

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – April 27, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, April 27, 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  
Donna Bouchard  
Jeanne Downs  
Kathie Steinberg

Also:

Paul Stein  
Superintendent

Brad Crozier  
Assistant Superintendent

Susan Bottan  
Business Administrator

Marlene Dodyk  
Director of Student Services

Also:

John Ledwig, Edvocate  
Maureen Tillet, Wayland Boosters  
Mark Lucier, Wayland Boosters

Chair Ellen Grieco convened the Regular Session at 7:05 p.m.

## 1. **Special Matter – Public Forum**

(a) Discussion regarding Food Service Program Assessment by Edvocate:

John Ledwig of Edvocate was present at the meeting to obtain public input about the Wayland Food Service Program in preparation of an assessment of the program. He explained to the audience that he will be addressing the uniqueness of the district based on the input he receives related to the five criteria necessary to define Wayland Food Services, as well as where the residents would like the program to be going forward. He listed the criteria, commenting that he is looking for some consistency that everyone can agree on, such as the nutritional food being served.

Food service workers, parents, high school students, some principals, residents without children, and School Committee members all commented on different aspects of the program. Some of the comments were:

- If outsourced, staff and the quality of food will change, and it will cost the town more money.
- Inclusivity is important when dealing with children who have food allergies.
- The staff provides a welcoming environment, especially during stressful times.
- It is important to be self-sustained financially without being subsidized by the taxpayers.
- Wayland Food Service is an award winning program and serves the students and community so well; there is a customer service piece.
- There should be a balance of costs and benefits; an issue of economics. Increase the lunch prices.
- There is partly a collective responsibility of the town to fund the program.
- One resident asked for town comparisons in terms of funding a food lunch program.
- Taxpayers' concerns are heard, but it comes down to service and flexibility, which could bring extra charges if outsourced.

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- Parents should pay a higher price for lunches, so the rest of the town does not have to pay.
- The program needs to be restructured, as it is unfair for taxpayers to pay for this program when they cannot afford it.
- The program follows the nutritional guidelines and provides quality lunches.
- Children would like more variety on the menu, especially if they had more time to eat.
- Nutritional needs are met and the food service staff at the middle school harvest from the garden. The staff also prepares menus for World Languages Week.
- This is about an investment in the schools, and there is a peace of mind in how the staff deals with allergy issues.
- A different type of program would take away from the school community. The staff is friendly and the lunches are good.
- This is an affluent town, and parents can afford more for lunches, so the rest of the town is not paying for the program.
- Restructure the program so revenue is covering expenses and raise the price of lunches. It is unfair to subsidize the program for taxpayers who don't use this program.
- Let's do an audit of how much food is being wasted; would like the program to be a "green" program.
- The philosophical question is whose responsibility is it to fund the program? It is part of the town's collective responsibility to fund this program.
- One aspect of a school system should not be asked to be self-funded, given that athletics, transportation, etc. are not and are the responsibilities of the community as a whole.
- The elementary and middle school children should be heard in terms of the food being offered. Financial self-sustainability is important as well as the quality of the food and the service provided. The taxpayers should not subsidize this program because the OPEB benefits are a considerable cost to the town.
- It comes down to service and flexibility of the program and who is going to invest in the students. However, there could be extra charges for services if outsourced. Parents are asked to pay extra for many things, including graduation. It also comes down to choices in this town.

Donna Bouchard spoke on behalf of the senior citizens in town who cannot afford to pay for the lunch program. She noted that Wayland's tax bills are the 10<sup>th</sup> highest in the state making it impossible for some to stay in town. Donna also referred to the signed petition that was presented to the School Committee during the budget process. In Donna's opinion, the costs to operate the food service program should be self-sustained.

Ellen Grieco acknowledged the financial challenges for some in Wayland and commented that the School Committee took those challenges and concerns into consideration during the budget process. Ellen would like a better understanding of the finances for the food service program, comparisons with other communities, the balance of financial constraints and the need for a robust lunch program. As a parent of a middle school son, Ellen understands that students can eat more than one lunch, thus, costing families more.

Barb noted her ideas that would make a successful program, not in order of priority. They are: 1) complies with statutory regulations and nutritional guidelines; 2) maximizes participation because high quality of food is offered and is appealing to students; 3) provides competitive pricing; 4) managed cost effectively and working toward the goal of breaking even; and 5) meets the needs of all the students in terms of health and safety for all. Barb added that this program is an important part of this community and a requirement for the district.

Kathie Steinberg agreed with many of the prior comments of the Committee. She supports many programs in town that she doesn't use because they enrich and make the community strong. Kathie agrees that this federally mandated program is one that other districts want to emulate.

It was confirmed that the program maintains and fixes the kitchen equipment when necessary. It was also noted that price and rate of participation drive a school lunch program. A discussion ensued.

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To clarify a point made earlier regarding a benefits payment of \$210,000, Cheryl Judd confirmed that the program had the money to pay the obligation, but explained why the payment was not made at the appropriate time.

Paul noted his appreciation to the students who were in attendance and commented that they are articulate and impassioned advocates whose voice is important. He encouraged them to continue to express that voice in college or wherever the future leads them.

John Ledwig commented that the amount of people in the audience is rare and speaks volumes to the process. He thanked the audience for their honesty and input and encouraged people to email him if they have further comments.

Ellen welcomed Kathie Steinberg as the newest member of the School Committee.

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

Tom Sciacca commented on the policy of advertising in the schools. Tom feels that the point of advertising is to change behavior in the interest of the advertiser and not to whom the advertisement is aimed at. For instance, there is a lot of advertising about food that is not in the best interest of the kids. Tom asked the School Committee not to allow the advertising of consumer products that is not in the best interest of the kids.

Annette Lewis commented that advertising is everywhere.

Louis Jurist commented that the policy is acknowledging a donation, not advertising. As a past School Committee member, he noted that this same topic was addressed about ten years ago. Louis approves of the advertising on the bus because athletics is underfunded and it would be difficult to ask parents for more money. He suggested that the athletic program be subsidized, while maintaining control over decisions of whose money can be accepted. On another topic, Louis commented on an email that high school parents received about a technology issue concerning violations of the Acceptable Use Policy on Facebook. He believes that students did not understand that their actions on Facebook were a violation in terms of communicating with others, and the warning of the consequences does affect their education.

Alexia Obar commented that there is an enormous amount of advertising in the schools and suggested that the School Committee set a policy with limits and keeping donations equitable. Alexia commented that Facebook is the only way that clubs and athletics contact the kids. She suggested that the notification system be changed or find another way for the kids to access Facebook.

As a high school parent, Donna Bouchard commented on the technology issue, and she read the memo that the parents received. She disagreed with the way in which the issue was being addressed and believes that there should be a “teachable moment” in the approach to deal with this matter.

3. **Educational Matters:**

(a) School Choice Discussion, including Timing of Hearing:

Paul commented that the School Committee is required to vote on School Choice every year, and Wayland has consistently chosen not to participate for various reasons, all of which he mentioned. The Committee’s vote is required before June 1. The Committee will conduct a School Choice Hearing on May 26<sup>th</sup>.

(b) Superintendent’s Report:

As a result of the amount of snow days this past winter, many districts are discussing the idea of “Blizzard Bag” days. Paul explained the concept and noted that these days could be counted towards structured learning time. The issue of concern is the discontinuity of learning. Because of the 1:1 initiative in Grades 6 to 12, there could be a “distance” learning day on which the teachers would post assignments that would follow from yesterday and lead into tomorrow allowing the students to work online. It would be a different process for elementary students. Paul commented that this concept is currently only in the discussion stages.

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Paul addressed the school calendar for 2016-2017. He pointed out that October 10 and October 12, 2016 are no school days, and the WTA has asked if October 11 could also be a no school day. Barb suggested putting out a survey to parents. The School Committee will discuss this matter at a future time.

Paul also mentioned the technology security issues for which a firm and a consultant have been engaged to develop a plan to address these issues for the schools and town. Though not confirmed, it is possible that a plan will be presented to the Board of Selectmen (BOS) in May. The School Committee will discuss this matter at a future meeting or possibly attend the BOS meeting.

(c) Technology Spotlight #10 – Symphony Math:

Paul's technology spotlight focused on Symphony Math, which is extensively used in Grades K -1 and in a different way in Grades 2 - 4. Based on the Common Core, it is an independent instructional program that supplements the general curriculum. Symphony Math assesses as well as instructs, builds skills at a pace that matches students' needs, is used for practice, extension problems, or interventions depending on the grade level. It also employs visuals, differentiated learning, and instant teacher reporting, all made possible by technology.

Paul presented a video describing Symphony Math. Paul continued his presentation and noted that each concept has six components. The focus is on conceptual understanding as opposed to memorization. Students move through skill levels and tasks are differentiated based on their task performance. The program instinctively knows when a student needs practice and when he or she can proceed to the next concept. If a student finds a problem that is challenging, a life preserver tool is available. The program also provides detailed teacher reports on each student that can be sent home to parents. Finally, teachers can monitor students' progress and the areas in which there might be issues; Paul explained.

(d) Discussion regarding Student Reporting:

This agenda item was passed over.

4. **Financial Matters:**

(a) Continue to Discuss Proposed Donation of Bus through the Wayland Boosters and the Village Bank, including Review of Draft Guidelines and Policy related to such Donations:

Barb commented that she and Paul drafted a policy regarding advertising on school grounds, in school buildings, and on school property. They used guiding principles from an existing policy. Barb explained the components of the policy and the exceptions to the policy. Further, the second grouping in the policy focuses on permanent advertising and requires more strict guidelines in consideration of certain donations. Barb sent the draft policy to Jim Hardy of MASC, but has not heard back from him. The School Committee reviewed the draft policy and changes were made.

Paul commented that this process is a balancing act and, at some point, controls need to be put in place because this will open the door for other constituency groups to come forward.

A discussion ensued about the value of advertising vs. controlling the requests in terms of donations, as well as the impact to the kids. It was suggested that there should be specific and clear expectations on the part of the recipient of the gift, which could be more specific and related to the Gift Policy. The Committee agreed to lower the donation threshold to \$20,000 and to monitor advertising that is placed on curriculum materials and electronic applications. The Committee reviewed the annual estimated insurance costs per vehicle, including maintenance estimates provided by John Senchyshyn. Booster members, Maureen Tillett and Mark Lucier, confirmed that the vehicle will have an inspection before being given to the school department. It was also confirmed that a commercial drivers' license is not required for a 14-passenger van.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to accept with great gratitude a donation from Boosters of two mini-buses, similar to the ones described to the Committee tonight, subject to an acceptable written statement of purpose, an

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inspection of the two buses that satisfies the administrators, and the approval of the School Committee policy Advertising on School Property.

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

(a) Review Draft Letter to State Representatives in Support of the METCO Program:

The Committee reviewed the letter drafted by Barb in support of the METCO program for language and content. They also discussed to whom the letter should be sent.

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

(a) Review and Possible Vote to Approve Recommended Tuition Change for Full Day Kindergarten for FY15 and FY16, including the related Financial Assistance Program:

The Finance Subcommittee reviewed this topic. Susan commented that tuition fees are planned to cover all operating costs without any carryovers. The Committee reviewed the Full Day Kindergarten actual operating costs for this year, expenditures for this year, and projections for next year. Susan further explained this year's tuition and the costs applied to it per child. Susan recommended a tuition adjustment for FY15 in the amount of \$720, and the FY16 tuition was reduced to \$3,500, down from \$4,320. Staffing adjustments were also considered.

A lengthy discussion ensued about the transportation, benefits, and other incurred costs for the traditional and full-day programs. At a future meeting, the Committee will have a philosophical discussion about cost allocations.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjust the FY15 Full Day Kindergarten tuition fee downward by \$720 per pupil and that the Committee set the tuition for FY16 for Full Day Kindergarten at \$3,500 per pupil.

Financial Assistance Program Review: Susan reviewed with the Committee a change to the financial assistance original program review, including the application form. A discussion ensued regarding the number of times that a family can apply for financial assistance for different programs within a given year. Additional changes were made by the Committee.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted to approve the Financial Assistance Program as presented and revised tonight.

(b) Review of the Draft Bus Fee Communication, including a Discussion to Extend the Bus Fee Payment Deadline:

The School Committee reviewed and made changes to a revised communication regarding an extension for the bus fee payment deadline, which is different to the one that the Committee received in their packets. Barb commented that the draft is based on feedback from families. Given the increase in the bus transportation fee, Susan recommended that the Committee extend the bus fee payment deadline to the last day of school. The extension would not have any impact to the budget. The School Committee supported this change.

(c) Continue to Discuss and Possible Vote to Approve a SPED Review Based on Proposal Previously Submitted:

The Committee reviewed an example of a proposed RFP provided by Donna at a previous meeting. Donna read portions of this RFP. Barb commented that she feels this type of RFP will lengthen the process and would cost the district more money. She recommended that the School Committee accept the proposal submitted by Dorsey Yearley, for which they reviewed. A lengthy discussion ensued about which approach to take and what the goals are for the program in terms of this analysis/evaluation.

Paul and Marlene spoke about the SPED program in Wayland overall in terms of efficiencies and what the staff's approach is in terms of servicing the students. They are open to recommendations from the Committee in terms of how to provide services better and more efficiently.

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Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve moving forward with the proposal received from Dorsey Yearley, dated January 26, 2015, with the revision that Wayland SEPAC parents be included as stakeholders.

- (d) Review of the Project Funding Agreement for the Claypit Hill Windows Project from the MSBA and Possible Vote to Authorize the Superintendent to Execute all Necessary Documents and Contracts related to this Project:

Jeanne commented that the Claypit Hill windows project was approved at Town Meeting for \$1.8M, and the MSBA approved the Project Funding Agreement (PFA). The PFA was reviewed by Ben Keefe; Mark Lanza and the Permanent Municipal Building Committee (PMBC) has yet to review it. However, the PMBC has approved everything up to this point in the process. Jeanne noted that Ben Keefe is recommending that Paul Stein sign all documents on behalf of the Committee, given that there could be timing issues. The Committee reviewed the document drafted by Mark Lanza giving such approval. A discussion ensued.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to authorize Chair Ellen Grieco to sign the Project Funding Agreement subject to the approval of Town Counsel and, if Town Counsel has comments, it will be looked at again on May 11<sup>th</sup>.

- (e) Discuss a Possible Annual Financial Summit to be Held in the Fall:  
This agenda item will be discussed at the May 11<sup>th</sup> meeting.
- (f) Provide Finance Subcommittee Update:  
There was no update from the Finance Subcommittee.

7. **Administrative/Procedural Matters:**

- (a) Continued Discussion of Superintendent's Evaluation and Provide Feedback to Dr. Stein on the Student Learning Goal:

Paul explained the structure and contents of the evaluation binder he prepared for the Committee, which contains key elements and evidence related to his goals. Ellen reviewed the evaluation process for the Committee's newest member Kathie Steinberg.

The Committee members provided input regarding Paul's progress regarding the Student Learning Goal. Barb commented that the progress made by Paul in this area has improved more than ever from past years in terms of communicating student data and the positive student improvement that has been achieved. A discussion ensued regarding Paul's evidence related to this goal during this past year and the focus being primarily on the elementary and middle schools. Regarding student assessments and data, Paul commented that the application of RTI has flowed easiest in the elementary schools and is more difficult to achieve at the secondary levels, especially at the high school. Paul explained further.

Indicators, resulting from Paul's elements and evidence, were noted, such as the significant improvement in MCAS scores at Claypit Hill and Happy Hollow schools. The Committee reviewed the MCAS data in terms of student achievement. However, Paul explained that growth is different, commenting that Happy Hollow has had the greatest growth in the district. A discussion ensued. Adding a summary paragraph regarding indicators from the evidence given was suggested. It was decided by the majority of the Committee not to pursue this suggestion.

Jeanne made a statement recognizing the positive progress Paul has made on this goal over the year.

- (b) Review and Possible Approval of Revised Policies:

Barb reviewed the process for revised policies and noted that the following policies were put out for public comment, none of which were received. If changes were made, they were noted.

- School District Wellness Policy (ADF)

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve the Wellness Policy (ADF) as amended.

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- Sexual Discrimination, including Harassment, Against Students

A discussion regarding prohibited electronic communications by students and against students ensued.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the policy on Sexual Discrimination, including Harassment, Against Students as amended.

- Policy for Fee-Based Revenue Funds

The Committee discussed the changes to this policy based on feedback from the School Committee and Finance Subcommittee. Ellen suggested postponing the approval of this policy in terms of Statute 71:71E that was not accepted by Town Meeting and related to the revolving accounts. It will be discussed again on May 11<sup>th</sup>.

(c) Discuss and Receive Update about Joint Committee with Board of Health related to Concussions:  
This agenda item was passed over.

(d) Discussion of Meeting Schedule and Future Agenda Items:

- School Calendar/Start Times
- Schedule of Meetings for May/June

The Committee discussed scheduling a follow-up summit meeting on May 20 or May 21. Ellen will ask George Harris if he would be willing to coordinate a training session for the Open Meeting Law.

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated April 27, 2015, in the amount of \$596,964.20
- Wayland Public Schools Accounts Payables Student Activities warrant, dated April 27, 2015, in the amount of \$4,607.24
- Wayland Public Schools Payroll warrant, dated April 16, 2015, in the amount of \$1,250,384.91

(b) Approval of Minutes:

- Regular Session of January 15, 2015
- Regular Session of January 20, 2015
- Regular Session of January 29, 2015
- Regular Session of February 5, 2015

(c) Approval of Trips:

- WHS Trip to Italy
- WHS Trip to SADD National Conference

(d) Acceptance of Gifts:

- METCO Gift from Staples

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted (4-1) (Barb abstained) to approve the WHS Italy Trip.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda, minus the WHS Italy Trip.

9. **Comments from the Public:**

There were no public comments.

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## 10. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to enter Executive Session at 11:36 p.m. for the purpose of discussing strategy with respect to collective bargaining with the custodians, as permitted by M.G.L. c. 30A, §21(a)(3), as such 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, and approving minutes from prior Executive Sessions, as permitted by M.G.L. c. 30A, §22 for the following meeting: March 23, 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, Brad Crozier, Assistant Superintendent, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for the purposes of adjournment only.

## 11. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 12:07 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

### Observers:

See attached list.

### Corresponding Documentation:

1. Agenda & Backup Information
2. Draft Policy re: Advertising on School Property
3. Letter from Susan Bottan re: Full Day Kindergarten Tuition
4. Full Day Kindergarten Cost Allocations
5. Full Day Kindergarten Cost Allocation Summary
6. Letter from Susan Bottan re: the Financial Assistance Program
7. Financial Assistance Program Application
8. Financial Assistance Program Overview
9. Draft Communication re: Bus Fee Increase
10. Sample RFP for SPED Review
11. Memo from Ben Keefe re: the Project Funding Agreement for the Claypit Hill Windows Project
12. MSBA Project Funding Agreement
13. Draft Wellness Policy
14. Draft Policy for Fee-Based Funds
15. Draft Policy re: Sexual Discrimination, including Sexual Harassment, against Students
16. Draft Communication re: Support of the METCO Program
17. Accounts Payables and Payroll Warrants
18. Regular Minutes of January 15, 2015
19. Regular Minutes of January 20, 2015

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20. Regular Minutes of January 29, 2015
21. Regular Minutes of February 5, 2015
22. Trip Proposal for the SADD National Conference
23. Trip Proposal for the WHS Italy Trip
24. METCO Gift from Staples