

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – July 30, 2012

A Regular Session of the Wayland School Committee was held on Monday, July 30, 2012, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair
Beth Butler, Vice Chair
Malcolm Astley
Ellen Grieco (absent)
Shawn Kinney (by remote)

Also:

Paul Stein
Superintendent of Schools

Marlene M. Dodyk
Director of Student Services

Geoffrey S. MacDonald
Business Administrator

Also:

Lea Anderson, HSBC Chair
Mabel Reid-Wallace, METCO Director
Leisha Simon, Technology Director

Chair Barb Fletcher convened the Regular Session at 7:05 P.M. and stated that WayCAM is taping and airing the meeting. Shawn Kinney submitted the Remote Participation Form and was participating in the meeting remotely because of geographic distance. She also announced that the meeting with the ORC will be rescheduled, and the agenda for tonight's meeting will be taken slightly out of order.

1. **Shawmut Design Company Change Orders 16a and 16b:**

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) by roll call vote to approve SDC Change Orders #16a in the amount of \$32,466 and 16b in the amount of \$76,409, for a revised contract value of \$57,785,607, and to authorize Chair Barb Fletcher to sign the contract on behalf of the Wayland School Committee.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

Lea Anderson stated that there is \$390,000 in unassigned dollars for future unassigned change order work that might occur next year.

Lea also commented that the invitation to the Ribbon Cutting Ceremony was sent out 4 weeks prior to the date as a requirement of the MSBA. She confirmed the date and time to be August 30, 2012 at 10:00 a.m., with a brief explanation of the program.

2. **Meeting with the ORC re: the Restatement:**

The meeting with the ORC was postponed, as the ORC did not have a quorum.

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

On behalf of the Wayland Voters' Network, Tom Sciacca commented that they tried to publish the facts and explain the School Committee's concern of violating the Open Meeting Law regarding distribution of emails among members. He asked the School Committee for their assistance in presenting the facts.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – July 30, 2012

4. **Approval of METCO Late Bus Fee:**

Barb Fletcher stated that at the July 9th meeting this topic was presented as a way to fund the METCO late bus service at the secondary and elementary levels. The fee for Boston parents would be \$180.00, which is the same fee charged to Wayland families for regular bus transportation. If approved the late bus would begin at the beginning of the school year. She also stated that the members of the Committee received one comment from a parent in terms of affordability.

Malcolm Astley stated his concern of fees for this type of program and feels that it is a temporary solution, but important for this year. He asked Paul to help the Committee understand the actual costs of the program and how they are being met. Paul confirmed that he and Mabel Reid-Wallace will present the full METCO budget to the School Committee in the fall. Beth suggested that the METCO budget presentation be done at the meeting with Boston parents in October. Mabel also asked the School Committee to revisit the METCO offset at a future meeting.

Geoff MacDonald stated that if families are eligible and have free and reduced lunch, financial assistance is automatic. The School Committee will make this information available to all Boston parents.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) by roll call vote to approve a \$180.00 transportation fee for the late bus for the Boston families for the 2012-2013 school year, with the funds being deposited into the existing transportation account.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

5. **Distribution of Acceptable Use Policies for Technology:**

Leisha Simon reviewed with the School Committee the K-8 Acceptable Use Internet Policy, as there are new laws regarding E-Rate funding that require updating the Acceptable Use Policies (AUP), specifically around Internet Safety. Leisha pointed out what is required as a district in order to be compliant. She stated that information is available on the Wayland Public Schools website for staff, students, and the community regarding Internet safety and, with the launch of the 1:1 Laptop Initiative, this is a good time to educate students in terms of acceptable use of the equipment and Internet safety in the schools, in the classrooms, and at home.

Under the policies, the use of the acronym LARK (Legal, Appropriate, Responsible, and Kind) was created to help the students distinguish between what is and what is not appropriate. This Google doc will be continuously updated through the end of August and until formal approval of the policies by the School Committee. Leisha stated that the AUP's are different for high school staff and students. A formal curriculum and additional resources will be built out on the website and broken out by grade level, since it is required that age-appropriate instruction regarding Internet use is provided.

Leisha recommended a book written by a Wayland resident – Cyber Safe. She stated that October is International Safety Month, and Barb will notify the PTO, so it can be discussed at their meetings. Leisha also recommended the site "Atomic Learning" as a resource for Internet safety.

The School Committee will review the Acceptable Use Policies and provide their input to Leisha by August 24th. The School Committee will vote to approve the policies at their August 29th meeting, and the public will also be invited to participate in the conversation.

6. **Final Review of Superintendent's Evaluation:**

The School Committee reviewed the changes made to the draft evaluation based on members' input at the June 25th meeting and also reviewing the WayCAM tape. Barb stated that she overlooked a comment by Beth that it be noted that the evaluation be read together with Paul Stein's self-assessment; thus she added the language under the title, and the self-assessment will be attached to the evaluation.

Malcolm Astley suggested some language changes to the Superintendent's evaluation, which will be incorporated into the final draft, including the self-assessment, and distributed to the Committee. A copy will also be sent to the Town

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – July 30, 2012

Crier, as requested.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) by roll call vote to approve the Superintendent's evaluation as amended, putting all comments given at tonight's meeting into affect.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

The School Committee thanked Paul Stein for a great year.

7. **Presentation of District Goals by Superintendent:**

Paul Stein presented his seven system-wide goals for the 2012-2013 school year to the School Committee. Paul stated that he accelerated the goal process as requested by the School Committee in June; however, these goals are not the final product.

Paul stated that the goals were created with the help of the Administrative Council, as they looked at last year's goals and did an analysis of whether to add, subtract or modify some goals.

In presenting the goals, he stated that the goals are long term and not limited to one year. To help the staff understand the nature of the system-wide goals, Paul defined the following in relation to the goals.

- Continuity
- Focus
- Altitude
- Resonance
- Measurement

Paul reviewed each of the seven goals in terms of how they will be implemented within the district and the short and long-term effects. They are: 1) Response to Intervention Program, 2) Health and Wellness Education, 3) Technology Instruction, 4) Achievement Gap, 5) Implementation of Educator Evaluation Framework, 6) Improvement of Fiscal Operations, and 7) Utilization of Elementary Space. He also added that Goals #6 and #7 are more "centrally driven."

No longer a major initiative system-wide, Paul pointed out that the "on deck goal" – the global citizen goal – has been removed, although it still continues in teaching Mandarin Chinese and the introduction of the exchange program.

In terms of measurement, Paul explained how the first 5 goals will be connected to the School Improvement Plans and presented a sample of what the template will look like and what each category represents. He stated that the principals will meet with their School Councils in September to prepare for completed School Improvement Plans sometime in October.

After some discussion related to Paul's presentation, the time and resources needed to carry out these goals, and the relationship and timing in developing the FY14 budget, the School Committee agreed to review these goals further in anticipation of voting to support them at the August 29th meeting, pending Ellen's input to Paul. The Committee will send their comments to Paul by August 21st.

8. **Update re: Parent Concern – WHS Band Playing "God Bless America":**

Paul Stein referred to a letter received from the organization "Freedom from Religion Foundation" supporting the concerns of a Wayland parent of the WHS band playing "God Bless America" in terms of the separation of church and state. Paul sought legal counsel, and counsel advised that a response to that organization was not needed at this time. However, she recommended that if another letter was received, Paul should refer them to her directly.

Paul also stated that, in his opinion, the schools are not promoting religion in any way; however, he respects the parent's concerns. Paul pointed out that these patriotic songs played were without lyrics, thus, the question remains of where to draw the line in terms of separating church and state.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – July 30, 2012

As a member of the Policy Subcommittee, Barb Fletcher’s response to the parent was that, according to school policy, it was not necessary to make a policy change at this time, but would take his concerns into consideration.

9. **Approval of Revised Wellness Policy:**

The School Committee reviewed the final revisions made by the Policy Subcommittee at its meeting on July 27th, as no public comment was received as a result of the website posting.

Malcolm stated his concern that the movement of wellness had not been defined and proceeded to read a suggested definition. Beth also referred to and read the Department of Public Health’s definition (105 CMR:215.003) related to the creation of the formation of school wellness committees. “*Wellness means a process by which individuals move toward optimal physical and mental health, regardless of current health status or disability, by practicing healthy choices within an enabling environment which encourages healthy decision making.*”

Marlene Dodyk also read a statement from a staff member, who recommended a one-word change on the third paragraph of the first page. Marlene will add the definition from the Department of Public Health after the first paragraph of the Wellness Policy.

Upon a motion duly made by Beth Butler, seconded by Barb Fletcher, the School Committee voted unanimously (3-1) (Malcolm abstained) by roll call vote to approve the Wellness Policy (ADF), as amended.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	(abstained)	
Shawn Kinney (by remote)	X	

10. **Approval of Revised 2012-2013 School Calendar:**

Recently, it was brought to Paul Stein’s attention that Veterans’ Day, November 11, 2012 is a Federal holiday and, since it falls on a Sunday, it will be observed and celebrated on Monday, November 12, 2012. The school calendar has been revised to reflect this change, which will also extend the school year by one day to June 18 (based on 180 days).

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) to approve the revised 2012-2013 school calendar to reflect the observation of Veterans’ Day.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

11. **Consent Agenda:**

(a) Approval of Accounts Payable & Payroll Warrants:

Upon a motion duly made by Malcolm Astley, seconded by Barb Fletcher, the School Committee voted (3-1) by roll call vote (Beth abstained) to approve the Wayland Public Schools Payroll warrant, dated July 26, 2012, in the amount of \$241,425.48

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	(abstained)	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

(b) Approval of Minutes:

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) to approve the Regular Session minutes of July 9, 2012, as amended.

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – July 30, 2012

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

12. **Superintendent's Report:**

Paul Stein informed the School Committee of the increase in the number of students in the ELL population during the summer, which will result in an additional .4 ELL teacher. He also explained how the FY13 budget will be affected.

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

(a) **Continued Discussion re: School Committee Draft Report on Part II of the Abrahams Group Report:**

Barb Fletcher stated that language was given to the School Committee that filled in the three remaining sections of the draft report. There were no changes to the language from the members present. Barb will work with Ellen Grieco to draft a final report and send to the Committee members for their review in preparation of a vote.

(b) **Review of School Committee Retreat:**

Barb Fletcher reviewed the outcomes of the retreat: 1) send packet to School Committee by Thursday afternoon, allowing questions to be sent to Paul by Monday morning; 2) ask Paul to draft a policy re: email communications that will be reviewed by the Policy Subcommittee and then voted on by the School Committee; 3) continue to make an effort to air topics, with periodic checks during the year; 4) remember the chain of command when receiving comments from the public; and 5) avoid the element of surprise during meetings.

Beth Butler recommended that the School Committee members review Section B of the Policy Manual in terms of School Committee government and operation related to developing their goals. The Committee agreed that the Policy Subcommittee will review the operating protocols in the manual and come back to the entire Committee.

(c) **Update on the Audit:**

Barb Fletcher stated that of the audit firms contacted, two firms are interested in doing the audit and will respond by August 1 with the information that was requested.

(d) **Follow up on Public Comment:**

In response to an earlier public comment, Barb Fletcher clarified the issue of distribution of documents, procedural in nature, and created by a Committee member.

14. **Comments from the Public:**

Tom Sciacca commented on Barb's follow up discussion to his earlier public comment. He stated that almost everyone on Wayland Voters' Network is a member of another town board. He offered his interpretation of the Open Meeting Law and stated that it does impact operational efficiency.

Tom also commented on the Superintendent's goals, as he is interested in them as a former strategic planning manager. In his opinion, there are three things that will impact a student's world going forward – technology, globalization, and the environment. He specifically referred to the environment and the impact of climate change. He recommended that going forward, planning in the district should be informed by those three factors.

Louis Jurist recommended posting online the documents to be used by the School Committee. He gave kudos to WayCAM for the clear projection of the Superintendent's presentation, especially the "Vision" and "Theory of Action" slides, which represents every facet of the educational system. He referred to an article describing the time study being done by the Weston Public Schools in terms of the number of hours of sleep that students get each night, as well as the impact that a schedule change will have on sports and transportation.

15. **Executive Session:**

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (4-0) by roll call vote to convene in Executive Session at 9:30 P.M. to discuss strategy with respect to Collective Bargaining for all school unions, as set forth in M.G.L. Chapter 30(a), Section 21 (a) (3), as such a discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – July 30, 2012

necessary to protect the bargaining position of the School Committee. The Chair announced that the School Committee will reconvene in Open Session following Executive Session for adjournment purposes only. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

16. **Adjournment:**

Upon a motion duly made by Malcolm Astley, seconded by Shawn Kinney, the School Committee voted unanimously (4-0) by roll call vote to adjourn the Regular Session at 10:20 P.M.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Shawn Kinney (by remote)	X	

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Lea Anderson, HSBC
Tom Sciacca, WVN
Brooklyn Lowry, PATCH
Louis Jurist

Corresponding Documentation:

1. Letter from KVA re: Change Orders 16a and 16b
2. Drafts of AUP/ISP
3. Draft of Wellness Policy
4. Superintendent's Power Point Presentation
5. Superintendent's Draft 2012-2013 System-wide Goals
6. Revised 2012-2013 School Calendar
7. WPS Payroll Warrant
8. Regular Session Minutes of July 9, 2012
9. Executive Session Minutes of July 9, 2012