

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, February 23, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Malcolm Astley
Donna Bouchard
Jeanne Downs

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan
Business Administrator

Marlene Dodyk
Director of Student Services

Also:

Carrie Dirmeikis, Middle School ELA Curriculum Leader
Brian Keaney, High School English Department Head
Karyn Saxon, Elementary ELA Director K-5

Cliff Lewis, Chair of OPEB Committee
Jay Sherry, OPEB Committee

Chair Ellen Grieco convened the Regular Session at 7:04 p.m.

1. **Special Matter:**

(a) Writing Curriculum Presentation:

Karyn Saxon, Carrie Dirmeikis, and Brian Keaney presented Wayland's K-12 Writing Program to the School Committee. Karyn presented an overview of the K-12 program, with her focus on the elementary schools. The components or philosophy of the Writer's Workshop include the following:

- Process Writing – a consistent writing process that students work through
- Explicit Instruction – includes mini-lessons that are 10-15 minutes long in which a new writing technique is taught or there is a review of a previous skill
- Mentor Tests and Exemplars – is used throughout the writing process to showcase a writing skill that students should practice
- Conferring – when students are actively writing, the teacher will ask the student about what they are writing, will identify an area of need, and give feedback to the student about what to work on, which leads to natural differentiation

Karyn noted that a shift in the theory of writing instruction behind the Writer's Workshop began in the 1970's and 1980's focusing on the process that the writer uses to get to the end product, rather than the end product itself, and creating authentic writing experiences for the student. An authentic writing experience allows the student to identify their purpose for writing and their audience.

Karyn explained Process Writing in which there are 5 steps: 1) pre-writing; 2) drafting; 3) revising (most time spent in this stage); 4) editing; and 5) publishing (a few pieces a year get published due to time constraints).

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

Karyn displayed and described elementary writing artifacts. They included examples and types of writing done throughout the year in Grades 1 to 5, brainstorming and drafting in Grade 1, pre-writing/organizing in Grades 3 and 4, and different Anchor Charts for Kindergarten and Grade 2.

Carrie Dermeikis focused on middle school writing and began with Explicit Instruction, which is to be very specific about the task and to break down the components of creating a great piece of writing. She explained the components of an 8th Grade opinion essay that is about 7 to 10 paragraphs in lengths and developmentally perfect. A specific topic is chosen by the student, a logical argument is formed, and is largely evidence-based with some research done. Once the brainstorming phase is completed, the student can decide to include anecdotes or a brief personal story related to the subject matter. Carrie gave examples of writings by the students and the incorporation of counterarguments within their writing. She also explained the use of “sentence stems” when presenting a counterargument, as well as the process of “manipulating direct address”. Manipulating Direct Address is when the narrator speaks directly to the second person in the piece. Finally, all of these examples used throughout the writing process will showcase a writing skill that students can practice.

Brian Keaney focused on Conferring at the high school level. This would include the types of interventions by teachers during the writing process. Brian described an example of 9th Grade Expository Writing from a 3rd quarter curriculum map. Conferring can take place in college level English labs for which Brian provided a partial sequence of lessons and conferring. Brian also touched on the incorporation of sentence stems and counterarguments at the high school level. For 12th graders’ Expository Writing, the standards are similar, creating a repetitious cycle of learning in order to produce excellent results. Brian described the sample stages of feedback and the necessary steps in the writing process that leads to the point of conferring. Students meet with their English teachers regularly to discuss their drafts. Brian explained the importance of conferences that are basically problem solving sessions, as students learn to write through a recursive process with guided feedback. Conferences can range from 10 minutes in class to 25 minutes outside of the class, and, in the first half of this school year, WHS English teachers have had about 1,200 conferences with students outside of the classroom.

The School Committee asked questions regarding the writing curriculum. All writing is incorporated within English class at the high school during the year. At the middle school, writing is focused on about 50% of the time, but could vary depending on reading assignments. A discussion ensued about whether writing should be offered exclusively during English period, even though classroom time and scheduling is a factor. Carrie suggested that one way to create more time and the ability to reach every student effectively is to implement smaller classes.

In terms of benchmarking with other districts, Brian, Carrie, and Karyn commented on how they research best practices and how they keep informed with colleagues. Summer workshops, such as Wayland’s Literacy Institute, also allows the district to stay current. Also addressed was whether the teachers have adequate resources to accomplish their goals. In addition, there was a discussion about shifting to more enjoyable reading assignments for those students who do not embrace writing. Although different options have been considered, staffing is an issue, and the Common Core interferes with this idea. Carrie and Brian addressed the issue of the transition in terms of students’ academic development from the middle school to the high school and if the amount of writing or the volume of writing assignments would make a difference. Carrie noted that “double teaming” is what can make a difference for the students; however, balancing assignments is important in terms of stress levels in students.

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

Following the writing presentation, Tom Sciacca commented that, in his opinion, not many people make a living as a writer. However, writing is used in the professional world and writing efficiency is very important in this regard. As an amateur writer for the Wayland Voters’ Network (WVN), Tom shared his experience as such and noted that the editor of WVN can use his expertise in writing and skills to get his point across with fewer words.

Malcolm asked the Committee to be aware of the possible length of this meeting.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

3. **Financial Matters** (taken out of order):

- (a) Continue to Discuss Ongoing and Prior Year OPEB Charges to Certain Fee-Based Funds, including Possible Vote to Approve the Memorandum of Understanding with the OPEB Advisory Committee and Review Draft Town Meeting Warrant Article related to OPEB:

Cliff Lewis and Jay Sherry of the OPEB Committee addressed the School Committee regarding its endorsement of the Memorandum of Understanding (MOU) and its position on the proposed warrant article.

Jay commented that the OPEB Committee has done much work in bringing down the long term cost of OPEB funding from \$103M to \$80M. In addition, the OPEB Committee has brought down the additional money that needs to be invested in the OPEB investment account by 17 percent to \$238,000 from \$285,000.

Jay noted that last year, a 10-year plan was implemented to allow The Children's Way and Food Service to pay down the parity contribution of OPEB payments at a rate of \$25,000 per year/per account. As a result, Cliff and Susan have worked to identify those school employees who are entitled to OPEB. Jay reviewed the warrant article with the Committee, so that the School Committee's vote can be reflected in the printed warrant.

Cliff explained the calculation of the parity contribution, keeping in mind that each group is treated equally. Paul asked for an understanding in terms of how other town operating budgets were impacted in comparison to The Children's Way and Food Service, because these two fee-based programs will be severely burdened going forward. Before a vote is taken, Paul strongly urged the Committee to develop a plan to make these programs sustainable. He also noted that based on research, no other town does what Wayland is asking these programs to do. A discussion ensued, including what the programs' payments will be annually if a 10-year commitment is voted and the impact of the proposed warrant article as written.

Given the uncertainty of endorsement for the MOU, the School Committee will discuss again at a future meeting. Barb asked that two changes be made to the warrant article in regard to the Finance Committee's comments. Cliff and Jay agreed to the changes, given that they were non-substantive changes.

Paul stated that the OPEB Committee has done excellent valuable work and is a model for other towns. It is Paul's hope that once there is a complete understanding of the financial impact on these programs, a sustainable amount can be agreed upon without committing to an annual payment. Paul added that it is important to finance the payments in such a way that will keep The Children's Way and Food Service Program sustainable for many years to come.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the draft warrant article as presented tonight with the change as noted to delete the ten words in the second paragraph of the Finance Committee's comments.

Barb thanked Cliff Lewis for all of his behind-the-scenes work with Susan Bottan as well as his attendance at many Finance Subcommittee meetings to assist with the revolving accounts in terms of determining benefits eligible employees.

Because of the work of the OPEB Committee, Donna noted that every Town of Wayland or school employee at retirement will have health benefits, totaling on or about \$127,000 for each retiree.

4. **Educational Matters:**

- (a) Superintendent's Report:

Paul commented that as a result of the recent snow days, many Commonwealth cities and towns are looking at alternate options when drafting the school calendar going forward. He asked the Committee if it wants to reconsider changes in the calendar, as there may be a movement in the state to do just that.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

(b) Student's Report:

This report was passed over because Sarah Maietta was not in attendance. At the March 23rd meeting, the Committee will invite Sarah to discuss the possibility of an alternate student representative.

(c) Technology Spotlight #7:

Paul's Technology Spotlight focused on Lexia in the elementary schools, particularly in the K-2 grades. However, in Grades 3-5 Lexia is used for more intense needs.

Lexia is an engaging comprehensive reading program that focused on critical reading skills and provides individualized, targeted practice for students who need to master and build upon their reading skills. Lexia differentiates, is interactive, automatically places students at the appropriate level of instruction, and monitors student progress for skill developments and time on task. Students can literally see their progress and receive award certificates for each level of completion. Lexia is used at least twice a week in 20-minute blocks. Teachers can monitor progress and mistakes, thus, identifying areas of needed support, and teachers can receive progress reports, including recommendations for more work and/or practice, by email. The program provides lesson plans and practice sheets, as well as an at-home element. Paul provided screen examples of Lexia as well as student data reports.

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

(a) Continued Discussion regarding the Proposed FY16 Budget

- Additional and Previously Presented Information and Analysis regarding the FY16 Budget

Barb informed the Committee that she spoke to Tom Greenaway of the Finance Committee (FinCom) regarding the School Committee's budget. She read a statement from the Finance Committee and noted that the FinCom's budget hearing would take place this evening. Barb commented that the FinCom approved the School Committee's recommended FY16 budget and the two technology capital requests for a network upgrade and phone replacement at Loker. However, she said, that the capital requests could come up for discussion at Town Meeting. A discussion ensued regarding the capital requests.

Malcolm again expressed his concern regarding the Health and Wellness Coordinator position. Malcolm asked if the Committee would consider charging the administrators to search for grant sources in an effort to pay a portion of the 0.4 position, with the idea that the Lauren Dunne Astley Memorial Fund could also contribute a portion of the funding. A discussion ensued and Malcolm agreed to draft a charge for the next meeting. However, Paul commented that he would not support a one-year position with grant money, given that there is no guarantee it would continue the following year. Paul made recommendations in terms of funding this position. A discussion ensued.

Donna questioned the personnel budget in the Budget Book compared to the information provided on a similar spreadsheet that was given to the Committee. Susan explained the differences.

(b) Provide Finance Subcommittee Update:

Barb updated the School Committee on the areas in which the Finance Subcommittee is working, such as the planned transfer of the FY14 fringe benefits, the indirect cost allocation methodology options to use the surplus funds and a policy for the fee-based funds. The Finance Subcommittee is also discussing how to issue a refund or delay payment for Full Day Kindergarten, providing additional information to Edvocate before a cost proposal is submitted for a custodial assessment, and working on a multi-year projection model with Susan to bring to the School Committee.

(c) Review and Possible Vote to Approve Food Service Assessment Proposal to be Conducted by Edvocate:

The Finance Subcommittee recommends that the School Committee move forward with a food service assessment by Edvocate. Barb described and listed what Edvocate will look at in terms of the assessment. The timeline for completion is mid-May and the cost will be under \$10,000, which will come out of this year's operating budget. Susan confirmed that because this type of service does not exceed cost thresholds, a bidding process is not necessary. The pace and timing was discussed, given that there will be 3 assessments going forward – Food Service, Custodial, and Special Education.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to authorize Edvocate to move forward with an assessment of the Food Service Program as outlined on February 5, 2015 with the changes that were discussed at the prior Finance Subcommittee meeting, contingent upon no major issues raised by School Committee members to the Business Manager by this Friday.

- (d) Review Updated Projections for Certain Fee-Based Funds, including Food Service and The Children's Way Programs:
The Finance Subcommittee will discuss The Children's Way fees at its next meeting. This agenda item will be discussed again at the School Committee's March 9th agenda.
- (e) Possible Vote to Approve Fees/Tuitions for FY16, including Transportation, Elementary Instrumental Music, Athletics, Student Parking, BASE, Pegasus, and The Children's Way:
The School Committee tabled its vote on these fees/tuitions to March 9th.
- (f) Review and Approval of the Proposal for the SPED Review:
Marlene informed the School Committee that Dorsey Yearley will contact those school districts for which she did reports for their permission to share these reports with the Wayland School Committee.

6. **Administrative/Procedural Matters:**

- (a) Superintendent's Report on Progress to Evaluation Goals and Possible Discussion regarding the Report:
Paul presented a mid-year update regarding progress of his four goals and focused on and described what he has done in terms of school visits and meetings.

Student Learning Goal (performance at elementary schools):

- 26 school visits with Principals, Department Heads, and Curriculum Leaders
- 6 observations of PLC meetings for Grade 4, in conjunction with a central admin team who observed Grades 2 and 3
- 4 RTI implementation feedback meetings with special education faculty, math coaches, and reading specialists
- Claypit Hill has moved to Level 1 and Happy Hollow is progressing in that direction

Paul provided and elaborated on RTI progress highlights and feedback by teachers and specialists, including their concerns in some areas. The concerns and noted areas for enhancement included: 1) additional staffing (Paul explained the benefits), 2) additional time (Paul explained how extra time would help), and 3) additional resources in terms of professional development. Paul displayed a color chart of an RTI: PLC's at Work regarding a sub-test of the Dibbles. He expounded on breaking down the chart and how the teachers use it for the students to build their competency levels.

District Improvement Goal – STEAM:

- Admin Council Workshop with Dr. Yvonne Spicer
- The Gateways Project
- WPSF Maker Space Grants
- Technology Spotlights
- Going forward there will be interviews with faculty and class observations

District Improvement Goal – Educator Evaluation System:

- Created Cumulative Evaluation Reports combining 5 state forms into 1 eliminating the need to move forms from one to the other. (Paul explained the color codes and how teachers with professional status use the forms throughout the year.) There are also forms for teachers with non-professional status, administrators, and teacher walk-throughs. Paul gave the usage of these and observation forms to date, as well as the next steps relative to this goal.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

Community Engagement and Long Range Planning Goal:

- Community Wide Summit, including the Boston Session
- Break-out Sessions (brainstorming priorities, barriers, and solutions)
- An exercise of Impact vs. Ease of Implementation
- Priority Enhancements
- Administrative Searches for Claypit Hill Principal and The Children's Way Director
- Technology Spotlights
- Town Crier Articles

(b) Discussion of Selection of Indicators from Superintendent Evaluation Rubric:

Malcolm noted the 3 matters that need to be resolved, including the selection of the indicators/elements within the standards by Committee members in relation to Paul's goals. There are 4 Standards noted on the Rubric At-A-Glance: 1) Instructional Leadership; 2) Management and Operations; 3) Family and Community Engagement; and 4) Professional Culture.

Malcolm and Ellen recommended focusing on the same indicators as last year, unless Paul has particular ones on which he would like to focus. The Committee discussed last year's indicators, including which ones will be included in this year's evaluation.

As members of the Superintendent Evaluation Subcommittee, Malcolm and Ellen will recommend a process going forward at the next meeting with regard to the 360 degree evaluation and the Superintendent's self-assessment. The Committee will also receive feedback from Paul at the next meeting.

(c) Discussion of the School Committee's Role in the Administration's Hiring Processes and Decisions:

The School Committee discussed its role in the administrative hiring process. Ellen noted that she believes this process is a management task of the administration and not the role of the Committee. A discussion ensued regarding this issue. Malcolm commented that there is a law that establishes this structure, thus, removing the School Committee from this administrative process. The Committee agreed that it is not their legal responsibility to be involved in the administration's hiring processes and decisions.

(d) Discussion on the Committee's Process for Reviewing, Discussing and/or Responding to Open Meeting Law and Public Records Issues:

In connection with an Open Meeting Law Complaint, Ellen commented that the Committee had a non-confidential discussion in Executive Session regarding the "wheel of assignment" for Committee members related to OML complaints. These assignments are handled by different Committee members to address OML complaints. Ellen publicly acknowledged that this discussion was done in error.

(e) Review Draft FY16 Budget Hearing Information, including Budget Message, Budget Booklet, and Budget Hearing PowerPoint Presentation, and Presentation of Budget to Finance Committee:

Ellen will revise the budget booklet message and bring it to the next Finance Subcommittee meeting for review and discussion. The meeting will be posted for School Committee as well.

Barb drafted a PowerPoint regarding the Budget Hearing Presentation on March 9th. She noted the areas covered in the presentation and suggested adding more information, such as staffing to student ratios, benefits, and peer town comparisons.

Barb suggested that the Finance Subcommittee look at the Budget Book for next year in terms of providing more information, given that it is now posted online.

(f) Discussion of a School Committee Charge to Form a Joint Committee on Concussions, including Possible Appointment of Malcolm Astley as the School Committee Liaison:

As a result of a prior School Committee vote, Malcolm will bring the School Committee charge to the Board of Health for its consideration. Malcolm noted that the Board of Health considers this as being very

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

early in the process.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated February 23, 2015 in the amount of \$722,301.19
- Wayland Public Schools payroll Warrant, dated February 19, 2015, in the amount of \$1,307,566.29

(b) Approval of School Trips:

- Wayland-Weston Crew Trip
- WMS Music Canobie Lake Park Trip

(c) Approval of Minutes:

- Regular Session of December 11, 2014
- Regular Session of December 15, 2014
- Regular Session of December 29, 2014

(d) Acceptance of Gifts:

- Donation to Wayland High School from the Lauren Dunne Astley Memorial Fund in the amount of \$3,051 to cover the cost of work done by James Chiarelli on a Wellness Asset Map
- Donation to the WHS Drama (Spelling Bee) from the Lauren Dunne Astley Memorial Fund in the amount of \$1,100
- Donation from The Katie Lynch Foundation to the Just Like Me Program for the Wayland Public Schools Katie Lynch Speakers Fund in the amount of \$3,000

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda without the approval of the minutes.

8. **Comments from the Public:**

No public comments were made.

Ellen acknowledged that the wrong citation # was noted for agenda items 8(a) and 9(a), thus, they will not be discussed at this meeting. A response was sent regarding the OML complaint, but the minutes in question did not have a deadline attached to them.

9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to enter Executive Session at 10:52 p.m. for the purpose of discussing strategy related to George Harris's Open Meeting Law Complaint filed on December 16, 2014 related to providing insufficient detail for July 30, 204 executive session minutes and not stating a purpose for entering executive session on August 28, 2014, as permitted by M.G.L. c. 30A, §21(a)(1), discussing strategy related to George Harris's Open Meeting Law Complaint filed on February 18, 2015 related to George Harris's Open meeting Law Complaint filed on December 5, 2014 against the Wayland School Committee, as permitted by M.G.L. c. 30A, §21(a)(1), and approving minutes from prior Executive Sessions, as permitted by M.G.L. c. 30A, §22 for the following meetings: February 5, 2015 and February 10, 2015. A roll call vote was taken as follows:

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

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

The School Committee will be joined by Paul Stein, Superintendent, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

The Committee discussed the dates of the OML complaints and filing of said complaints, as well as the filing process. A revised motion was made that passed over agenda topic 8(c).

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to enter Executive Session at 10:57 p.m. for the purpose of discussing strategy related to George Harris's Open Meeting Law Complaint filed on December 16, 2014 related to providing insufficient detail for July 30, 2014 executive session minutes and not stating a purpose for entering executive session on August 28, 2014, as permitted by M.G.L. c. 30A, §21(a)(1), and approving minutes from prior Executive Sessions, as permitted by M.G.L. c. 30A, §22 for the following meetings: February 5, 2015 and February 10, 2015. A roll call vote was taken as follows:

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

The School Committee will be joined by Paul Stein, Superintendent, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

10. **Regular Matters (continued):**

(a) Possible Vote to Declassify the Executive Session Minutes of July 30, 2014 related to George Harris's Open Meeting Law Complaint of December 16, 2014:

This agenda item was passed over due to the improper cite of the section of the Open Meeting Law related to the executive session agenda item.

(b) Possible Vote to Confirm Response to Attorney General related to George Harris's Open Meeting Law Complaint of December 16, 2014:

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to authorize Ellen Grieco to have sent the response to George Harris's Open Meeting Law Complaint of December 16, 2014 to the Attorney General with the response dated February 13, 2015.

11. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:16 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Terry Snow, Food Services
Cheryl Judd, Food Services
Pauline Chin, Food Services

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 23, 2015

Corresponding Documentation:

1. Agenda & Backup Information
2. FY16 Recommended Budget Adjustments
3. Food Service Assessment Proposal
4. Early Childhood Tuition Comparisons
5. The Children's Way Past, Present and Projected Expenses
6. Mid-Year Superintendent's Evaluation Update
7. FY16 Draft Budget Presentation
8. Accounts Payables & Payroll Warrants
9. Wayland/Weston Crew Trip Request
10. Middle School Canobie Lake Trip Request
11. Regular Minutes of December 11, 2015
12. Regular Minutes of December 15, 2015
13. Regular Minutes of December 29, 2015
14. Gift from the Katie Lynch Foundation
15. WHS Gift to Drama Dept.
16. WHS Gift from the Lauren Dunne Astley Memorial Fund