

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – May 26, 2015

A Regular Meeting of the Wayland School Committee was held on Tuesday, May 26, 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 (arrived at 7:04 p.m.)
Jeanne Downs
Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan
Business Administrator

Marlene Dodyk
Director of Student Services

Also: Members of the Leadership for Equity Team

Betsy Gavron, Middle School Principal
Debbie Bearse, Claypit Hill School Principal
Brian Jones, Loker School Principal
Jim Lee, Happy Hollow School Principal
George Benzie, Middle School Asst. Principal
Mabel Reid-Wallace, METCO Director
Tricia O'Reilly, Director of Elementary Curriculum – Math & Science

Chair Ellen Grieco convened the Regular Session at 7:02 p.m.

1. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to convene in Executive Session for the purposes 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. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	X	
Barb Fletcher	X	
Donna Bouchard	absent	
Jeanne Downs	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, Ben Keefe, Public Buildings Director, and Diane Marobella, recording secretary. The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

Donna arrived at 7:04 P.M.

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The School Committee reconvened in open session at 7:56 p.m.

2. **Special Matters:**

(a) Presentation by Edvocate of its Assessment of Wayland's Food Service Program:

John Ledwick of Edvocate presented the Food Service Program Assessment to the School Committee. He distributed "Talking Points" or highlights of what is being presented. Mr. Ledwick commented that the amount of feedback he received exceeded anything he has received in the past. The feedback was broken into two areas – the issue of finances and the food issue related to students' allergies.

Mr. Ledwick noted that the Food Service Program is breaking even, but without change, it will be unsustainable. He recommended that the program needs business planning, budgeting, reporting and ongoing control from start to finish, beginning with the 2015 – 2016 school year. Mr. Ledwick added that budgeting, forecasting and reviewing is a process that has not been fully implemented to date. Further, he notes that the current labor model is not sustainable. However, the culinary staff is so skilled that the quality and value of food prepared is well above average compared to peer groups, resulting in a model program.

Mr. Ledwick presented a fiscal overview of the Food Service Program and suggested that because labor makes up 60% of the costs, a tiered wage scale or a 19-hour week for employees may need to be implemented through negotiations. However, other options could be put in place, such as raising the price of lunches but increasing the quantity per lunch.

Mr. Ledwick addressed the physical facilities and the capital equipment used by the Food Service Program. He recommended a periodic equipment assessment, as capital equipment has a life expectancy of 10 to 15 years, and the district's equipment is outdated by about 10 years. Although many more meals are served in Wayland compared to comparable districts, the town only receives 6% from the government for free and reduced lunches. A la carte sales do keep this program alive.

In terms of outsourcing, Mr. Ledwick does not believe that it is necessary at this point and quoted a cost of \$65,000 to \$80,000 a year for a management fee.

Mr. Ledwick answered questions from the School Committee regarding the components of food service salaries, the cost per meal, and whether there is sufficient staff in the program. He also recommended professional development for the staff as a way to elevate the program and suggested looking to other districts for best practices.

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

Cliff Lewis, Chair of the OPEB Committee explained the breakdown of OPEB charges for the food service staff. Because he considers the term "chargeback" to be a "new" term used by Mr. Ledwick, Cliff commented that it is important to use the same vocabulary for clarity sake regarding OPEB.

Anette Lewis referred to a table in the Edvocate Report regarding free and reduced lunches; she asked Mr. Ledwick for the data used. Mr. Ledwick responded. Susan Bottan noted that the information she is requesting is available in the Food Service Budget.

4. **Special Matters (continued):**

(a) Conduct School Choice Hearing and Vote to Adopt a Resolution to Participate or to Withdraw from School Choice for the 2015-2016 School Year:

School Choice (Education Reform Act). – The provision for School Choice was discussed at the April 27, 2015 meeting of the Committee. A Public Hearing is required by the ERA.

Recommendation: That the Committee vote the following resolution in accordance with M.G.L. c. 76, §12B.

Resolution on School Choice

Whereas the Education Reform Act of 1993 requires the enrollment of non-resident students under the School Choice provision unless the Committee votes by June 1 not to participate, and

Whereas the School Choice provision takes money away from the sending district and awards it to the receiving district, and

Whereas Wayland's per pupil expenditure is greater than the maximum allowable reimbursement, which means Wayland taxpayers would subsidize each choice student, and

Whereas once Wayland accepts a pupil, it must keep the pupil through graduation even though Wayland's demographic situation might change considerably, and

Whereas it is possible that a number of students could return to their sending districts or otherwise leave Wayland, thus creating a potential income loss, now hereby be it

Resolved that the Wayland School Committee respectfully declines to participate in the choice program with the provision that should surrounding school districts subsequently and prior to June 1 decide to accept the provisions of School Choice, the Wayland School Committee reserves the right to do likewise in order to protect its fiduciary interest in this matter.

Barb noted that the School Committee is required by law to have a Hearing in terms of comments or feedback from the public related to School Choice. There was no public comment related to School Choice.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to respectfully decline to participate in School Choice, as noted in the resolution.

4. **Educational Matters:**

(a) **Receive and Hear Presentation of the Achievement Gap ACE Report:**

Members of the Leadership for Equity (LfE) team (as noted above) presented the Achievement Gap ACE Report to the School Committee.

Acting as a guide in their work, the group began with the definition of the Achievement Gap – The racial achievement gap is the "... [academic performance] gap that exists between Black and Brown students and their White and Asian counterparts..." – Singleton, 2006.

Also noted was the system-wide goal that is driving the work of the LfE: To narrow the achievement gap through the use of culturally proficient teaching strategies, data-based analyses and, in general, by building on strategies that work.

The LfE approached their work by dividing into five subgroups:

- Professional Development
- Expanding Grassroots Efforts – GRIT and TEC
- Boston Parent Nights
- Systemwide Data Tool – Tracking Data
- Student Voices

Professional Development:

Debbie Bearse and Allyson Mizoguchi co-chaired this subgroup.

Debbie commented that she and Allyson brought teachers together in an effort to learn more about culturally proficient teaching by offering a course given by IDEAS (formerly EMI). The course was held at

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Wayland High School at which a total of 21 attended, including 16 Wayland K-12 teachers. Debbie explained the Culturally Proficient Guiding Principles that are followed. The goal is to recruit more teachers to take these courses, so that every student is performing at his/her highest level.

Expanding Grassroot Efforts – GRIT:

Betsy Gavron and Jim Lee co-chaired this subgroup.

A project was done with their staff and shared it with other school staff in other buildings as a way to interest more staff in the different projects offered. Three meetings were held to help those interested in understanding the process and how these projects might work in their buildings.

At the Middle School last year, the focus was Raising Achievement through Perseverance and Grit, and this year it was A Focus on Deliberate Practice. Betsy explained the structure, the model, and different strategies of the sessions. This process was very positive.

Jim described the efforts related to GRIT in the elementary schools. The focus is to review past practices of the Technology, Education and Connections (TEC) group in order to determine best practices to create a course/program that aligns with the middle school. One of the ideas to strengthen student identity in school programs stemmed from the Theory of Cocooning, which brings groups of students together to build relationships through academic achievement and high expectations. Jim elaborated on the process taken, the goals, and the staff involved.

Boston Parent Nights:

Tricia O'Reilly and Karyn Saxon co-chaired this subgroup.

Tricia noted that research done by Karen Mapp on parent partnerships says that, "There is a positive and convincing relationship between family involvement and benefits for students, including improved academic achievement. This relationship holds across families of all economic, racial/ethnic, and educational backgrounds and for students at all ages."

Three meetings a year are held, and the purpose of these meetings is to build relationships through sharing information and ideas. It is also an opportunity to allow the Boston resident families to have a voice. Tricia noted that the meeting at which Boston parents could contribute to the Long Range Planning Summit proved to be very valuable. At the last meeting, there was a very powerful Writer's Showcase of students' writings, as well as a parent/middle school student writing activity.

Systemwide Data Tool – Tracking Data:

Brian Jones chaired this subgroup.

Because there are more assessments now than ever before, the group was charged with identifying where the achievement gap begins in an effort to design effective interventions. A systemwide data tool designed by James Burston was used, which presented some useful information, but also presented some technology glitches. As a result, staff member Graeme Robinson made this tool more user-friendly and has added much data to it. Brian commented that they are still dealing with the desire to have longitudinal data with the same assessment across all grade levels to determine where achievement gaps are occurring. Brian explained and displayed a graph tracking Wayland Middle School math MCAS scores for the classes of 2015 and 2016. Brian noted that this is still a work in progress and will be working over the summer to determine how to proceed.

Student Voices:

George Benzie and Mabel Reid-Wallace co-chaired this subgroup.

George commented that the focus of this group is to build engagement and empowerment of minority students, as they have struggled to be seen and heard. Mabel commented that we need to be intentional in our practice and further noted that teachers have to reflect on their pedagogy and how it impacts all students in their classes.

Retreats were held at the Middle School which allowed the students to share their voices. Students were encouraged to step out of their comfort zones in order to access all that the district has to offer. Their

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input must remain respected and must be given the opportunity to serve in leadership positions within the schools. George also noted that this effort is being built from some of the other programs taking place in the schools. For example, student council possibilities at the elementary level, focus groups and conversations at the Middle School, and student government representation at the High School. Betsy added that the team will decide if they will work the five groups together or if they will continue to work separately.

Donna asked why there is a consideration to change Winter Week to Culture Week. She noted that the current program allows the students to have a break from academics and stress associated with having too much on their plates. Donna also advocated for the return of homerooms. Paul will convey her remarks to Allyson Mizoguchi.

(b) Superintendent's Report:

Paul commented that he attended a 3rd Grade program at the Grout Heard House. Volunteers from the Historical Commission participated in roles with the students related to the history of the Grout Heard House and Wayland's role in the American Revolution.

Paul noted that there is a potential plan to replace the AV equipment in the School Committee Room. This replacement will also improve Professional Development.

(c) Technology Spotlight #12 – Wayland High School History Project:

Paul credited Tom Sciacca for giving him the idea for this spotlight as a result of Paul's reporting of the Jessica Henderson Project at a prior meeting. Paul defined the WHS History Project. In terms of the history of Wayland, the projects are research and storytelling based with historical evidence and are memory-based community service projects.

Paul focused on the way technology is used and impacts a project at each stage of the project – research of evidence, writing the findings, and publishing the findings. Paul explained how these projects are started, as instructed by history teacher Kevin Delaney, and the steps taken by the students via the use of technology for research and writings.

Paul noted some of the research discovered about Wayland resident Jessica Henderson. He elaborated on the writing aspect of the project in which the students collaborate using Google Docs. For publishing, the class uses Weebly.com and develops their own website to publish the results of the project.

Paul showed an "I Movie" produced by the students about Lt. Colonel Martin W. Joyce and praised the Kevin Delaney and his class because this work is now archived in the Holocaust Museum in Washington, D.C. Also shown were comments made by a Holocaust Museum Archivist who happened to acquire these materials.

Finally, Paul commented that Wayland has an infrastructure available that allows for this kind of work, and it would not be possible without the 1:1 laptop initiative and technological support.

5. **Financial Matters:**

(a) Provide Final FY14 Audits Conducted by Melanson & Heath for the Student Activity Accounts and End-of-Year Report Submitted to the DESE:

The Committee reviewed the FY14 audit reports for the student activity accounts and the EOY report sent to the DESE. Susan commented that these reports were also given to Paul Brennan of the Audit Committee. He was satisfied with the findings and the response to the findings; thus, he found no need to pursue the audits further. The Finance Subcommittee will discuss new policies that need to be published to coincide with the Guidelines of the DESE.

(b) Continued Review of Draft Guidelines and Policy related to Advertising on School Property:

This agenda item was passed over, since it had been addressed at a prior meeting.

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(c) Discuss a Possible Annual Financial Summit to be Held in the Fall:

Raised at a prior Finance Subcommittee meeting, the School Committee discussed its interest in holding a Financial Summit in the fall. This event was held by the town of Lexington and many other towns have followed suit. The Summit would be attended by many town officials, including the Board of Selectmen, School Committee, and Capital and Expenditures Committees. The purpose of the Financial Summit would be to begin the budget development process and to review expenditures from the prior year, review free cash, and review future potential cost increases. Ellen will reach out to the Chair of the Board of Selectmen to inquire as to the Board's level of interest in participating in such a summit.

(d) Provide Finance Subcommittee Update:

There was no update. The next meeting is May 29th.

5. **Administrative/Procedural Matters:**

(a) Continued Discussion of Superintendent's Evaluation and Provide Feedback to Dr. Stein on the District Improvement Goal (Educator Evaluation System):

In response to a request from the School Committee, Paul commented that the self-assessments, the established goals, and the plan to implement the goals for administrators and teachers enables them to be more strategic in their work, thus, contributing significantly to teaching and learning. Another positive aspect of this process is the mini classroom observations that are often unannounced and followed up by a conversation between the teacher and the observer.

However, one of the negative aspects of this evaluation system is the burden of time and the workload. In an effort to mitigate this problem and streamline the process, Paul and the administrators developed a more concise form and one that is more aligned with the standards. This new form was taken from the five forms provided by Teach Point. Paul explained the format of the form, including the color codes.

Paul noted that they are working on District Determined Measures in terms of reporting to the DESE. Regarding Student Feedback, Brad is negotiating with the teachers to develop language about how to adapt the evaluation instrument and to make this area part of the teachers' assessment when they develop their goals. This process should go into effect for the next school year.

The Committee asked Paul questions and a discussion ensued, including the principals' role in the evaluation process, the time involved, and how assistant principals could be valuable in this process. Barb commended Paul for his work in this area.

(b) Vote to Approve The Education Cooperative (TEC) Collaborative Agreement, including the Amendment to the Agreement:

Jeanne noted that there are three amendments to the TEC Collaborative Agreement. She explained the amendments, one having to do with the fee structure. Jeanne stated that the DESE and DESE counsel have reviewed the agreement, and it must be signed by a majority of the districts.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the proposed amendments as described in the May 8, 2015 memo from Liz McGonagle.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to authorize Ellen Grieco to sign the revised agreement on behalf of the School Committee.

(c) Review and Possible Approval of Revised Policy for Fee-Based Revenue Funds:

This agenda item was passed over.

(d) Clarification of Sexual Harassment Policies, including Corresponding Identifying Policy Letters:

These policies were reviewed again by the School Committee in response to Marlene's request for clarification in terms of the code letters attached to the policies.

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

Future Agenda Items:

- District Goals for FY16
- Report on OML Training
- Invite the TEC Director Liz McGonagle to speak to the School Committee about what TEC offers
- Report on Revolving Accounts
- Budget Process
- School Start Times
- Next Steps regarding Food Service
- School Calendar
 - Paul commented that since October 10 and 12, 2016 are no school days for teachers, the WTA has requested that October 11th be included as a no school day. He asked the Committee for their input.
- Policy regarding access to Wayland Public School public records
 - Ellen contacted the Public Records Office regarding public records requests. Ellen will review the district's policy for consistency.
- Wayland Real Asset Planning Project
 - Ellen commented that this is a group being formed now to consider real property assets in Wayland in terms of buildings and land.

The Committee also discussed a possible Executive Session about a personnel matter regarding a letter received by the School Committee. The Committee determined that it will discuss this topic on June 8th in Executive Session.

8. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated May 26, 2015, in the amount of \$180,771.96
- Wayland Public Schools Accounts Payables Student Activities warrant, dated May 26, 2015, in the amount of \$75,484.99
- Wayland Public Schools Payroll warrant, dated May 14, 2015, in the amount of \$1,279,350.75

(b) Approval of Minutes:

- Regular Session of February 23, 2015
- Regular Session of March 9, 2015
- Special Session with Finance Subcommittee of May 8, 2015

(c) Approval of Trips:

- WHS France Trip 2016

(d) Acceptance of Gifts:

- Donation to the Wayland Water Warriors Club in the amount of \$500 from the Floyd Family Foundation

Kathie asked about the cumbersome process of copying checks for the student activity accounts. Susan commented that this process is a state requirement.

Jeanne left the meeting at 10:53 p.m.; returned at 10:54.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) (Jeanne recused herself) to approve the Consent Agenda with the special session minutes of May 8, 2015, as amended.

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9. **Comments from the Public:**

Athletic Director Stephen Cass read a statement about his accomplishments since he was hired in 2013, which included his work with the athletic budget. He also noted specific areas of concern, such as Title IX. Since his contract was not renewed for next year, he asked the School Committee to intervene on his behalf.

10. **Executive Session #2:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to enter Executive Session at 11:00 p.m. for the purpose of discussing strategy related to George Harris’s Open Meeting Law complaint of November 10, 2014 and the decision of the Attorney General regarding that complaint, including potential review of Executive Session Minutes referenced therein for revision and declassification, pursuant to M.G.L. c. 30A, §21(a)(1) and M.G.L. c. 30A, §22, and approving minutes from prior Executive Sessions, as permitted by M.G.L. c. 30A, §22 for the following meeting: May 11, 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	X	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

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

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

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

(a) Possible Discussion of George Harris’s Open meeting Law Complaint of November 10, 2014 and the Decision of the Attorney General regarding that Complaint, including Possible Vote to Declassify the Executive Session Minutes referenced Below related to George Harris’s Open Meeting Law Complaints dated February 28, 2014, October 20, 2014, and November 10, 2014:

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to declassify the August 28, 2014 minutes as amended in Executive Session and with redactions as discussed in Executive Session.

12. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:22 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

- Cheryl Judd, Wayland Food Service
- Lauren Kerrigan, Wayland Food Service
- Anette Lewis, Wayland
- Clifford Lewis, Wayland
- Stephen Cass, Wayland
- Linda Segal, Wayland
- Molly Upton, Wayland

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Corresponding Documentation:

1. Agenda & Backup Information
2. Edvocate Food Service Program Report & Scoring Matrix
3. Achievement Gap ACE Report
4. Memo re: Melanson & Heath EOY and Student Activity Account Audit Reports
5. Melanson EOY and Student Activity Account Audit Findings
6. TEC Agreement & Amendments
7. Sexual Harassment Policies
8. Draft 2016 – 2017 School Calendar
9. Open Meeting Law Guide
10. Accounts Payables & Payroll Warrants
11. Minutes of May 8, 2015 with Finance Subcommittee
12. Regular Session Minutes of February 23, 2015
13. Regular Session Minutes of March 9, 2015
14. WHS France Trip Request
15. Memo and Late Night Donation from the Commonwealth
16. Water Warriors Donation
17. Executive Session Minutes of May 11, 2015