

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – November 2, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, November 2, 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 7:03 p.m.)

Jeanne Downs

Kathie Steinberg

Also:

Paul Stein

Superintendent

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Also:

Ani Nagesha, President of Student Council

Pat Keefe, Director of WSCP

Katy Merrell, Director of The Children's Way

Chair Ellen Grieco convened the Regular Session at 7:01 p.m. and announced that the meeting is being recorded by WayCAM.

1. **Educational Matters:**

(a) Meeting with Members of Student Council:

Ani Nagesha, President of the Student Council, met with the School Committee as the first step in developing a schedule for the students to attend these meetings. Ani highlighted the WHS sports teams' achievements, the Masquerade Concert, and academics during the first quarter. He also noted that at this year's football pep rally, the teachers will compete against the students in a lip sync contest and class vs. class relay races.

Paul stated that they would like to develop a plan to meet with students that is useful for everyone. This preliminary meeting will help the Student Council to think about how they would like to approach communicating with the School Committee. Paul suggested that if an issue arises that would require information from the Student Council, Allyson Mizoguchi will act as the liaison.

The School Committee asked Ani questions about the food served in the cafeteria and Senior dress-up day.

(b) Superintendent's Report, including Curriculum Spotlight #3:

Paul informed the Committee of the administrators' ongoing Rounds Practice which takes place twice a year. One took place the previous week at which over 30 educators participated – Pre-K to Grade 12. Paul described the process noting that the focus was in the English Language Arts and science classes in terms of higher level thinking skills for students and identifying the teachers' goals in this regard. The process is ongoing.

Immigration and Culture Museum – Grade 4 at Happy Hollow:

The students study immigration over a 6 to 8 week unit with a final result of creating their own culture museum representing many different countries. The culture museums are shown on a tri-fold display during an evening program at which parents are invited to participate. Families bring food and drink representative of their family culture. To prepare for their presentations, the students practice with their second grade buddies.

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The unit goals are to understand why people leave their homeland to immigrate, the obstacles they encounter, and to learn about the waves of immigration. The teachers create a website that represents a rubric to guide the students on what needs to be included in their project. It contains essential questions, an introductory slideshow, and project guidelines.

Barb left the meeting at 7:14 p.m. to attend the Finance Committee Warrant Hearing.

Students can also learn about their own family histories, build on family engagement, and build upon on their research skills and presentation skills. Finally, the classroom teacher, the instructional technology specialist and the librarian collaborate to design elements that build content knowledge, research skills, and technology skills.

(c) Receive Update and Discuss Report Submitted by McGladrey Associates regarding Information Technology Analysis:

Leisha Simon highlighted the Town IT Assessment prepared by McGladrey Associates and how it relates to Wayland's IT needs, including how the schools will benefit from the recommendations made in the report.

The Assessment noted a lack of Town IT staffing; thus, two additional hires by the Town were recommended – an Executive IT Director and Business Analyst. Leisha encouraged the School Committee to support hiring an Executive IT Director as soon as possible, so this person can begin collaborating with the schools. Leisha noted that the schools' Systems Administrator and Network manager will continue to collaboratively support the town as well. (She displayed a recommended ORG chart.) The funding of these merged positions will be discussed in the future, as well as finding the funds for IT professional development.

Leisha pointed out the plan within the report going forward in terms of lack of resources, lack of staffing, replacement of hardware and two new firewalls, and security controls. She commented that the five-year network plan in place will be readjusted based on McGladrey's findings. Leisha supports the recommendations by McGladrey Associates.

Kathie stated that, given the interest in town regarding technology, this report recognizes the limitations of resources and prioritizes them appropriately.

Barb returned to the meeting at 7:30 p.m.

(d) Review of and Potential Vote to Approve to Send Draft Article regarding the Special Education Report by Ellen Grieco and Distribution of Draft Article regarding Maker Spaces by Jeanne Downs:

The Committee reviewed Ellen's article regarding the Special Education Report. Barb noted the two changes she made; other revisions were made.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted to authorize Ellen Grieco to submit this article to the Town Crier on behalf of the School Committee as amended tonight.

Jeanne distributed her article regarding Maker Spaces. She noted that she will include pictures, but will check first to see if some students are on the opt-out list.

2. **Consent Agenda (taken out of order):**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated November 2, 2015, in the amount of \$464,760.76
- Wayland Public Schools Payroll warrant, dated October 29, 2015, in the amount of \$1,278,417.18

(b) Approval of Minutes:

- Regular Session of October 5, 2015

Upon a motion duly made by Kathie Steinberg, seconded by Donna Bouchard, the School Committee voted (4-0-1) (Barb abstained) to approve the Consent Agenda.

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Ellen left the meeting at 7:40 p.m.; returned at 7:42 p.m.

3. **Financial Matters (taken out of order):**

(a) Review and Possible Vote to Approve Revised FY17 CIPs related to Food Service Equipment:

Based on feedback from the Finance Committee, the FY17 CIPs for food service equipment was changed to include two requests. The first is a request for \$10,000 to replace an oven and the second is for \$50,000 for a walk-in freezer to replace 2 freezers at Claypit Hill School. Barb explained why the changes were made per the Finance Committee. She asked the School Committee to approve the change.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the FY17 CIPs for the food service equipment to reflect \$10,000 at the Middle School and \$50,000 at Claypit Hill School.

4. **Executive Session #1:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 7:44 p.m. for the purpose of discussing the investigation of criminal misconduct, as permitted by M.G.L. c.30A, §21(a)(5). 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	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent of Schools, Police Chief Irving, Detective Berger, Town Counsel Mark Lanza, Allyson Mizoguchi, WHS Principal, and Diane Marobella, recording secretary.

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

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

Rick Greene shared that he was approached by many people at his place of employment, who are not Wayland residents, who saw the FOX newscast and read the Globe article, regarding the former Athletic Director's arrest. He received many negative comments about the actions of the police and administrators. He believes that this situation is over the top and does not reflect well of the police and school administration and encouraged better decisions in the future.

On the same note, Molly Upton commented that this situation has risen to the level of a town issue and it is very disturbing.

6. **Financial Matters:**

(a) Special Education Staffing Update:

Marlene Dodyk updated the School Committee regarding special education staffing. She noted that 20 unanticipated students on IEPs moved into Wayland over the summer. Eleven have significant needs and require additional support as noted in the IEPs. Because 3 special education students moved out of Wayland, Marlene redistributed teacher assistant support and some services were shared, but she needed to hire two additional teacher assistants, one of whom has been hired. Marlene explained how the costs will be reallocated from unfilled positions thus far this year and Circuit Breaker funds. Marlene also described how other towns' financial responsibility works in regard to students who move into Wayland and vice versa. Marlene noted that she anticipates these costs will continue next year.

Paul praised Marlene and her department for their creativity in terms of the funding and staffing process, despite the additional hires of two teaching assistants.

(b) Review of and Possible Vote to Approve Wayland School Community Programs (WSCP) and The Children's Way (TCW) FY17 Budgets and Fees:

Katy Merrell presented an FY17 projected budget for TCW to the School Committee. Katy noted that she

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deconstructed different schedules for the day – half day and full day hours – while maintaining the core mission and the exceptional TCW program. She also changed the extended day hours because there is a loss in revenue; thus, recommending a fee increase. Katy noted that with the fee increase for the half day program, TCW would remain slightly below Bright Horizons and slightly higher than Wayland Creative. In addition, the increase for the full day program was very close to Bright Horizons and slightly higher than the Goddard School. Katy added that it is important for TCW to remain viable going forward; however, they must remain competitive and not price themselves out of the market. Katy compared TCW to other programs that are housed in public buildings and who do not have to pay utilities and other expenses to operationally run the program. In Katy's short time in Wayland, she believes that TCW adds a value to the town and hopes the town will continue to support the program in developing a financial model.

A discussion ensued in terms of TCW staff benefits that are being paid from tuition, including what the comparison would be to employees in other preschools. Donna gave a scenario in which taxpayers would be asked to subsidize the utilities for TCW, especially for those taxpayers who need the services of TCW, but can't get in due to capacity. Donna noted that these taxpayers would essentially be paying twice – for TCW and another preschool. Katy stated that, in her experience, TCW's model is the most cost effective in terms of taking the burden away from the taxpayers, and the goal is to get to a place where revenue covers all expenses. Out-of-district placements vs. in-house services for Special Education TCW students were discussed related to the presented budget.

Cost allocations for custodial and utilities was discussed, as TCW is paying 10% of the building's utility bills and .4 of the custodial costs. Susan has asked facilities for square footage for TCW in an effort to determine utility costs, and she is planning to ask the OPEB Committee if an extension for OPEB parity from 10 to 15 years is possible. Susan explained the status of the surplus funds. Also something to look into, Katy mentioned that there are some who are accessing TCW services, such as OT and PT, but may not be contributing to operating costs. In response to a suggestion to fundraise to offset operating costs, Katy confirmed that fundraising by parents is supporting Professional Development for staff.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (4-0-1) (Donna abstained) to approve the increase in The Children's Way fees for FY17 as presented to the School Committee tonight.

Donna commented that TCW is an excellent program and her hope is that it will remain viable. Kathie asked the School Committee to consider next steps to assist TCW to remain a true hybrid model. Paul also asked the Committee to commit to working on these issues, so as not to send the wrong message. Donna suggested an assessment of The Children's Way, much like the one done for Food Service. On behalf of the School Committee, Ellen noted its highly motivated commitment to work on the financial viability of The Children's Way going forward.

Pat Keefe presented a projected FY17 WSCP budget. Pat noted that the BASE program is very strong, has more kids than ever, and is carrying a bigger wait list. The challenge is to find the right fit in terms of scheduling and staffing. Pat noted that utilities costs are using up about \$120,000 per year of her budget. She would like to understand how the utility costs are determined for WSCP, as they occupy buildings that are already open anyway. Pat plans to make some low cost adjustments; she explained. However, her biggest concern is the BASE extended day kindergarten program. The numbers are low given the full day kindergarten classes in the schools. Thus, Pat is determining if the BASE extended day kindergarten program will be viable going forward for FY17.

Pat informed the School Committee that she will not be requesting to increase fees for BASE and Pegasus for FY17. A discussion ensued in terms of the potential uses for WSCP's surplus funds. Pat suggested using about \$12,000 - \$15,000 for a security coded keypad at the elementary schools and installing a new refrigerator at Claypit Hill, as WSCP uses the kitchen for its programs. In terms of the after school program for kindergarten students, it was suggested that The Children's Way space could be used collaboratively.

Kathie asked about the Pegasus budget expenses since August 2015. Susan and Pat noted that in 2015, expenses were kept at a minimum. However, going forward to the summer of 2016, Pat has identified areas in which to enhance the program in terms of staffing throughout the day.

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Barb Fletcher motioned and Ellen Grieco seconded, that the School Committee approve the FY17 special revenue funds budgets for the Wayland School Community Programs and The Children’s Way.

Donna asked that the WSCP and TCW budgets are reviewed again as part of the budget process in March by the School Committee. Kathie would like to further discuss WSCP’s expenses as part of the process. Barb withdrew her motion. This topic will be discussed on November 16th.

Susan asked the School Committee members to forward their questions, if any, to her.

The Committee discussed its time management for the rest of the meeting. Policy matters will be tabled until November 9th. The remainder of the agenda was reviewed.

Ellen left the meeting at 8:47 p.m; she returned at 8:49 p.m.

7. **Comments from the Public (taken out of order):**

A PTO representative asked the School Committee to work out a solution about the utility bills for The Children’s Way and Wayland School Community Programs.

8. **Continuation of Executive Session #1 and the Start of Executive Session #2:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 10:04 p.m. for the purposes of continuing to discuss strategy the investigation of charges of criminal misconduct, as permitted by M.G.L. c.30A, §21(a)(5), continue 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, reviewing executive session minutes for possible declassification, as permitted by M.G.L. c. 30A, §22 as listed on the agenda, reviewing executive session minutes related to Attorney General’s Decision 2015-99 regarding George Harris’s Open Meeting Law Complaint dated September 15, 2014 and Richard Lodge’s Open Meeting Law Complaint dated November 24, 2014, both claiming improper redaction of material in executive session minutes, and possible declassification of related minutes, as permitted by M.G.L. c.30A, §22, discussing strategy with respect to threatened litigation under Title IX Anti-Retaliation Provisions and M.G.L. c. 149, §185, by the former Athletic Director against the Wayland Public Schools and the School Committee, as permitted by M.G.L. c.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 approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meeting: October 19, 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, Vice Chair	X	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent, Diane Marobella, recording secretary, and Allyson Mizoguchi, WHS Principal.

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

9. **Financial Matters (continued):**

(a) Continued Discussion and Possible Vote to Approve Loker Windows and Doors Project with or without MSBA Funding:
This agenda topic was passed over.

(b) Continued Review of Draft Template for Multi-Year Financial Model for the Schools:
Barb commented that Brian Keveny is asking for budget percent increases going forward five years, and noted that assumptions, particularly during negotiations, can impact the numbers. The Committee will discuss again at a future meeting.

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- (c) Update on Changes to Budget Schedule and Process:

This agenda topic was passed over.

- (d) Provide Finance Subcommittee Update:

Barb noted the many reports that Susan has provided to the Finance Subcommittee, as well as giving a brief overview of the FY16 1st quarterly report. Barb also informed the Committee that there are concerns about electricity delivery charges and the possibility of adding a tenth kindergarten class next year as a result of increasing enrollment noted in the October 1 Enrollment Report and NESDEC's Enrollment Report.

10. **Administrative/Procedural Matters:**

- (a) Review Proposed Supplement to Response Submitted to Attorney General related to Open Meeting Law Complaint filed on July 20, 2015 Citing Insufficient Detail in July 6, 2015 Meeting Notice:

The Committee discussed drafting a supplement to the initial response regarding the July 20, 2015 OML Complaint. It will be reviewed on November 9th.

- (b) Discuss Warrant Hearing and Remarks to be Made at Special Town Meeting regarding Warrant Article 5, Acceptance of M.G.L. c.71, §71E:

Barb wrote draft comments for Ellen to deliver at Special Town Meeting. She will email them to the School Committee.

- (c) Review and Discussion of Open Meeting Law Complaint filed on August 11, 2015 Citing Insufficient Notice and Minutes of Meetings related to Jamieson Lawsuit:

Ellen drafted a response to the August 11, 2015 OML Complaint and distributed to the Committee. The School Committee reviewed the response in terms of content and language, including the point that the School Committee allegedly held secret meetings during that time and the burden of proof in this regard noting no evidence to prove otherwise. A discussion ensued about whether the response should be sent or not sent. Kathie noted her concern of adding another step to this ongoing process.

Upon a motion duly made by Jeanne Downs, seconded by Barb Fletcher, the School Committee voted (3-1-1) (Donna abstained and Kathie voted no) to send the amended version of the letter that Ellen drafted in response to George Harris's recent letter regarding the August 11, 2015 OML Complaint to the Attorney General as amended.

- (d) Discussion of Request for and Production of Jamieson Depositions in Response to a Public Records Request:

Ellen informed the Committee that Donna has asked for access to all depositions regarding the Jamieson lawsuit. Donna commented that she asked for the records because in the lawsuit the School Committee was named as the defendant and should be retained with the School Committee. Ellen asked for the Committee's opinion and if she can request the depositions from Adam Simms. Ellen also stated that, as a matter of practice, settled lawsuit records are usually retained by the attorney.

Paul noted his conversation with Adam Simms in terms of a public records request and the retention of the records.

The School Committee agreed that Ellen should contact Adam Simms. She will report back to the Committee on November 9th.

- (e) Continued Discussion of Proposed Topics & Titles for School Committee Communication Plan for the 2015-2016 School Year:

This agenda topic was passed over.

- (f) Discussion of Meeting Schedule, Agenda and Future Agenda Items (SPED Review Follow-up, Summit Follow-up, Achievement Gap, Financial Support Organizations):

This agenda topic was passed over.

11. **School Policy Matters:**

The following two agenda topics (11 a & b) were passed over and will be on the November 9th agenda.

- (a) Provide Policy Subcommittee Update:

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(b) Policies/Procedures for Review and Possible Acceptance:

- KCD (Public Gifts to the Schools)
- JJE (Student Fundraising Activities)
- KJA (Relations with Booster Organizations)
- Guidelines/Procedures for Support Organizations
- GBEC (Gifts and Solicitations by Staff)
- GBEA (Staff Ethics/Conflict of Interest)
- DJA (Authorized Signatures)

12. **Matter not Reasonably Anticipated by the Chair:**

None.

13. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:48 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Mary Ann Borkowski, Wayland
Rebecca Uyd, Wayland
Rick Greene, Wayland
Molly Upton, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Draft Multi-Year Financial Model
3. Policies:
 - KCD (Public Gifts to the Schools)
 - JJE (Student Fundraising Activities)
 - KJA (Relations with Booster Organizations)
 - Guidelines/Procedures for Support Organizations
 - GBEC (Gifts and Solicitations by Staff)
 - GBEA (Staff Ethics/Conflict of Interest)
 - DJA (Authorized Signatures)
4. Ellen Grieco's Article regarding the Special Education Report
5. Jeanne Downs Article regarding Maker Spaces
6. The Children's Way Fee and Program Analysis
7. FY2017 Special Revenue Funds
8. Claypit Hill Food Service Equipment Capital Request
9. School Committee Q&A for WSCP and TCW FY17 Budget Projections
10. Draft of Supplemental Response to OML Complaint of August 11, 2015
11. Regular Session Minutes of October 19, 2015
12. Executive Session Motions
13. Executive Session Minutes

2013

September 3
September 16

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2014

February 6
February 10
February 24
May 12
September 8
September 22 - #1
October 6
November 3
November 17

2015

January 29
March 9
April 6
August 3, 2015 - #1 and #2

January 6, 2014
January 9, 2014
January 13, 2014
January 16, 2014
January 21, 2014
January 27, 2014
February 3, 2014
March 24, 2014