

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – February 5, 2015

A Regular Meeting of the Wayland School Committee was held on Thursday, February 5, 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:

Leisha Simon
Director of Technology & Accountability

Win Treese, Technology Task Force

Tom Greenaway, Finance Committee
David Watkins, Finance Committee

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

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

Margo Melnicove stated the increase in taxes is making Wayland unaffordable and referred to the School Committee's prior 4-1 vote to increase the FY16 budget by 4.5%. She informed the Committee that a petition was being circulated by those who do not support the proposed budget. Margo asked the Committee to offset the increases in the budget without increasing new services and, as requested by the Finance Director, to provide the public with a sustainable five-year budget plan. She recited some public comments made in the past and noted that residents are ready to offer their assistance to the Committee during the budget process.

Nancy Leifer commented that over the past two years she became aware that the senior citizens cannot afford their property taxes and are being driven out of their homes in Wayland. She asked the Committee to form a committee to assist in reducing the budget without compromising the education of the children. Nancy said she will go before the Board of Selectmen and Finance Committee with the same message.

Frank Kennedy has lived in Wayland for 50 years and raised his family here. He commented that those who are on level incomes cannot afford the 15% increase over the FY14 taxes. In order to maintain support of the community, Frank commented that level funding should be kept at a minimum.

Molly Upton is concerned about the future of the Wayland schools and referred to a 2010 demographic study indicating that 60% of households in Wayland do not have children in the schools, and if these large budget increases continue, there will be an exodus of households without children. She also cited statistics of income in Wayland.

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George Bernard, a long-time resident whose children attended the Wayland schools, commented on his income and salary increases compared to the increases in the budget. He also noted that his neighbor is a veteran and is unsure of his future as a resident in Wayland.

Paul Stein thanked George for all that he does for the military veterans in town.

Kent George expressed his concern about the 4.5% increase in the budget. He noted what the schools spent last year according to the DESE. In his opinion, Kent stated that \$12M in other expenses was not included in the \$35M budget. He distributed a list of these expenses, which, he says, results in a per pupil expenditure of \$18,000 for next year.

Annette Lewis commented on the budget in terms of the increase in FTEs when enrollment is declining. She stated that she discovered different numbers for FTEs in the Staff Deployment Report, in last year's budget, in the warrant, and in this year's recommended budget. Annette asked the School Committee to prepare its budget with actual numbers eliminating the possibility of having excess money in the budget. She also asked where the ramp-up costs for students in the middle show up in the budget and about the utilities cost for septic.

George Harris commented that the people in attendance are not opposed to education. He compared the FY14 budget through the increases in the FY16 proposed budget to the inflation rate, stating that the CPI is 2.31%, but the budget has increased by 10%. George asked the Committee to reverse the trend.

Junghi Kelly commented that he is faced with a 36.9% increase in his property taxes this year and would like the budget to be kept at level funding, as he feels there isn't much support for the proposed increase.

A resident for 65 years, Paul Poirier commented that he and some of his friends are considering moving out of town because he cannot afford Wayland any longer.

A resident asked the Committee for its rationale behind the increase in staffing when enrollment is decreasing.

Ellen responded to the audience that the Committee has not made a decision to support the 4.5% increase in the budget. She added that because Town Meeting will occur earlier than usual, the School Committee has given a maximum number or a ceiling to the Finance Committee, which allows the School Committee to engage in a second phase/process to find ways in which to mitigate the increase in the budget.

Paul commented on the charge he was given to create a level services budget and to address any unmet needs beyond the level services budget. He explained his budget process, and noted that utilities, transportation, steps, lanes and contractual obligations account for about 3% of the budget. He addressed where he would cut in the budget to keep it level funded. Paul also commented on the decreasing enrollment of 23 students, district wide and how that impacted staffing.

Steve Glovsky urged the Committee to make the cuts, as he feels it will not jeopardize the quality of education. In his opinion, funds are being misdirected in terms of the students' education. He described his son's educational experience.

A resident noted his surprise at the numbers in the budget. He commented on bus fees, parking fees and fees for after school clubs in terms of the unfairness to indirectly charge some fees to the taxpayers. As a way to establish a better relationship with the community, he suggested that the Committee accept help from the residents with the budget.

Kent George asked why, over the past ten years, there is an increase in teachers, but a decrease in students. Malcolm responded that because of state mandates or a critical mass of a certain type of student, new hires are needed. Malcolm also urged the public to attend Suburban Coalition meetings and to take on these issues at the state level.

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Junghi Kelly asked the Committee to find a way to reach a specific goal. Ellen commented on the union negotiations obligation and SPED state mandates. Paul reiterated that 3% of the budget includes steps, lanes, contractual obligations, utilities, and transportation, and an additional 0.4% is due to out-of-district SPED costs.

Alice Boelter commented that when the next round of negotiations takes place, there will be a resistance from the public to give cost of living and step and lane increases, as she feels that Wayland must be brought back to a sensible place.

A resident suggested that a way to save on SPED costs is to bring in tutors.

Margo Melnicove commented on the budget and urged the Committee to find systemic ways to decrease the budget to a lower ceiling. Kent George suggested holding non-union salary increases to zero. An open discussion continued regarding the charge from the Finance Committee in terms of creating a level services budget. Negotiations and the teachers' pay scale were also discussed.

2. **Educational Matters:**

(a) Superintendent's Report:

Paul acknowledged the recent snow days and the resilience of the families and staff members when snow days weren't called. He attended school programs and the play "Sunrise on Sunny Winter." Paul thanked the Town Crier for assigning a reporter to attend the School Committee meetings.

(b) Student's Report:

Since Sarah Maietta was not present, this report was passed over.

(c) Technology Spotlight #6:

Paul's spotlight focused on "Visual Programming." This program emphasizes the use of icons and images to create programs, it utilizes icons that are easily modified to control hardware, such as motors and sensors, and uses a click and drag function. It is used in the Robotics course and in the Principles of Technology. Paul commented that Paul Shiffler began using this program in 2005, and the program is more accessible since the implementation of the 1:1 initiative. Paul noted why and how Visual Programming is being used. It is hands on, instantly engages the students, acts as an equalizer, involves a variety of skills, and provides instant feedback. Paul gave examples of student projects taking place by using Visual Programming.

3. **Financial Matters:**

(a) Continued Discussion regarding the Proposed FY16 Budget:

- Circuit Breaker:

The Committee reviewed an analysis prepared by Susan of the Circuit Breaker in terms of what was awarded in the last 7 years, comparing it against actual expenditures, the actual amount received in reimbursement and the impact on the carryover balance. In an attempt to estimate the Circuit Breaker for this year, Susan developed a sensitivity analysis showing the least amount of reimbursement over time vs. the maximum amount and comparing the impact on the ending balance.

Marlene commented that certain laws govern costs, which can be increased retroactively because of unanticipated program increases. Increases may not be known when the budget is being prepared during the prior year. Marlene explained how the Circuit Breaker is calculated for the current year's budget based on the previous year's reimbursement.

A discussion ensued regarding money in FY11 that was turned back to the town's general fund. Barb asked if a portion of the Circuit Breaker funds could be used for other items in the budget, given that this would fall into the category of risk management. Marlene is concerned about this practice and believes there should be a reserve for unexpected costs. She also called other towns to inquire about their procedures in this regard. Marlene gave examples of new unanticipated out-of-district placements.

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Susan's position is to budget conservatively to avoid asking for additional funds at Town Meeting. She also noted that there have been two 9C cuts this year and will impact future needs. A discussion ensued regarding the risk factor of using the funds toward the budget, the timing of reimbursements from the Circuit Breaker, the anticipated expenses going forward for equipment replacement, and the impact of two unanticipated new students moving to Wayland. Ellen suggested that the Committee make a policy decision regarding how much money should be kept in reserve. Susan will ask Brian Keveny regarding the School Committee's funding options for unexpected out-of-district placements.

- Staff Exchange:

Staff exchange is also considered to be in the category of risk management. Although a \$75,000 savings has been incorporated into the budget, the Committee discussed further options. Paul would be comfortable with an additional risk of up to \$25,000 to \$50,000. Paul explained how savings in staff exchange occurs and why he started this practice in 2011.

- Benefits:

The Committee reviewed a spreadsheet from John Senchyshyn that spans the last six years noting the number of school employees who receive health insurance, an increase in enrollment, and the cost to the town for health insurance. From FY08 to FY14, benefits eligible employees increased by two, and of the total eligible only eight chose the health insurance waiver during that period. A discussion ensued regarding insurance waiver payments for some employees. John Senchyshyn will be asked to attend a Finance Subcommittee meeting to explain the process for insurance waiver payments. Paul added that the insurance waiver is an incentive for those employees who are currently on a health plan to opt out, and, in the town's opinion, a lot of money is saved annually. Paul does not anticipate an increase in benefits packages this year.

- Additional & Previously Presented Information & Analysis regarding FY16 Budget:

- Cost Allocation Savings:

Susan commented that the Finance Subcommittee will be reviewing direct cost allocation from the revolving accounts that have balances carried over time and will revisit the new direct cost allocation methodology. Using BASE, Susan ran a reasonable direct cost allocation following the School Committee's guidelines, which resulted in an annual indirect cost allocation of almost \$30,000 in three areas toward the schools' and town's budgets (maintenance personnel and non-personnel, playground and field maintenance, and salaries for some employees in the schools and town). Susan cited additional BASE costs in these areas, resulting in savings in the school budget.

- Budget Corrections:

Associated with the wastewater treatment agreement, \$46,000 was identified as a budget correction. The Committee was also provided with additional information related to the number of families who reached the bus fee cap and the extracurricular activities participation level at the secondary schools.

- Fees:

Donna did a comparison of after school fees with other towns and noted how their program works, the amount of the fee, and ways in which some towns fundraise for this purpose. A discussion ensued in terms of charging an annual participation fee per student for an unlimited number of after school activities. However, this type of fee creates the risk of non-participation of students and encompasses a variety of activities. Paul expressed his concerns about instituting an after school activity fee.

- Bus Fee:

For those School Committee members for whom it applies, a State Ethics Form was filed regarding fees. The Committee discussed different incremental increases to the current \$230 fee

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and how much each increase would contribute to lowering the operating budget. The Committee will make a decision regarding the bus fee later in the budget process.

Barb commented that the Finance Subcommittee will discuss the proposals from Edvocate for food service and custodial assessments.

The Committee also discussed the timeline in terms of its budget vote. The next meeting is scheduled for February 9th, but in case of a snow day, the Committee will meet on February 10th.

(b) Discussion regarding Technology Capital Requests:

Leisha Simon began this discussion by commenting that over the last few years the educational scope and how technology is being used has significantly changed. As a result, she has worked with engineers and network consultants to improve the infrastructure. In an effort to inform the Committee of the past and current status of the schools' infrastructure, Leisha distributed a recommendation/project proposal from the Technology Task Force.

Leisha explained the work being done for the infrastructure in terms of the phones and networking system. Also included in this initiative are the phone systems for the ALICE Program. Leisha's recommendation is to stay standard with what other districts are doing and with what engineers are designing for school systems today. She reminded the Committee that technology has a shelf life, as recommended by engineers. For instance, the shelf life for hardware is about five years; however, Loker's hardware is seven years old and is not as adequate compared to Happy Hollow and Claypit Hill. Leisha commented that the original goal was to have a standard system throughout the district and asked the Committee for its direction going forward. Also needed is a refresh rate for the infrastructure that is put in place.

A discussion ensued in terms of the Finance Committee's position regarding the technology capital requests, as well as the current phone system in place at Loker School and the recommended option moving forward. Because safety is an issue, there is an immediate need to have phones in the Loker classrooms. Paul addressed ALICE concerns. They are: can 911 be dialed and, from the classroom, can there be a connection to the all-call, which is possible with the VoiP system. Leisha noted that caller and room identification is also a concern when a 911 call is made. She also pointed out the differences in the phone systems in the three elementary schools. Paul stressed the urgency of the Committee to make a decision.

Win Treese of the Technology Task Force (TTF) made a statement in terms of the installation of the infrastructure to support the phone systems. Again, the Committee discussed why the Finance Committee has not voted on these capital requests. Win commented that the TTF is in favor of the Loker infrastructure for instructional curriculum, but, in terms of the phones, not all the questions could be answered, although the VoiP system is the most sensible. Based on Leisha's estimates to install a phone system and the possibility of an alternative plan, Win noted that the cost differential would only be about \$10,000.

Donna left the meeting at 10:05 p.m. to ask the Finance Committee why they voted against the phones.

Malcolm left the meeting at 10:08 p.m.

Leisha informed the Committee that the Finance Committee is recommending to put funds in place to reassess and to design a master IT plan moving forward for the consolidation of the town and schools, which includes staffing and the feasibility of moving the data center to the Cloud as part of the networking structure. Leisha agreed with the recommendation of moving the data center to the Cloud. Capital requests related to the data center have been approved by the Finance Committee, even though the recommendation is to continue with an IT plan. There will also be a network analysis, as well as a recommendation for a redefinition of the TTF advisory group related to the school/town IT consolidation.

Malcolm returned to the meeting at 10:12 p.m.

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- (c) Discussion and Possible Vote regarding the Claypit Hill Windows and Doors Project (matter not reasonably anticipated by the chair):
Barb explained the reason for the Permanent Municipal Building Committee's request to raise the amount of the expense for the Claypit Hill windows and doors to \$1.8M.

Donna returned to the meeting at 10:18 p.m.

Upon a motion duly made by Barb Fletcher, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the Claypit Hill windows and doors project for \$1.8 M.

- (d) Write-ups for the Warrant Articles for the Capital Request regarding the Happy Hollow Corridor Area, including the Nurse's Office (matter not reasonably anticipated by the chair):
Barb noted that the change in the write-up in the Town Warrant for this capital request is based on feedback received from Ben Keefe and Paul. Barb read the description of the request, which refers to a re-purposing of rooms for this project and is also different from the CIP.

- (e) Discussion regarding the Technology Capital Requests and the FY16 Budget (continued):
Tom Greenaway and David Watkins arrived to the meeting at 10:22 p.m. to address the issues of the operating budget and of technology capital. Tom commented that the Finance Committee's position is that the School Committee reach a point closer to a level services budget, as they have received public comments that the Superintendent's proposed budget is too high. Tom encouraged the Committee not to build contingency planning into the operating budget and to inform the Finance Committee of the risk management areas.

Tom informed the Committee that the Finance Committee rejected the phones because there hasn't been a full vetting of the alternatives and didn't feel there was enough support for the initial and operating costs. However, they do understand and are aware of the ALICE protocols. David Watkins described his involvement to slow down the process. Further, the IT plan for the town and the IT plan for the schools need to be updated, especially if there is going to be an IT consolidation. David noted that the Finance Committee has agreed to allocate \$50,000 for a consultant who will perform an analysis over the next three months. to help with the updating of the plans. Tom explained the process planned for Town Meeting, stating there has to be a joint commitment by the schools and town to move ahead with the analysis.

Paul noted his concerns about the urgency of the timing in terms of the education of the students. A discussion ensued regarding putting in place a backup plan for the phones while still working on a long-term plan. Finally, Tom asked for the Committee's help to develop a five-year budget plan.

Regarding the budget, the Committee would like to discuss the athletic fees and revolving funds going forward. Ellen commented that she is not totally aware of what the majority of the taxpayers want in terms of the budget and probably won't know until Town Meeting. She would like to hear from the Committee at the next meeting. Donna is not concerned with the majority, but what is best for everyone in town.

4. **Comments from the Public (taken out of order due to the time):**

A resident pointed that there is a lot of work being done by the Committee regarding the budget, but with a sophistication that the average person cannot understand. He asked the School Committee to provide a document that contains the 10 most common FAQ's. He urged the Committee to listen to the taxpayers who come to the meetings and try its hardest to communicate and hear what they are saying.

Margo Melnicove appreciated Donna's comment in wanting to do what's best for the whole town.

Ellen received three emails in support of the budget, and only read Kim Reichelt's who prefers a level services budget as opposed to a level funded budget.

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

Malcolm commented that he would like to keep the dialogue going in terms of the best use of resources for the K-12 Health and Wellness Coordinator position.

(a) Potential Vote to Approve Fees for FY16:

This agenda item was passed over.

(b) Discussion of Potential Vote to Approve the Presentation of FY16 Budget to Finance Committee:

This agenda item was passed over.

(c) Review and Approval of the Proposal for the SPED Review:

In response to Donna's request that the Committee review a report from Dorsey Yearly before approving a proposal to do the SPED Review, Marlene is waiting to hear back from her. A discussion ensued about what the report would include. The Committee will address this issue again at its next meeting.

6. **Administrative/Procedural Matters:**

(a) Review and Approval of the Sexual Discrimination Policy to be put out for Public Comment:

Marlene commented that the laws have changed regarding sexual discrimination; thus, Gini Tate wrote and provided new policies, which are different from MASC policies. Marlene will ask Gini if there is a redundancy related to similar School Committee policies.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to put out for public comment the Sexual Discrimination Policy as provided to the Committee tonight.

(b) Continued Discussion of Electronic Availability of Public School Documents:

Jeanne updated the Committee on the options of providing the public with meeting documents – Google Docs or scanning the documents. As the preferred option, she explained the process that the public will follow using a link on the School Committee “agenda and minutes” page bringing them to the documents in Google Docs.

Barb commented that this same process will be used for the released executive session minutes.

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

The Committee reviewed a charge to form a joint committee on concussions. Malcolm commented that there is a conflict with other boards in terms of what steps to take and by whom, and he is trying to sort this out. The School Committee wants to work together with the Board of Health to form a joint committee.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to ask Malcolm to take the proposed charge to the Board of Health for their consideration and involvement.

(d) Discussion of Schedule and Future Agenda Topics:

The schedule was discussed earlier in the meeting and future agenda topics were passed over.

7. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated February 2, 2015, in the amount of \$166,716.30
- Wayland Public Schools Accounts Payables Student Activities warrant, dated February 2, 2015, in the amount of \$3,150.80
- Wayland Public Schools Payroll warrant, dated February 4, 2015, in the amount of \$1,230,323.98

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- (b) Approval of School Trips:
 - WHS Football Team Trip
 - WMS 7th Grade Cape Cod Trip
- (c) Acceptance of Gifts:
 - Donation to the METCO Program in the amount of \$1,000 from Barbara Pontecorvo of North Carolina
- (d) Approval of Invoices for the Claypit Hill Windows Repair Project: Three invoices were received from Pinck & Co. in the amounts of \$1,976.75, \$5,288.60, and \$3,650.15, totaling \$10,915.50.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda as presented tonight.

8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 11:21 p.m. to discuss strategy related to George Harris's Open Meeting Law Complaint filed on December 16, 2014 related to insufficient detail for July 30, 2014 executive session minutes and not stating a purpose for entering Executive Session for the August 28, 2014 meeting, as permitted by M.G.L. c. 30A, §21(a)(1), and to approve executive session minutes from the January 29, 2015 meeting, as permitted by M.G.L. c. 30A, §22. 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 for the purpose of adjournment only.

9. **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 11:40 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Kent George, Wayland
George Bernard, Wayland
Ahmet Atamer, Wayland
Margo Melnicove, Wayland
Nancy Leifer, Wayland
Junghi Kelly, Wayland
George Harris, Wayland
Alice Boelter, Wayland
Frank Kennedy, Wayland
Molly Upton, Wayland

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Steve Glovsky, Wayland
Paul Porier, Wayland
Annette Lewis, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. BASE Budget FY09-FY18
3. Budget Information Summary
4. Circuit Breaker Recap
5. Wayland Custodial Analysis – Sample
6. Food Services Report by Edvocate for Dover-Sherborn
7. Questions re: Insurance Benefits & Enrollment
8. Revolving Accounts Actuals and Projections
9. FY16 Personnel Budget
10. Health Insurance Rates for FY08 and FY14
11. FY16 Pegasus Budget
12. Annual Health Insurance Costs, including Number of Active Employees
13. TCW Budget FY09 to FY18 (with recent edits)
14. Student Participation in Secondary Schools' After School Clubs
15. Wayland SPED Review Proposal
16. Current Discrimination Policy and Procedures
17. Title IX Grievance Procedures
18. Title IX Student Policy
19. Accounts Payables and Payroll Warrants
20. Middle School Cape Cod Trip Proposal
21. WHS Football Team Trip Proposal
22. METCO Program Gift
23. Invoices from Pinck & Co. for Claypit Windows & Doors Project