

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – July 10, 2014

A Regular Session of the Wayland School Committee was held on Thursday, July 10, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair
Ellen Grieco, Vice Chair (arrived at 7:38 p.m.)
Malcolm Astley
Donna Bouchard
Jeanne Downs

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Susan Bottan
Business Administrator

Marlene Dodyk
Director of Student Services

Barb Fletcher convened the Regular Session at 7:05 p.m. and announced that the meeting was being taped by WayCAM. Barb welcomed Susan Bottan, our new Business Administrator, to Wayland.

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

There were no comments or written statements from the public.

2. **Educational Matters:**

(a) Hear Superintendent's Report, including Elementary School Reconfiguration Transition Update:

Brad Crozier updated the School Committee on the search for a WSCP Director, which was similar to the Business Administrator and high school principal searches. Brad commented that because this position requires a diverse set of skills to oversee the many programs within WSCP, a candidate was not found; thus, the search will be reopened. Further, because July 1 was the start date, the unpaid salary will be used toward stipends for employees who will help to get the program ready for the September opening, making sure that the enrichment programs are all in place. If necessary, Brian Jones will support these interim employees in the process.

Paul updated the School Committee on an ongoing matter regarding a room at the High School that will be available to the METCO students. The plan is to furnish a room by the library that will be ready for the first day of classes. Paul will look for resources in the high school budget, the METCO revolving account, or Paul's general unused gift fund; he will research how and from where funds totaling \$11,000 were deposited into the gift account. Donna suggested soliciting furniture donations from the community.

3. **Consent Agenda:**

(a) Approval of Surplus Technology Equipment

(b) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated July 10, 2014, in the amount of \$6,232.25
- Wayland Public Schools Accounts Payables warrant (Student Activities), dated July 10, 2014, in the amount of \$2,738.89
- Wayland Public Schools Payroll warrant, dated July 10, 2014, in the amount of \$525,325.14

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- (c) Approval of Minutes:
 - Regular Session of May 27, 2014
 - Regular Session of June 9, 2014
- (d) Acceptance of Gifts:
 - An Eb Alto Saxophone was donated to the Wayland Public Schools music program from the Campbell Family, Wayland
 - A grant was presented to the METCO Program in the amount of \$5,000 from the Joshua and Anita Bekenstein Charitable Fund, a Donor Advised Fund of Combined Jewish Philanthropies of Greater Boston, Inc.

Upon a motion duly made by Malcolm Astley, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to approve the Consent Agenda with the May 27, 2014 and June 9, 2014 Regular Session minutes as amended.

Donna noted her concern that the hard drives are wiped clean before disposing of the surplus technology equipment. Brad confirmed that the hard drives are pulled.

4. **Financial Matters:**

- (a) Receive Information related to Peer Communities' Food Service Program:
At the School Committee's request for information, they reviewed an analysis prepared by the town's Data Analyst regarding other peer communities' food service program expenses, such as healthcare benefits, OPEB benefits, and other related program expenses and whether funds came from the programs' revolving accounts or from the towns. Also included was background of the Wayland Food Services program self-funding and expenses going forward.

Other types of expenses noted were custodial services, IT services, large capital expenditures, computer purchases, small purchases, and uniforms.

The peer towns Carlisle, Concord, and Concord/Carlisle, Lincoln, Weston were chosen, as they were on the schools' and FinCom's lists based on population and socio-economics. Based on school data, Acton, Acton/Boxboro, Dover, Dover/Sherborn and Needham were chosen, as well as Cohasset, Medfield, and Sharon based on the FinCom's data. It was noted that certain costs, such as healthcare and OPEB are funded by peer towns, whereas Wayland's food service program funds these expenses.

Paul noted that this analysis raises issues such as:

- Should the town fund some of the programs' expenses?
- What implication does it have in terms of privatization or cost of lunches?
- What has occurred and what are the reasons for privatization in the towns that have chosen to privatize?

Paul commented that he will work with Susan Bottan and other central office administrators to establish next steps going forward. Paul asked the Committee to raise any questions now in terms of how the administrators will look at these issues. One concern to consider is whether residents would want to subsidize the lunch program, even if the program can no longer be self-sustaining due to increased expenses. A discussion followed. Susan will research if some food costs are subsidized by the federal government.

Ellen arrived at 7:38 p.m.

5. **Educational Matters (continued):**

- (a) Continued Discussion of the Superintendent's Evaluation for FY14 related to the Six Elements agreed to by the School Committee:

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The School Committee reviewed each element, as well as evidence, and discussed the rubric attached to each of the six elements listed.

- Instruction
- Data-Informed Decision Making
- Environment
- Human Resources Management & Development
- Communication
- Shared Vision

Barb noted the Committee's comments and will complete the final evaluation by the July 30th meeting.

In terms of district performance, Barb commented that, in her opinion, the assessment tool for the Achievement Gap Goal had not progressed at a satisfactory pace. Paul responded that the assessment tool/product has not met the administrators' expectations in terms of the matchup of data. Paul explained how this issue could be addressed going forward. A discussion followed about researching peer towns and how these towns approach some of these issues.

The Committee discussed starting the evaluation process earlier in the year and keeping an open dialogue with Paul in terms of the Committee's expectations relative to its goals.

In terms of Shared Vision, the Committee did not have a clear understanding of the "college and career readiness" piece of this element. A discussion ensued.

The School Committee was in unanimous agreement that Paul's leadership, communication skills, hiring strategies/processes, and his shared vision are all exemplary. The overall summative performance will be discussed at the next meeting.

Paul reflected on and responded to the Committee's public evaluation process and their comments.

(b) Continued Discussion of Process for Establishing FY15 and Beyond District Goals:

At the conclusion of the School Committee's goals brainstorming session, Paul took the Committee's ideas to the administrators to solicit their feedback. Paul reviewed the Committee's list of ideas and its ratings for each idea in establishing their FY15 and future district goals.

Paul reviewed with the Committee the following seven items that were rated above ten in terms of a further discussion. The administrators looked at each one and asked if these areas were being addressed, and, if not, should they make the time and effort, given an already overwhelming workload, to address them. Paul elaborated on the administrators' thought process.

- Raising the bar
- Writing curriculum
- Foreign language
- Personalized instruction to reach potential
- Evaluate the use of technology
- Social/emotional learning – reflection (healthy relationships)
- Full day kindergarten

To address each one, Paul made some suggestions to the Committee. He recommended that a subgroup of the School Committee, the principals and faculty could meet to gain a better understanding of what would be encompassed and expected in terms of raising the bar (for students in the middle). The K-12 curriculum team has offered to make a presentation to the Committee on the writing program. Because of a funding and scheduling/timing issue, Paul recommended that the Committee discuss further the implementation of foreign language into the program. Paul noted that personalized instruction to reach potential is imbedded into the HEART goals, as is social/emotional learning. For evaluation and the use of

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technology, Paul commented that this is a complex issue and should be further considered and discussed by Leisha Simon and the IT staff. Finally, the Central Office administrators will address the full day kindergarten issue in terms of the cost and the various models.

Barb reiterated Paul's suggestions and identified three areas stemming from the Committee's brainstorming session that needs some follow-up by the Committee. She also informed the Committee of the Finance Committee's meeting next week regarding their long range planning process. Her belief is that the FinCom will be used as a clearinghouse for all departments' goals (town and schools). Based on the FinCom's meeting, Barb suggested that the School Committee discuss on July 30th how this long range planning process correlates with the School Committee's planning process.

Donna asked about curriculum presentations to the School Committee and if they would continue. Brad commented that this process is not followed partly because of state mandates that include new curricula and new standards. Paul and Brad elaborated further on the ever-changing and current process regarding curriculum reviews. Paul suggested to the Committee that if there is an area of curricular interest and they want an update, they would be happy to accommodate the request.

The Committee discussed having a retreat to address and define their concerns. Paul was asked to describe the administrators' thoughts to the School Committee's list of brainstorming topics.

6. **Financial Matters (continued):**

(a) Approval of the HP IT Asset Lease/ITC49 – 725 Acer Chromebook Computers for the Middle School and HP IT Asset Lease/ITC49 – 125 Apple iPads for Elementary Schools:
This agenda item was tabled to July 15th.

(b) Review of FY14 Legal Expenses and Discuss Ongoing Approval Process:
Paul provided the School Committee with information and an analysis of FY14 legal bills from Murphy, Hesse, Toomey & Lehane (MHTL), as well as a document listing other legal expenses. The School Committee requested more specificity in the legal bills in terms of time spent and the billing rate, and they would like a monthly report for all budget to actual expenses, including the legal bills.

Brad explained the legal expense "level salary change" and what it represents in terms of negotiations. The Committee asked questions regarding the legal expenses. Paul noted that he has requested monthly bills from MHTL.

7. **Administrative/Procedural Matters:**

(a) Discuss Composition of School Committee, including Electing Chair, Vice Chair and Subcommittee Positions for FY15:
In an effort to shorten the Committee's meetings, while still allowing for more efficiency and more productivity, Barb recommended that the Committee identify and charge a point person for the Open Meeting Law and related complaints; Donna Bouchard was recommended by Barb. The Committee discussed this person's role.

Barb also proposed that a Finance Subcommittee be created; she recommended Donna and herself. They would meet every other week regarding questions concerning the budget, the computer leases, general financial questions from the School Committee and the community, and any other financial matters. Lastly, Barb proposed that the Business Administrator give a report at each School Committee meeting, much like the Superintendent.

The School Committee discussed Barb's proposals and this topic will be discussed again on July 30th. Paul noted his support for these proposals.

(b) Review of School Committee Operating Protocols:
Although a work in progress, Barb commented that the School Committee's operating protocols were

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developed last year and must be reviewed annually, particularly for new members. Some of the concerns discussed were the Committee’s conduct during meetings, time spent by Paul and other administrators regarding requests for information by individual Committee members, the distribution of information from Paul to Committee members in terms of other members’ opinions, and the unanticipated information, comments, or requests presented at a meeting by a Committee member. Paul elaborated on his interpretation of this “surprise” issue.

Also discussed was the support of all Committee members regarding the Committee’s decision, even if there isn’t a unanimous vote by the Committee. A discussion ensued in terms of members having different views of the same process and of the decisions that are made, which raises the issue of repeating agenda topics over the course of several meetings. In addition, if a problem exists and needs further investigation and attention, it should be identified and a procedure followed, if the mission or important goals are not receiving the energy and emphasis within the system and practice and policy are not consistent, these concerns should require a special protocol. A discussion followed and some language changes were suggested and reviewed. Barb noted that 90% of the language used is from other districts and recommended by Glenn Koocher of the MASC.

8. **Comments from the Public:**

There were no public comments.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee initially voted unanimously (5-0) to enter Executive Session at 10:05 p.m. for the purposes of discussing strategy with respect to an Open Meeting Law Complaint filed by George Harris on July 7, 2014 related to the June 3, 2013 Executive Session minutes, as permitted by M.G.L. Chapter 30A, §21(a)(1) and to review minutes from prior executive sessions for declassification, as permitted by M.G.L. Chapter 30A, §22 for the Executive Session meetings noted on the meeting notice. In addition, the School Committee will approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A, §22 for May 27, 2014 and June 9, 2014. The School Committee will reconvene in open 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	
Ellen Grieco, Vice Chair (by remote)	X	
Malcolm Astley	X	
Donna Bouchard	X	
Jeanne Downs	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, and Diane Marobella

This vote was immediately corrected as follows, since the Chair must make the motion. Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to enter Executive Session at 10:05 p.m. for the purposes of discussing strategy with respect to an Open Meeting Law Complaint filed by George Harris on July 7, 2014 related to the June 3, 2013 Executive Session minutes, as permitted by M.G.L. Chapter 30A, §21(a)(1) and to review minutes from prior executive sessions for declassification, as permitted by M.G.L. Chapter 30A, §22, for the Executive Session meetings noted on the meeting notice. In addition, the School Committee will approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A, §22, for May 27, 2014 and June 9, 2014. The School Committee will reconvene in open session for adjournment purposes only. A roll call vote was taken as follows:

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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Ellen Grieco, Vice Chair (by remote)	X	
Malcolm Astley	X	
Donna Bouchard	X	
Jeanne Downs	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools and Brad Crozier, Assistant Superintendent, and Diane Marobella.

10. **Adjournment:**

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:38 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Corresponding Documentation:

1. Agenda & Backup Information
2. HiQ Chromebooks Price Quote
3. HiQ Chromebooks Lease Quote
4. Apple iPad Price Quote
5. Apple iPad Lease Quote
6. Murphy, Hesse, Toomey & Lehane Legal Bills
7. School Lunch Analysis
8. School Committee Protocols
9. Memo re: Recycling Technology Surplus Equipment
10. Accounts Payables and Payroll Warrants
11. Regular Minutes of May 27, 2014
12. Regular Minutes of June 9, 2014
13. Executive Session Motion