

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting/Budget Work Session – January 11, 2016

A Regular Meeting/Budget Work Session of the Wayland School Committee was held on Monday, January 11, 2016, 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (arrived at 8:06 p.m.)
Barb Fletcher, Vice Chair
Donna Bouchard
Jeanne Downs
Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan,
Business Administrator

Marlene Dodyk
Director of Student Services

Also:

John Ledwick, Advocate
Leisha Simon, Director of Technology and Accountability
Bethann Monahan, Technology Department Head K-12

Vice Chair Barb Fletcher convened the Regular Session at 7:02 P.M. and noted that the meeting is being recorded by WayCAM.

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

Aida Gennis, Chair of the Library Board of Trustees, informed the School Committee that a study is being done to either expand the current library or to construct a new library on another site in town. The Board would like to apply to the State Library Construction Program which has a deadline of January 17, 2016. However, the submission of an application requires that the Library Board of Trustees have a Wayland address under its jurisdiction. The Board's concern is that unless they have a site under its jurisdiction, it doesn't want to expend the funds to hire an architect to create library concept drawings. The Board is looking at property located at 193 Main Street, which is a school parcel, and 195 Main Street, which is the former DPW building. Together, both parcels are 4.7 acres in size. Aida asked the School Committee if it would consider declaring 193 Main Street as surplus property so the Board can move ahead with its application. Aida asked the School Committee for its help in this regard and described the process to transfer jurisdiction of the property to the library and the warrant article process for Town Meeting, including the possibility that if the School Committee decides not to release the parcel, the Library Board of Trustees could pull its article. Aida also noted that a letter of intent must be filed with the State by September 2016. The Committee and Paul asked Aida questions regarding this process.

Tom Sciacca urged the School Committee to cooperate with the library project as much as possible, as he considers the library to be another great educational institution in Wayland. His preference would be that the library remains in its current location because the Main Street site has connections to many other elements in town.

Mark Hayes distributed a document regarding the Wayland Public Schools computer security issues, specifically related to the LanSchool tracking system. As he did in a previous meeting, he commented on what he considers to be major security issues. Mark informed the Committee that another letter is forthcoming.

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2. **Special Matter:**

- (a) Discussion with John Ledwick of Edvocate regarding the Custodial Assessment to be Conducted Beginning January 19th:

John Ledwick of Edvocate updated the School Committee on the progress of the custodial assessment for which he was commissioned last Fall. The goal of this assessment was to find financial savings in the district. After gathering data for 6 to 8 weeks, results of the financial model, which was modeled against norms, clarified everything much sooner. A full metric analysis was done and it was determined that outsourcing will cost the district more money due to custodial understaffing. In other words, no vendors could attempt to meet the needs of the district as it is structured now. John noted that based on industry norms, he recommends a night shift supervisor, a posted agenda of daily duties, and a posted policies and procedures manual. In addition, the district is underequipped and some equipment has aged itself out, and new equipment could cost between \$90,000 and \$125,000.

John described the next phase of the process which includes three people from Edvocate walking through each school building to determine and confirm based on the data on hand what is done and how it is done. Many staff would be interviewed as well. The result of the whole assessment will be two different recommendations, one giving a full metric profile and the other containing general recommendations. John suggested that the School Committee discuss its options of continuing with the assessment at a total cost of \$25,000 or taking the information he has provided thus far for a cost of \$10,000. The School Committee will discuss this matter at a future meeting.

3. **Educational Matters:**

- (a) Superintendent's Report:

Paul gave the Committee an update on his Remote Learning Days proposal to the Department of Elementary and Secondary Education. He learned that DESE would consider the proposal, if it was weather related and beyond the 185th day of school. However, Paul could pursue getting an exemption from the regulation, and he noted that other districts are considering a similar proposal.

- (b) Discussion of MASC Policy IGD regarding Curricular Changes and/or New Course Additions:

The Committee had discussed Policy IGD at its previous meeting. Donna referred to MASC's Policy IGD and noted that the last paragraph of its policy is missing in the School Committee's Policy IGD. Thus, would the Committee consider adding this paragraph back to its policy. Donna noted that this issue also pertains to Policy IL which ties into Policy IGD. Donna read the third paragraph as it is noted in MASC's policy in terms of the administration notifying School Committee when curriculum changes are made. Policy IL calls for a review of the current curriculum by the School Committee. The Policy Subcommittee will discuss this issue at its next meeting.

Paul added that it would be important to involve curricular leaders and/or the department chairs in either the School Committee's or Policy Subcommittee's discussion. Paul elaborated further and the School Committee agreed with his suggestion.

4. **Financial Matters:**

- (a) Budget Work Session, including Review and Discussion of Central Office:

Paul commented that the Central Office budget did not increase for FY17, but there was some shifting of funds. However, since legal expenses went over budget for FY16, they were increased by about \$20,000 for FY17. Susan will do a legal analysis of expenses.

In response to a question regarding Central Office's wish list, Paul expressed the need for an analyst in the Business Office to accommodate changes made in the last few years and to alleviate Susan's enormous workload. He commented that although the Town's data analyst was designated as a 0.2 FTE to assist in the Business Office, it has not been the case. Paul noted that Susan is meeting with Beth Doucette regarding the McGladrey Report to discuss ways of using data more effectively. Susan also noted some of the duties of a Business Office analyst.

In terms of the workload involved for teachers regarding record keeping for the student activity accounts, Susan recommended that the process be reviewed once the district is fully automated. She also noted that Auto Pay will alleviate some of the issues.

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Ellen arrived at 8:06 p.m.

Technology:

Leisha Simon and Bethann Monahan addressed the Committee's questions regarding technology. Regarding major changes in the technology operating budget, Leisha noted that there was only a shift of funds in the district budget to the town budget to purchase licensing. Leisha commented on the decision to extend the four-year lease to a five-year lease for the high school student MacBook Airs only, as recommended by the district's certified Apple technicians, so that the savings can be used to install a Student Information System. The teachers' computers, which are not MacBook Airs, are also on a four-year lease program, and Bethann explained why the lease for these computers was not extended. In the meantime, some teachers have exchanged their computers for MacBook Airs. Leisha commented on the use of MacBook Pros in the district, as well as the iPad Pro. The iPad Pro has many benefits, including bringing more to instruction in using the educational apps. The pilot program for the iPad Pro will allow one per department at which time the departments will determine if the current curriculum could adapt to the iPad Pro in terms of applications. Bethann elaborated further on the pilot program.

In terms of an educational device inventory, Leisha commented on the process regarding software inventory and the teachers' process to use software applications. Leisha added that the decisions regarding educational devices have been thoroughly vetted for the grade levels; she explained. A discussion ensued regarding the use of the school labs, including the plan to eliminate and/or reduce the amount of PC's in the district.

Regarding the recommendations made in the McGladrey Report, Leisha commented that the town is overseeing much of the work. However, Leisha's staff has done many of the updates and the final updates were done over the holiday break. Leisha has perused several resumes for the town's IT Director, and RFP's have been received for the outsourcing of managed services. Leisha noted that the outsourcing will be contracted for three months, for which the town is funding. The outsourced company will consolidate a data center and the network infrastructure. She is still responsible to update the network infrastructure of the schools. In particular, the Middle School will be addressed over the next two years.

Leisha responded to the issue of FERPA compliance and the possibility of losing Federal funding if students' information was maligned. Donna referred to the policy regarding FERPA and making sure providers are compliant. Leisha commented that this issue is huge, and she has reached out to the Cambridge Public Schools who is leading the way in terms of working with vendors and drafting school-based and vendor policies for which vendors sign off. The Cambridge representative will attend Leisha's next technology staff meeting to address these issues. Leisha elaborated on some of the things that have been put in place in Wayland thus far. Bethann described the process for teachers and students when asking permission to use certain software applications and addressed some of the concerns regarding Google apps.

In terms of the End Point Management System, Leisha noted that Casper is the management tool for Macs and iPads. Leisha elaborated how Casper is used, including Chrome Management Console for Chromebooks. Mark Hays had questions, but it was decided that he would send them via email. Paul commented on the concerns that have been raised by Mark Hays and many of them addressed by Leisha. Leisha assured the School Committee that she and her staff are working in all areas that are being raised. Paul commented on acquiring insurance for data breaches and believes that this would probably fall into the domain of the town. Further, many technology issues, including funding, still need to be vetted with the town.

Finally, Leisha addressed the timing of the security updates, the pros and cons of Data Encryption, and the use of LanSchool at the high school. She will report back to the Committee on these issues.

Special Education:

Marlene thanked the Special Education staff, particularly Gretchen Lutz and Ilene Lieberman and those colleagues in Regular Education, who have worked to meet the needs of the Special Education students.

Marlene reviewed the changes in the Special Education budget, including the addition of a teacher at Claypit Hill for those students on the autism spectrum for K-2 and 3-5 programs, which is keeping within the law. Marlene noted the importance of keeping the kids in-district. She also hired a BCBA (Board Certified Behavior Analyst) in district and added teacher assistants for the unanticipated students who have moved to Wayland.

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Marlene added that the incoming Kindergarten class of 2016 will have many students who need more support, and the overall goal is to maintain a continuum for students. Marlene explained how she will restructure the Student Services Coordinator's position to accommodate the potential new position of Assistant Director of Student Services, as recommended in the recent Special Education Assessment Report.

Gretchen Lutz commented on the increase of student needs at the preschool level, such as speech and language therapy, physical therapy, occupational therapy, and the need for a specialized kind of education. Gretchen noted that it is difficult to predict the numbers of students due to Federal law privacy guidelines which only allows the district to know three months before students turn three years of age. Gretchen added that families are moving to Wayland specifically for these services. Marlene noted that she receives many calls from parents inquiring about Wayland's services.

Susan and Marlene explained how the Circuit Breaker is awarded to districts, which is based on last year's expenditures. When allocations are completed by the State, there might be some small residual payments if there is additional money left over. They also addressed the reserve funds and the risk factor from year to year. A discussion ensued regarding Wayland's process in terms of maintaining a reserve account as opposed to asking for more funds at Town Meeting.

Paul addressed a question regarding the staffing of the high school psychologist.

The administrators responded to the allocation of expenses between the schools, taxpayers, and fee-payers for the early childhood population at The Children's Way for whom Wayland must provide Special Education programs and services, such as occupational therapy, physical therapy, speech and language therapy, and certain supplies. Space is designated at TCW for the specialists to service these students. Marlene provided examples of what is provided by the Special Education budget.

Donna left the meeting at 9:17 p.m.

Facilities:

Given the large utilities expenses, Susan Bottan and Ben Keefe will be attending the next Energy Advisory Committee meeting, and Barb noted that the Finance Subcommittee will be discussing utilities expenses at its meeting on Wednesday.

Susan commented that she and Ben Keefe are working to reconcile the utilization and cost increases for utilities based on usage and invoices received. Barb addressed the projected savings as a result of the solar panel installation and the unclear impact to utilities resulting from the ESCO projects. Susan noted that the utilities budget was prepared by Ben based on a 2% increase in gas costs rather than the 7% that has occurred, using projections based on both the solar panel installation and the ESCO projects. Susan elaborated further.

Barb updated Ellen on the Edvocate Report in terms of the process going forward, including how this report will impact the facilities budget. Given Donna's absence, the Committee will discuss this matter at its January 14th meeting.

Paul noted that a spreadsheet will be developed reflecting pluses and minuses in the budget and asked the School Committee to provide its input for things that should be reconsidered, such as a night custodial supervisor and a data specialist.

(b) Discussion of School Committee's Position regarding the Revised Minuteman Agreement:

In preparation of the FinCom's written comments for the warrant article for Special Town Meeting, the School Committee must take a position on the revised Minuteman agreement and its support for the potential withdrawal from Minuteman. Jeanne reviewed with the Committee the draft financial analysis prepared by her, Lea Anderson, and Maryellen Castagno in terms of future costs should Wayland remain a member or become a non-member. Jeanne commented that the Board of Selectmen does support a withdrawal from Minuteman. A discussion ensued regarding the impact to Wayland if it withdraws, the potential capital expense of the new Minuteman High School, and the possible impact to transportation for out-of-district Special Education students.

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Upon a motion duly made by Jeanne Downs, seconded by Barb Fletcher, the School Committee voted unanimously (4-0) to support the approval of the revised Minuteman Regional Agreement dated December 21, 2015 and to support the withdrawal of Wayland from the Minuteman School District.

5. **Matters not Reasonably Anticipated by the Chair:**

- (a) Update regarding the School Committee's Response to the WRAP Committee's Questions:
Kathie commented that she made the changes that were discussed at the School Committee's last meeting. She will send the draft document with the changes to the WRAP Committee.
- (b) Discussion regarding the Board of Library Trustees' Request to Declare 193 Main Street Surplus Property:
Barb updated Ellen on the request from the Board of Library Trustees. Due to time sensitivity, the School Committee discussed this request and its position on the following:
- Would the School Committee consider declaring 193 Main Street as surplus property;
 - Can the Board of Library Trustees file a warrant article by Friday, January 15th, to ask Town Meeting to authorize the transfer of the property as surplus; and
 - If authorization is received at Town Meeting, would the School Committee vote to transfer the surplus property to the Board of Library Trustees.

Ellen informed the Committee of her recent conversation with Aida Gennis of the Board of Library Trustees regarding both parcels of land at 193 and 195 Main Street. Potential uses for the property were discussed, including a parking lot for school buses, and whether or not the property would revert back to the School Committee should the parcel not be used for a new library. Paul weighed in on the pros and cons of this request based on the early stages of this process.

Given the time crunch and the desire to discuss and research this matter further, the School Committee would agree to the Board of Library Trustees putting in a placeholder for the warrant article by Friday. Based on information from the WRAP Committee, Kathie noted that the town could be obligated in terms of a parcel site based on the State's recommendation as part of the grant process.

This discussion will continue on January 14th.

6. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:
- Wayland Public Schools Payroll Warrant, dated January 7, 2016, in the amount of \$1,283,547.07
- (b) Approval of Minutes:
- Regular Session of November 30, 2015

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to approve the Accounts Payables and Payroll Warrants as presented tonight.

7. **Comments from the Public:**

Tom Sciacca commented on the request for the School Committee to declare 193 Main Street surplus property. It is his opinion that the schools might need the school parcel for a roadway alignment, adding that the library building would be placed on the DPW site at 195 Main Street. Tom also believes that it is the requirement of the town to study two parcels and choose one.

Tom commented that when towns do an excellent job, especially when servicing the students, the town is effectively penalized, as more families are attracted to the town. In his opinion, this is a fundamental misalignment of incentives and this issue should be placed in the hands of the state legislators. Tom also noted the possibility that some towns may not be doing a good job purposefully.

8. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to adjourn at 10:08 p.m.

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Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN/BUZZ
Mark Hays, Wayland
Aida Gennis, Library Board of Trustees
Ann Knight, Library Director

Corresponding Documentation:

1. Agenda & Backup Information
2. Handout from Mark Hays re: WPS Computer Security
3. Advocate Custodial Assessment Proposal
4. Q & A of Budget Questions
5. FY17 Technology Personnel Budget by Location
6. Spreadsheet regarding Operating Budget Funds for District Computers
7. Spreadsheet regarding Five-year Capital Plan for Technology
8. FY17 Special Education, Psychologist, & Guidance Services Budget by Location
9. TCW Costs & Projections for Early Childhood Special Education
10. Circuit Breaker Recap
11. Minuteman New Agreement Cost Comparison
12. Minuteman High School FAQ
13. Minuteman Draft Regional Agreement
14. Regular Session Minutes of November 30, 2015