

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – July 30, 2014

A Regular Session of the Wayland School Committee was held on Wednesday, July 30, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair

Ellen Grieco, Vice Chair

Malcolm Astley

Donna Bouchard (arrived at 7:06 p.m.)

Jeanne Downs

Also:

Paul Stein

Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Also:

Carol Martin

Finance Committee

Lea Anderson

Former High School Building Committee

Barb Fletcher convened the Regular Session at 7:05 p.m.

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

In response to an online report, Linda Segal commented on the administrative order to the Wayland Public Schools to release Executive Session minutes to the Metro West News. She further commented that according to the story, if the minutes are not released, the town attorney must respond by Friday of this week. Linda expressed a procedural concern in terms of how this matter is being handled. She also asked if the document was available, since it may be considered a public document as a result of the administrative order.

Malcolm responded that the School Committee cannot discuss this matter.

Donna noted that because she received many phone calls regarding this issue, she drafted some questions and read them to the Committee. She asked why the School Committee was not notified regarding the administrative order.

Donna made a motion that within 14 days Ms. Mabel Reid-Wallace please provide the Wayland School Committee with proof that she or her agent has repeatedly contacted her credit card company to request copies of her credit card billing records for the entire period detailed in the Powers & Sullivan Report and that the credit card company has refused to comply with her requests. There was no second.

Again, the Committee and the Superintendent could not comment and discussed if this issue should be added to the Executive Session agenda as a matter not reasonably anticipated by the Chair. The School Committee agreed to discuss this matter in Executive Session and, if there is information that can be shared with the public, the Committee will come out of Executive Session into Open Session.

Donna repeated her prior motion, including her reasons for the motion.

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2. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul informed the School Committee of a community-wide grant, Community Partnerships for Children & Families. This grant pulls together resources and looks at the needs of families with preschoolers and kindergarten-aged children. Wayland will receive the grant by partnering with Newton, and a coordinator will spend one day a week in Wayland to assess the needs of the community and the families by contacting Wayland preschools and family childcare programs. Some of the programs being considered are story time, parent workshops, and a four-week STEM session for preschoolers. Wayland parents can also take advantage of all Newton programs.

(b) Finalize Superintendent's Evaluation for FY14:

The School Committee reviewed Paul's evaluation for language, punctuation, grammar, and his performance level. The Committee asked Paul to explain portions of the staff evaluation process in order to gain an understanding of his performance in certain areas. Malcolm suggested that going forward the Committee ask Paul for related performance data.

Paul noted that the teachers and administrators need to report to the state in terms of what the performance ratings are, but he is not sure if the performance ratings need to be reported similarly for superintendents.

Finally, the School Committee rated the overall summative performance. Jeanne Downs read a statement that she would like added to the evaluation. The Committee thanked Barb for drafting the evaluation and Paul thanked the School Committee.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve Dr. Stein's 2014 evaluation as amended tonight.

(c) Discuss Process for Establishing Long-Term Goals, including Review of Finance Committee's Long-Term Planning Process:

Finance Committee member Carol Martin was in attendance to answer questions from the School Committee. Barb noted that she and Susan Bottan attended the FinCom's forum on July 16 at which the FinCom laid out their long-range planning process. Barb focused on how this process relates to the schools' process.

The FinCom's goal is to act as a clearinghouse for all town departments, and as the departments provide their goals and planning process, the information collected will be posted on the town's website for public access. Barb commented that she gave the FinCom a summary of what the School Committee and administrators have done to date, which includes goals work done by the Administrative Council and the School Committee's brainstorming session.

As a result of a conversation between Barb and Paul, they came up with options on how to get community input regarding the School Committee's brainstorming ideas.

- hold a summit inviting various stakeholders for the purpose of providing input about other ideas that the School Committee may not have thought of, or
- have a series of focus groups or forums at which the public could attend

Given the FinCom's timing of receiving all departments' drafts, it would be preferable to facilitate one of the above suggestions in September.

Carol Martin reiterated Barb's comments and added that the FinCom is trying to reduce or eliminate the dependence of town departments to use free cash; thus, there needs to be a united plan in terms of all departments asking for funds from one "pot" of money. Carol answered questions from the Committee and a discussion ensued. The School Committee discussed the two options presented – a summit or focus groups; other options were suggested. As part of the discussion, Malcolm read six priorities discussed by the FinCom in 2009.

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Carol informed the School Committee that their capital requests need to be sent to the FinCom by September 15. Malcolm asked Carol to comment on how the FinCom's meeting format was able to involve the public satisfactorily in terms of input. Carol responded that the FinCom held an open forum, and she explained its process and how the FinCom scrutinized the information they received.

Barb noted that the goal of the School Committee is to find the most efficient way to obtain community input, while still meeting the FinCom's deadline. Some of the suggestions included using Survey Monkey, hold a summit, or cell phone users chiming in on certain information presented. Paul elaborated on what a summit would entail, including the organization of such a format. A discussion followed regarding the possibility and the purpose of a summit. A date was also discussed; Sunday, September 21st was chosen.

Upon a motion duly made by Donna Bouchard, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to charge Dr. Stein with forming a task force to organize a summit around the School Committee's long-term goals.

The Superintendent's Summit Task Force members are Paul, Jeanne, and Ellen.

- (d) Clarify and Prioritize Possible District Goals, including Evaluation of K-12 Writing Curriculum, Implementation of K-6 Foreign Language and "Raising the Bar for Students in the Middle":
This agenda item was postponed. Paul confirmed that the purpose of the summit will be to highlight certain topics that need attention, even though the goals will be used as a reference.

3. **Financial Matters:**

- (a) Hear Business Administrator's Report:

Susan noted that as part of her transition, she has met with the Finance offices, Town administrators, members of the OPEB, and Finance Committee, as well as school administrators and office staff. The three themes she will address include improving communication and collaborative relationships internally and externally, increasing the process for accuracy and clarity of procedures, and increasing efficiencies and improving financial oversight. Susan elaborated on the ways in which the process to increase accuracy and clarity of procedures is being addressed. She also commented that relative to increasing efficiencies and communicating oversight, she has been in contact with the principals and staff in terms of the establishment of new vendors in MUNIS and overspending in some accounts. Susan will be conducting a student activity account internal review during August, and noted that Melanson & Heath will be in the building during the week of September 8th to conduct a formal student activity audit. Due to the efforts of Leisha Simon and Rose Dunn, they have found a savings in the agreements for the Chromebooks and iPads, for which she described.

Donna asked if the savings from the Chromebooks and iPads could be encumbered for future district needs. Susan responded that technology purchases and uses for those funds have been planned. Paul commented on practices that are in place in terms of transfers that require School Committee approval vs. departmental funds. A discussion followed. Paul stated that from year to year, if there is a differential in the budget in terms of district needs, the following years' budgets will be managed accordingly.

- (b) Review of FY14 Year-End Report:

Susan commented that the town is scheduled to close FY14 on August 8th. She presented the School Committee with a brief overview of the FY14 results up to July 24th.

- FY 14 budget = \$33,397,005
- FY13 carryover = \$228,217
- FY14 transfers = \$213,465

As a result of the figures reported, there is an adjusted revised total FY14 budget of \$33,838,657, and Susan reported that if nothing changes between now and August 8th, \$92,670 will be returned to the town. According to Paul, this payback amount is very reasonable in comparison to other towns and the overall size of the budget.

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Donna questioned the balance in the school lunch account. Susan noted that the district receives a state reimbursement check each summer, which accounts for some of the balance. A discussion followed.

Going forward, Susan's report will include an analysis and comparison for all balances, both positive and negative, a quarter to quarter comparison of actuals vs. budgets, as well as a brief description of each program areas and grant areas. She also described the format she will use, and will work with the Finance Subcommittee as well.

(c) Receive Update regarding Replacement of Damaged High School Sidewalk Pavers:

Barb noted that Shawmut Design Construction (SDC) has agreed to correct and do the work prior to the first day of school, and the cement company has done additional testing, but the results have not been received yet. When received, Shawmut will determine the cost of the work.

Lea Anderson, former High School Building Committee (HSBC) Chair, continued with an update and commented that it is the opinion of KVA, Eric Sheffels, and her that the risk lies with Shawmut. She noted that some of the damage was caused by placing down salt, which is not recommended; thus, an alternative treatment is necessary. Former members of the HSBC and now members of the Permanent Municipal Building Committee, Eric Sheffels, Brian Chase, and Joe Lewin feel that the patchwork nature of the damage does not make sense and may be associated with the batch of concrete, since it's only been 3 years since the sidewalks were installed. Lea noted that David Saindon of KVA and John Moynihan are overseeing this repair. They will report back with any new developments.

(d) Approval of Presidio IT Asset Lease/ITC49 – 125 Apple iPads for Elementary Schools:

Susan commented that Presidio Technology Capital, LLC has provided a lease quote of \$46,901 for 125 iPads for a 4-year lease. The cost covers the financing of the lease and packing and shipping of the iPads at the end of the lease.

Upon a motion duly made by Malcolm Astley, seconded by Jeanne Downs, the School Committee voted (5-0) to authorize Dr. Stein to have Susan Bottan, Business Administrator, enter into a lease with Presidio Technology Capital, LLC for 125 iPads for the elementary schools.

4. **Administrative/Procedural Matters:**

(a) Discuss and Vote Composition of School Committee, including Chair, Vice Chair, and Subcommittee and Liaison Positions for FY15:

Barb reviewed the Committee's discussion at the last meeting to form subcommittees, appoint a member to be the Open Meeting Law designee and appoint liaisons. Barb recommended Donna to be the OML designee, and the Committee discussed this role. Barb read the charge she drafted for this appointed member. It was suggested that the work in this area be delegated as the need arose, thus, after some discussion, the School Committee agreed to take an informal approach and assign work related to OML complaint on an as-needed basis.

A Finance Subcommittee will also be formed, on which Barb and Donna will serve.

Barb recommended Ellen to be the Chair of the School Committee. Ellen noted her concerns about the appointment, but would be willing to step in as Chair. Paul accepted nominations for the Chair. Donna nominated Ellen as Chair, and Barb seconded the nomination. A roll call vote (5-0) was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Ellen Grieco, Vice Chair	X	
Malcolm Astley	X	
Donna Bouchard	X	
Jeanne Downs	X	

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Ellen called for the nominations of a Vice Chair. Donna nominated Barb as Vice Chair and Jeanne Downs seconded the nomination. A roll call vote (5-0) 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	

In response to Malcolm’s concern for the need of a Finance Subcommittee, a discussion ensued in terms of the benefits of a Finance Subcommittee going forward. The Finance Subcommittee will comply with the Open Meeting Law in terms of creating an agenda and minutes and will give a periodic update to the School Committee.

Upon a motion duly made by Donna Bouchard, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to create a Finance Subcommittee of the School Committee.

A re-vote to appoint members to the Finance Subcommittee is as follows:

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to appoint Barb Fletcher and Donna Bouchard to the Finance Subcommittee of the School Committee, with duties as described in the charge.

Barb reviewed the current School Committee liaison and delegate appointments. A discussion ensued about the status of Wayland Cares. Paul and Marlene will look into this. The Committee also discussed the role of the MASC delegate; Paul explained. The Committee will discuss in the future. Susan Bottan will attend Audit Committee meetings. All School Committee appointments will remain the same.

5. **Consent Agenda:**

- (a) Approval of Accounts Payables and Payroll Warrants
- (b) Approval of Minutes
 - Regular Session of May 29, 2014
 - Special Session of June 5, 2014
 - Special Session of June 16, 2014
- (c) Vote to Declassify Executive Session Minutes

July 27, 2005	December 3, 2012
August 29, 2005 - #2	December 17, 2012
September 19, 2005	January 7, 2013
October 17, 2005	January 10, 2013
November 21, 2005	January 14, 2013
December 5, 2005	January 17, 2013
June 18, 2007 - #1	January 22, 2013
July 30, 2007	February 4, 2013
August 20, 2007	February 25, 2013 - #1
December 17, 2007	March 11, 2013
March 2, 2009	March 18, 2013
March 12, 2009	May 20, 2013 - #1
March 23, 2009	May 30, 2013
April 6, 2009	June 13, 2013
November 30, 2009	June 17, 2013 - #2
February 8, 2010 Amendment	June 24, 2013 - #2
March 1, 2010 Amendment	July 15, 2013 - #2

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October 12, 2010	July 22, 2013
January 31, 2011	July 25, 2013
February 17, 2011	August 1, 2013 - #1
April 25, 2011	September 9, 2013 - #1
July 9, 2012	December 2, 2013
July 30, 2012	January 6, 2014 - #2
September 24, 2012	January 13, 2014 - #2
October 9, 2012	February 3, 2014 - #1
October 15, 2012	February 10, 2014
October 22, 2012	February 24, 2014
November 5, 2012	March 10, 2014
November 19, 2012	May 12, 2014

Barb removed the Executive Session minutes of February 10, 2014 and February 24, 2014, as they will be discussed in Executive Session.

Upon a motion duly made by Malcolm Astley, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Consent Agenda with Regular Session minutes May 29, 2014, June 5, 2014, and June 16, 2014, all as amended, and the Executive Session minutes listed on the agenda, except for February 10, 2014 and February 24, 2014.

6. **Comments from the Public:**

There were no public comments.

7. **Executive Session:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to enter Executive Session at 9:41 p.m. for the purposes of discussing strategy with respect to litigation from the Attorney General's decision regarding the Open Meeting Law Complaints filed by George Harris on June 27, 2013 and Donna Bouchard on July 1, 2013 related to the June 3, 2013 Executive Session, as permitted by M.G.L. Chapter 30A, §21(a)(3), as such discussion in open meeting may have a detrimental effect on the litigation position of the School Committee and an Executive Session is necessary to protect the litigation position of the School Committee and to discuss strategy with respect to an Open Meeting Law Complaint filed by George Harris on July 7, 2014 related to the June 3, 2013 Executive Session minutes, as permitted by M.G.L. Chapter 30A, Section 21(a)(1). The School Committee will review minutes from prior executive sessions for declassification, as permitted by M.G.L. Chapter 30A §22 for the Executive Session meetings noted on the meeting notice, and, in addition, will approve minutes of May 29, 2014 and June 16, 2014 from prior executive sessions, as permitted by M.G.L. Chapter 30A §22. The School Committee will review minutes from prior Executive Sessions dated between September 1, 2013 to March 30, 2014 that relate to a public records request by Richard Lodge, Editor-in-Chief of Metrowest Daily News, as permitted by M.G.L. 30A §22, and to review February 10, 2014 and February 24, 2014 for possible declassification, as permitted by M.G.L. 30A §22. The School Committee will reconvene in open session for to conduct regular matters noted on the meeting notice and others that may be deemed necessary.

The School Committee will be joined by Paul Stein, Superintendent and Diane Marobella.

Donna asked for specific dates of the minutes requested by the newspaper. Paul left the meeting to retrieve the dates of the meetings, which are January 6, 9, 13, 16, 21, 27, 2014, February 3, 6, 10, 24, 2014 and March 24, 2014.

Malcolm distributed two articles – “Poor Teacher Evaluation Systems will not Improve Education” and a joint op-ed regarding charter schools.

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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	

8. **Regular Matters (continued):**

(a) Possible Vote to Amend and Declassify June 3, 2013 Executive Session Minutes:

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to amend and declassify the June 3, 2013 Executive Session minutes and to not release the corresponding document. 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	

(b) Possible Vote to Send Response to Attorney General related to Open Meeting Law Complaint Filed by George Harris on July 7, 2014 regarding the June 3, 2013 Executive Session Minutes:

Upon a motion duly made by Donna Bouchard, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to send the response to the Attorney General related to the Open Meeting Law complaint filed by George Harris on July 7, 2014 regarding the June 3, 2014 Executive Session minutes, and as discussed in Executive Session tonight.

Donna made a second motion that within 14 days, Ms. Mabel Reid-Wallace please provide the Wayland School Committee with proof that she or her agent has repeatedly contacted her credit card company to request copies of her credit card billing records for the entire period detailed in the Powers & Sullivan Report and that the credit card company has refused to comply with her request.

Donna further stated that the Committee has a duty to the public to verify these records to date. She claimed that there is no evidence that the credit card company has refused to comply with Ms. Reid-Wallace's repeated requests to obtain these credit card records, and this information should be provided.

There was no second to Donna's motion. Malcolm opposed the motion because the School Committee has already taken action and deemed it appropriate. Barb agreed with Malcolm.

9. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:25 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:
Linda Segal, Wayland

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Corresponding Documentation:

1. Agenda & Backup Information
2. Draft Superintendent's Evaluation
3. Memo and Presentation from FinCom re: Long-Range Planning
4. FY15 Year-to-Date Report as of 7/24/14
5. Lease Quote for Apple iPads for Elementary Schools
6. Accounts Payables & Payroll Warrants
7. Regular Session Minutes of May 29, 2014
8. Special Session Minutes of June 5, 2014
9. Special Session Minutes of June 16, 2014
10. Two Articles from Malcolm Astley
11. Executive Session Motion