

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Session – September 24, 2012

A Regular Session of the Wayland School Committee was held on Monday, September 24, 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 (arrived at 7:13 p.m.)
Shawn Kinney

Also:

Paul Stein
Superintendent of Schools

Brad J. Crozier
Assistant Superintendent

Marlene M. Dodyk
Director of Student Services

Geoffrey S. MacDonald
Business Administrator

Also:

Leisha Simon
Technology Director

John Senchyshyn
Asst. Town Manager/Human Resources Director

Cherry Karlson, Tom Greenaway, Bill Steinberg, David Gutschenritter, Carol Martin
Finance Committee

Nancy McCarthy, Jane Evans, Nick Willard, Maryanne Peabody
Personnel Board

Lea Anderson, HSBC

Chair Barb Fletcher convened the Regular Session at 7:09 P.M.

1. **Executive Session:**

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to convene in Executive Session at 7:10 P.M. to discuss strategy with respect to Collective Bargaining 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 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. 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	X	

Barb Fletcher reconvened in Regular Session at 8:20 P.M.

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2. **WTA Memorandums of Agreement:**

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted (4-1) (Malcolm Astley voted No) to approve the WTA Memorandum of Agreement, including the addendum, regarding the DESE Teacher Evaluation Pilot for 2012-2013.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the WTA Memorandum of Agreement, including the addendum, regarding the addition of Student Advisories to the teaching course load for high school teachers for 2012-2013.

3. **Public Hearing re: New Educator & Superintendent Evaluation System:**

The School Committee held a public hearing to receive input from the community regarding the New Educator and Superintendent Evaluation System. Barb Fletcher announced that the training session by Glenn Koocher, Director of Massachusetts Association of School Committees (MASC), held during the School Committee's meeting of September 10, 2012 was not yet posted by WayCAM, and suggested that the public view the training online, when it is available, and send their comments to the School Committee. Barb asked the observers in the room if they had any comments or input.

Louis Jurist commented on the new educator and superintendent evaluation system vs. the current evaluation system and that it is important to emphasize to teachers the high standard that is expected. He also commented that the highest performing districts should have a high percentage of exemplary teachers. He noted that beginning in 2013, students will be able to provide input, but feels that parents should as well.

Tom Sciacca commented that 21st Century skills should be included in the evaluations, as well as innovativeness.

4. **Shawmut Design Company change Orders 17a and 17b:**

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve SDC Change Orders #17a in the amount of \$32,139 and #17b in the amount of \$58,678, for a revised contract value of \$57,876,424, and to authorize Chair Barbara Fletcher to sign the contract on behalf of the School Committee.

Lea Anderson answered questions from the School Committee regarding the cost of some line items.

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

Tom Sciacca commented on the MCAS test results and per pupil costs, comparing Holliston High School to Wayland High School. He stated that excellent results can be achieved at lower costs and referred to the two recommended ways of which he spoke at an earlier meeting.

Louis Jurist referred to a Metro West Daily News article regarding school nutrition changes. He stated that he does not agree with the new nutrition laws and believes they are counter-productive. He also commented on the eating habits of high school students.

6. **Review FY12 Annual Report Draft:**

The School Committee received the draft of the FY12 Annual Report and members will bring specific language changes to the October 9th meeting. Beth Butler also stated her recommended changes.

7. **Review Draft FY14 Budget Timeline:**

The School Committee reviewed the FinCom's Draft FY14 Budget Timeline. Barb Fletcher stated that the following people reviewed the draft prior to the meeting: Bill Steinberg of the FinCom, Paul Stein, Geoff MacDonald, Leisha Simon, and John Moynihan. Barb also stated the Capital Budget is on an earlier timeline, which begins on October 9th.

The School Committee also discussed the system-wide goals in relation to the FY14 budget. Paul commented and answered questions from the School Committee. They also discussed putting together cost savings ideas and will put on a future agenda.

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8. **Review FY12 End-of-Year Financial Report:**

Geoff MacDonald reviewed the FY12 End-of-Year Financial Report with the School Committee, which included balances in the accounts, the offsets, the SPED prepayment, and monies that will be returned to the Town. He also answered questions from the Committee.

9. **Review and Vote Student Activity Categories by School:**

Geoff MacDonald stated that the School Committee has approved the guidelines and they are in place regarding the student activities accounts. Geoff reviewed the activities in the schools, and once the lists are set, the changes should be voted by the School Committee. He also stated that the training is done at the schools and they are in the process of doing the first monthly reconciliation. If replenishments are needed, they will be also be approved and voted by the School Committee.

Barb Fletcher requested that boys' volleyball be added to the activity accounts.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the student activity categories and subcategories by school.

10. **Receive Update re: PTO Reimbursement of Teacher Expenses for Classroom Supplies:**

Paul Stein updated the School Committee on the research done as a result of a query regarding PTO reimbursement of teachers' classroom expenses. Paul stated that this process is legal and, after speaking to the PTO's, they have changed their process and will not issue checks prior to getting statements from teachers. Paul also commented that he has also informed the Boosters, CAPA, and WPSF of this issue, which is primarily at the elementary level. Paul also stated that reimbursements are meant to supplement the budget.

Barb Fletcher recommended that a consolidation of organizational reports be included in the end-of-year financial report.

11. **Discuss and Vote Financial Assistance for 1:1 Laptop Maintenance and Support Fee:**

The School Committee discussed the request to include the laptop maintenance and support fee of \$60 in the financial assistance program, so students can apply for financial assistance for this purpose. Leisha Simon stated that 650 students do participate in the maintenance and support fee.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted (4-0-1) (Shawn Kinney abstained) to approve financial assistance for the laptop maintenance and support fee to be in line with the financial assistance for other programs.

12. **Prepare for Fall Public Forum:**

The School Committee discussed the format and topics of discussion for their October 9th Public Forum. It was suggested that a Q & A session, as well as the following topics: 1:1 laptop initiative, educator evaluation system, fiscal controls and transparency, space utilization study, FY14 budget and related goals.

A communication will be sent out by the School Committee inviting the public to the forum and the reasons why it is being held. The public will also be asked to forward questions in advance to the School Committee. The link to the goals presentation will also be provided.

13. **Consent Agenda:**

(a) Middle School 8th Grade Trips

- Washington, D.C. Trip
- Geology Trip

(b) Approval of Accounts Payable & Payroll Warrants:

- Wayland Public Schools Accounts Payable warrant, dated 9/24/2012, in the amount of \$793,989.10 (High School Project)
- Wayland Public Schools Accounts Payable warrant, dated 9/24/2012, in the amount of \$411,317.70
- Wayland Public Schools Payroll warrant, dated 9/20/2012, in the amount of \$1,281,735.06

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(c) Approval of Minutes:

- Regular Session of August 29, 2012, as amended
- Executive Session of August 29, 2012, as amended
- Regular Session of September 10, 2012, as amended

(d) Acceptance of Gifts:

- Gift of \$250.00 to the Wayland METCO Program from WAYCO Softball League, c/o Connie Burgess
- Gift of \$1,100.00 to Wayland High School English and Social Studies Departments for use in staff development from the class of 2006 Family and Friends in memory of Daniel G. Burgess, c/o of Connie Burgess
- Gift of \$550.00 to Wayland High School Boys' Basketball Program from the Class of 2006 Family and Friends in memory of Daniel G. Burgess, c/o of Connie Burgess
- Donation of \$343.05 to Wayland High School from Target's "Take Charge of Education" Program
- Donation of \$522.07 to Happy Hollow School from Target's "Take Charge of Education" Program
- Donation of \$2,000.00 to the WHS football team from the Steve Henley Memorial Fund. The money was raised during the WHS football golf tournament and helped every football player attend preseason camp. The money will also be used to purchase new helmets that help prevent concussions.
- Gift of \$500.00 from WickedLocal.com, as a result of revenue generated from a Wayland Town Crier commemorative issue celebrating the opening of the new Wayland High School in January 2012.

Upon a motion duly made by Ellen Grieco, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to approve the Consent Agenda.

Malcolm Astley asked questions in terms of the gifts and their accounts.

14. **Superintendent's Report:**

Paul Stein reported that the delegation from China has arrived and will be here for 8 weeks. He also informed the Committee that there will be a welcoming session for the delegation on Thursday, September 26, at 2:30 at the high school.

Paul commented on the continuing discussion and research related to concussion policies.

Paul also informed the School Committee, for clarity purposes, that The Children's Way each year has a two-day annual staff retreat off site at which they bring in a guest speaker. The cost of this retreat is covered completely by fundraising money.

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

(a) Discuss and Vote Emergency Plan (EBC) and Student Health Services and Requirements (JLC) Policies:

After review and discussion by the School Committee at a prior meeting, as well as posting Policies EBC and JLC on the website for public input, and review by the Policy Subcommittee, Barb Fletcher stated that there was no public comment and the School Committee is prepared to approve the policies.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the Emergency Plan (EBC) and Student Health Services and Requirements (JLC) Policies.

(b) Continued Review and Vote School building Use Policy, Guidelines and Fees:

The School Committee reviewed the school building use policy, the guidelines, and fee schedule. Barb stated that the Policy Subcommittee recommends a change in the building use policy and will be put out for public comment before the Committee's approval. The Committee also reviewed and made changes to the Impact Statement, specifically in Group 1 of the Category Section.

Upon a motion duly made by Malcolm Astley, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to put fees in place for Categories 1 and 2 as of July 1, 2013, and fees in Category 3 will be effective immediately.

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(c) Further Discussion re: School Committee Goals:

The School Committee discussed the development of their goals, different from district-wide goals. The discussion will continue at the October 9th meeting.

(d) Review Draft School Committee Report re: Article 28 Restatement of FY11 Expenditures:

Shawn Kinney shared the draft of the School Committee Report regarding Article 28 Restatement of FY11 Expenditures. The School Committee will review the report further and discuss and vote to approve at the October 9th meeting.

(e) Provide Update on Audit of School Accounts:

Shawn Kinney commented that there were no further updates at this time.

(f) Other Matters:

Malcolm Astley announced that Tom Conroy will be at Wayland High School on September 27th at 7:00 p.m. The topic will be the state taxation system.

Malcolm suggested another forum in terms of goal setting or adding the topic to another meeting agenda for discussion of the whole process.

16. Comments from the Public:

Stephanie Leong thanked Paul Stein for his remark that PTO reimbursements are meant to supplement, not supplant the schools' budget. She also added that all PTO grants are for the purpose of enhancing the classroom.

Tom Sciacca commented on the management of the public sector vs. the private sector. He stated that he believes there are ways to improve the educational process, and still maintain excellence and cost efficiencies at the same time.

17. Adjournment:

Upon a motion duly made by Beth Butler, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:28 P.M.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Stephanie Leong, PTO
Amy Simmons, PTO
Louis Jurist, Wayland

Corresponding Documentation:

1. Memorandum of Agreement – WTA and Wayland School Committee
2. Memo from KVA re: Change Orders #17a and #17b
3. Draft of FinCom FY14 Budget Timeline
4. FY12 Final Financial Report
5. Student Activity Accounts – Categories & Sub Categories
6. Proposals for Middle School Trips – Washington, D.C. and New York Geology Trips
7. August 29, 2012 Regular Session Minutes
8. August 29, 2012 Executive Session Minutes
9. September 10, 2012 Regular Session Minutes
10. School Building Use Proposed Rules/Fees Impact Statement
11. Rules & Regulations for Use of School Facilities
12. Facility Use Policy & Fee Schedule (Wayland Recreation Commission)
13. WSC Policy “community Use of School Facilities (KF)
14. WSC Summary Review of ORC’s Recommendations