

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – February 4, 2013

A Regular Session of the Wayland School Committee was held on Monday, February 4, 2013, 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 7:08 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:

Members of WaylandCares and the WaylandCares Sustainability Committee:
Heidi Heilman, Dianne Bladon, Betsy Meindl, Debbie Cohen, and Louis Jurist

Chair Barb Fletcher convened the Regular Session at 7:07 P.M. and announced that WayCAM was broadcasting and taping the meeting.

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

Tom Sciacca commented on an article re: studies of brain scans of young children monitoring the children's reaction to corporate logos. Tom stated that what happens in the earlier stages of a child's life matters and has the most fundamental effect, and he believes that full day kindergarten should be a high priority in Wayland.

Louis Jurist commented on an article titled "The Boys at the Back." The article refers to the education of boys beginning in the early stages upward and, for many reasons, how it relates to the achievement gap between boys and girls. Louis stated that the perception of this concept is tolerated in the classrooms and deserves attention.

As someone who worked on the FDK Committee, Deb Cohen commented on the importance of full day kindergarten for children. Also, as a member of the WaylandCares Sustainability Committee, Deb stated that the health and wellness of adolescents is vitally important, especially in the areas of binge drinking, drug usage, driving impaired, etc. She believes this issue affects the entire community and should be funded.

2. **Consent Agenda:**

(a) Approval of Accounts Payables Warrant:

Wayland Public Schools Accounts Payables warrant, dated 2/4/2013, in the amount of \$447,005.38.

(b) Approval of Minutes:

- Regular Session of January 10, 2013
- Regular Session of January 14, 2013
- Regular Session of January 17, 2013

(c) Acceptance of Gifts:

- A donation to the METCO Program in the amount of \$250.00
- A Model #104 Armstrong Flute donated to Wayland High School from Susan Howe, Wayland.

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Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve the Consent Agenda, including the Regular Session Minutes of January 10, January 14, and January 17, 2013, as amended.

3. **Special Matter – Discussion re: WaylandCares Proposal for FY14:**

Barb Fletcher commented that she invited members of WaylandCares and the WaylandCares Sustainability Review Committee to address the Committee, as there is a proposal before the Town by WaylandCares to secure funding for FY14. It is in the best interest of the School Committee to discuss the proposal in advance of Town Meeting.

Heidi Heilman, Director of WaylandCares, commented that in preparation for entering into their fifth year, they appeared before the Board of Selectmen which appointed a Review Board (Sustainability Committee) to look into WaylandCares in terms of its value to the town and future funding. She stated that there are two Federal grants that are available, if WaylandCares applies for the funding. They are eligible for the grant (due on March 1), if they have community funding, and the other is due on March 18. However, she said that there are no guarantees and the process is much more competitive nationally than previously.

Heidi said that the Review Board spent six months looking at all of WaylandCares documentation and its programs. They then compiled data and interviewed peer communities in this area in terms of their efforts. Members of the Review Board met with the Board of Selectmen on November 19, 2012 to present their recommendations.

As a member of the Sustainability Committee, Dianne Bladon reviewed the Committee's charge and the history of WaylandCares since its inception in 2005. Dianne explained some of their accomplishments (from 2006 to 2010), which were compared to 25 surrounding communities. She commented that there is a need for WaylandCares as shown in the results of the Youth Risk Survey, a reliable and accurate measure. Dianne also stated that among adolescents in Wayland, there has been a 25% reduction in alcohol use and a 10% reduction in marijuana use. The Committee concluded that there was value to WaylandCares and its programs, and they recommended that they move forward to becoming a permanent Wayland agency. Dianne also reviewed the proposed agency structure.

Dianne explained that they did not recommend that WaylandCares be school based, because youth substance abuse prevention falls within health and human services within a town, as noted in their research of peer towns. However, they did not recommend this for FY14 in Wayland, because there are governance issues, union issues, and personnel issues associated with changing their charter and mission, which could not be completed with the FY14 budget cycle. Thus, their recommendation is that WaylandCares remain as a stand-alone department for FY14. Dianne reviewed the WaylandCares FY14 Action Plan and the Budget going forward. She stated that if one or both of the available grants is attained, some of the budget costs would be covered. Dianne also reviewed the alternatives to the funding request when the current grant runs out. Dianne informed the School Committee that there is backup information available, if needed.

Heidi, Dianne, Deb and Betsy answered questions from the School Committee and a discussion ensued regarding the pros and cons for WaylandCares to come under the auspices of the schools or the Town of Wayland, what is involved in the grant process, the Needs Assessment, the public health model (Logic Model) used to examine and study each public health issue, and the role of the Department of Youth and Services, as well as other collaborative efforts.

Each School Committee member expressed his/her position on the WaylandCares funding request and the program in and of itself. Paul Stein and Marlene Dodyk expressed their opinions in terms of the loss to the schools if WaylandCares and their work disappeared, as it is a valuable program.

At a future meeting, the School Committee will discuss further the benefits of WaylandCares.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted (4-1) (Shawn Kinney opposed without specifying the mechanism of funding) to strongly support the work of WaylandCares.

4. **Second Quarter Financial Report (Q2):**

Geoff MacDonald reviewed the highlights of the Q2 Report – payroll; SPED Prepay; expenses re: athletics, transportation, utilities, and tuition; revolving accounts; and capital projects. If the School Committee has questions, they will send directly to Geoff for discussion at the February 25th meeting.

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5. **Conduct Final review of FY14 Operating and Capital Budgets:**

Barb Fletcher gave a brief summary of the FinCom's budget discussions, and she said that there was a general consensus among the FinCom supporting the School Committee's recommended budget, but asked that the budget be reduced by \$65,000 – a result of corrections in personnel changes after the Superintendent presented his recommended budget to the School Committee.

The Committee expressed general consensus for support of the FinCom's recommendation regarding the FY14 school operating budget. Paul noted that he will keep an eye on the coaching stipends.

In terms of the Capital Budget, the School Committee's requests remained in the budget. However, the FinCom requested additional information regarding the middle school roof project, the tile replacement, and the networking upgrading from John Moynihan and Leisha Simon. Barb will have an update after their meeting.

Barb also commented that the MSBA approved the Middle School roof and granted over a million dollars for the project.

6. **Review Draft Budget Message:**

Barb asked the School Committee if they recommended any changes/improvements to the Superintendent's Budget Book. Barb also reviewed the timeline of the School Committee's Budget Booklet that will be distributed to the community prior to the School Committee's Budget Hearing on March 11. Relative to the Budget Booklet, she asked the Committee to review the draft budget message. Finally, she asked the Committee members to note their thoughts for a discussion regarding the informational Town Meeting binder in terms of its usefulness, whether to keep it with or without changes or do away with it altogether.

A discussion ensued regarding the content of the Superintendent's Budget Book going forward. Also discussed was the development of a three to five year long range forecast in terms of the budget process.

The School Committee and the Superintendent discussed their individual positions on the FinCom's request to remove \$65,000, as noted earlier, from the proposed budget.

The School Committee also provided their input and suggested changes to the Budget Message and Budget Booklet.

The majority of the Committee preferred to keep the Superintendent's Budget Book, the Budget Booklet, and the Town Meeting Book of information. The Committee will advise Paul at the February 25 meeting in terms of the usefulness/value of the Town Meeting Book and how to proceed with the information that it provides.

Upon a motion duly made by Ellen Grieco, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to include the recommended budget of \$32,396,824 in the Budget Booklet.

7. **Superintendent's Report:**

Paul Stein commented that the Elementary Building Use Task Force has completed its charge and will be issuing a report in terms of their three recommendations/scenarios for consideration.

Paul reported on some the programs, such as Poetry Slam, taking place during Winter Week at the High School. He also commented that it is World Language Week at the Middle School, and he observed a class that teaches students to write comments and reflections directly on a piece of writing, which is an example of interacting with the text.

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

(a) Update re: School Security:

Paul Stein commented that since the events of Newtown, there has been much discussion amongst town officials regarding security. Paul said that moving forward, staff will wear ID cards, cameras will be installed at each school's doors, and a buzzer system will be implemented at the Middle School. He stated that they are working with the police and fire departments in terms of evacuation and/or lockdown procedures and evaluating crisis policy procedures. In time, there will also be a re-publication of the Crisis Response Reference Guide for School Personnel.

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Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to authorize John Moynihan, Public Buildings Director, to move forward with his recommendation to bring in a consultant, not to exceed \$5,000, to define a scope of work and help develop specifications for purchasing materials, the installation, and the equipment needed for these recommended security measures, which will be brought back to the School Committee.

Paul stated that the goal is to provide a reasonable balance in providing security measures and will seek the School Committee's input regarding security measures going forward.

(b) Update re: Audit/Review of School Accounts:

Barb Fletcher drafted and sent the School Committee and Chris Riley an RFP for the school accounts audit. The Committee reviewed and discussed the RFP in terms of content and to which companies the RFP should be sent. A legal notice will be put in the Metro West News and in the Goods & Services Bulletin.

At the recommendation of Ellen Grieco, the School Committee asked Paul to proceed in seeking advice from an expert in tax laws regarding the appropriate steps in terms of whether to contact the IRS, or not, prior to the school accounts audit regarding stipends paid from Principals Discretionary Accounts and the student activity accounts.

(c) Review of Policies re: MASC Audit:

Barb Fletcher commented that the following policies were posted and put out for public comment, which none have been received.

- AD – Education Philosophy
- ADA – Goals
- JRA – Student Records
- JRA-R – Student Records Regulations
- KDB – Public's Right to Know

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve Policies AD, ADA, JRA, JRA-R, and KDB, as amended.

(d) Review of Policies re: MASC Audit:

Barb Fletcher commented that the following policies have been reviewed by the Policy Subcommittee. Also, upon Geoff MacDonald's review of Policy JJF, he provided comments to the Policy Subcommittee. It is recommended that the School Committee vote to put them on the website and put out for public comment.

- BDF – Advisory Committees
- BEDF – Notification of School Committee Meetings
- BEDG – Minutes
- FA – Facilities Development Goals
- GCF – Professional Staff Hiring
- JJF – Student Activity Accounts

Upon a motion duly made by Malcolm Astley, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to put policies BDF, BEDF, BEDG, FA, GCF, and JJF online for public comment.

(e) Update: Status Report and Future Agenda Topics:

Item tabled until February 25.

(f) Superintendent's Evaluation:

Beth Butler distributed documents related to the Superintendent's evaluation. Beth asked the School Committee to review the different categories and decide what kinds of evidence should be discussed at a future meeting. She stated that the Superintendent Evaluation Subcommittee has discussed this, but the Committee should also discuss as a group.

9. **Comments from the Public:**

There were no public comments.

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10. **Executive Session:**

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to convene in Executive Session at 10:33 P.M. to discuss strategy with respect to Collective Bargaining for all school unions (WTA, WESA, Custodial and Food Service), as set forth in M.G.L. Chapter 30A, 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 and to review the Executive Session minutes of January 7, 10, 14, and 17, 2013. 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	
Ellen Grieco	X	
Shawn Kinney	X	

11. **Adjournment:**

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 10:55 P.M.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Louis Jurist, Wayland

Corresponding Documentation:

1. WaylandCares Presentation
2. FY14 Budget Book Message Draft
3. Regular Minutes of January 10, 14, and 17, 2013
4. Memo re: Proposed Security Improvements
5. School Committee Policies – BDF, BEDA, BEDG, FA, GCF, and JJF
6. School Committee Follow up and Status Report
7. FY13 Financial Report, Q2
8. Document re: Superintendent's Evaluation
9. Draft of RFP for School Accounts Audit
10. Accounts Payables and Payroll Warrants