013, in the amount of \$432,819.05
- Wayland Public Schools Accounts Payables warrant, dated 6/17/2013, in the amount of \$60,308.76 (Student Activity Accounts)
- Wayland Public Schools Payroll warrant, dated 6/13/2013, in the amount of \$5,107,049.44, which includes the balloon payment of \$4,709,403.61 and regular payroll of \$397,645.83

(b) Approval of Minutes:

- Special Session of May 30, 2013
- Regular Session of June 3, 2013
- Regular Session of September 10, 2012 (re-vote)

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted (4-1) (Donna Bouchard abstained) to approve the Consent Agenda, including the Regular Session minutes of June 3, 2013 and the Regular Session minutes of September 10, 2012, as amended.

15. **Superintendent's Report:**

Paul distributed to the School Committee a report developed for the Massachusetts State Legislature regarding the METCO Program statewide.

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

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

Barb commented that the School Committee will interview the five candidates who have shown an interest in serving on the Audit Committee as the School Committee representative. She noted that Chris Riley will also attend and give an update on the work that Jim Powers of Powers & Sullivan has done thus far. Barb will also reach out to the two residents who are interested in serving on the Permanent Municipal Building Committee. Malcolm will also ask Chris Riley when Jim Powers' report can be expected.

(b) Continued Discussion re: Public Records Request:

Barb updated the School Committee regarding the Committee's response to George Harris's public records requests, including the two most recent requests, for a total of six. In terms of a better understanding of the law, Beth spoke to Gini Tate and Gini was to reach out to the general counsel of the Attorney General's office and Glenn Koocher of the MASC.

(c) Update re: Status Report and Future Agenda Topics:

The School Committee reviewed the Status Report and discussed topics for a summer retreat. The Committee members will send their top three topics to Barb.

17. **Comments from the Public:**

There were no public comments.

16. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to convene in Executive Session at 11:00 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. 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	
Donna Bouchard	X	

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17. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:44 P.M.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Tom Sciacca, WVN

Corresponding Documentation:

1. ACE Goal Report – Health & Wellness
2. Letter re: Security Cameras/Access Control @ Schools
3. Middle School Roof Change Order 1
4. Memo re: Amendment to HS Student Activity Account
5. Memo & FY13 Financial Report, 4<sup>th</sup> Quarter
6. School Support Organizations FY13 Year-end Report
7. Memo re: Budget Transfer for Chinese Teachers & Coaches
8. Meeting Calendar for 2013-2014
9. Description of Proposed Gift for HSBC
10. Accounts Payables & Payroll Warrants
11. Regular Session Minutes of May 30, 2013
12. Regular Session Minutes of June 3, 2013
13. Regular Session Minutes of September 10, 2012
14. Follow-up Status Report