

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting/Budget Work Session – January 7, 2016

A Regular Meeting/Budget Work Session of the Wayland School Committee was held on Thursday, January 7, 2016, 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
Jeanne Downs
Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Susan Bottan,
Business Administrator

Marlene Dodyk
Director of Student Services

Also:

Betsy Gavron, Middle School Principal
Allyson Mizoguchi, High School Principal
Heath Rollins, Athletic Director

Chair Ellen Grieco convened the Regular Session at 7:02 P.M. and noted that the meeting is being recorded by WayCAM. Ellen informed the audience that there were mechanical difficulties in the Large Hearing Room on January 4th, resulting in no sound for the meeting.

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

Mark Hays distributed to the School Committee certain information on computer security for the Wayland Public Schools. He reviewed this information with the Committee, which included missing security updates for over 1,000 school computers, purchase and installation of an endpoint management/security system such as the Dell Kace solution, data encryption for MAC and Windows computers, the possibility of outsourcing the schools' computer management and security, and the lack of insurance coverage for data breaches. He urged the School Committee to take action on these issues.

Stephanie Leong commented on the proposed budget in which teachers may be cut, and she asked the School Committee to reconsider this decision to cut FTE's. This is particularly concerning to her in regard to the 8th Grade class, which has gone from three to two clusters. Stephanie shared her daughter's experience in this regard. She urged the School Committee to reconsider keeping the 0.6 FTE at the Middle School. Stephanie believes the kids are getting a good education, but also believes that the system is not moving forward because basic needs are being cut. Stephanie noted that the proposed budget does not represent a quality budget and the taxpayers need to start funding the schools again.

Mark Lucier, a resident and Treasurer of Boosters, thanked the School Committee for its work during the budget process and the Policy Subcommittee for its work with the support groups regarding school policies and guidelines. He encouraged the School Committee to fully fund the athletic budget, as the needs of athletics are not entirely met. Mark praised the work of the new Athletic Director only 5 months in, and believes it takes an entire year to understand the whole process and budget. Mark noted the athletics needs, particularly deferred maintenance, such as the golf cart, PA system and scoreboards. Mark commented on the left over money in the uniform account in terms of the lack of continuity of athletic directors and trying to understand which teams need uniforms. He noted the teams that supply their own uniforms, etc.

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Mark commented that Boosters raised the additional \$18,000 for the busses beyond the money that was donated by Village Bank and residents. He also commented that the busses were a gift from the community to the Athletic Department to generate savings in transportation to eventually supplement those things in athletics that are not being funded. However, it will be a year to realize the savings. A discussion ensued in this regard.

2. **Financial Matters:**

(a) Budget Work Session, including Review and Discussion of

- Wayland Middle School
- Athletics
- Wayland High School

Middle School:

Betsy Gavron thanked the Boosters for the use of the mini-vans for the middle school bike trip for the students who can't bike to Walden Pond. This was a big cost savings for the Middle School.

In response to Barb's question, Betsy commented on the impact of the 0.6 FTE reduction to the middle school budget relative to the FY17 8th Grade class of approximately 237 students. The overall mean class number is as concerning as the range of classes when scheduled, as there could be 14 to 28 students in a class, including the difficulty in scheduling cluster meetings and PLC's. Another concern is hiring a qualified candidate at a 0.2 or 0.4 FTE. Betsy noted that although this situation is not ideal, she will get things done. Betsy elaborated further on the cluster model, including why she would not consider eliminating this model. In Betsy's opinion, clusters are at the heart of a middle school model.

Donna noted that she does not support a 2 cluster model, as she feels it is not as successful as a 3 cluster model based on past history. Betsy commented that the 2 cluster model has been in place for 7th and 8th Grades for five years. Paul commented that the intent is to add a staff member to a class that has increased enrollment, not creating another cluster. A discussion ensued regarding the importance of adding teachers in the classroom vs. adding another cluster and/or hiring an assistant principal at Claypit Hill. Betsy advocated the need for an assistant principal at Claypit Hill and described what this role involves at the middle school. Again, Donna noted her support for middle school classroom teachers in terms of creating the best possible learning experience for students.

Barb referred to the Staff Deployment & Class Size Report, specifically for 7th Grade English and asked if the class size would increase as a result of the 0.6 FTE cut. Betsy confirmed that there are currently 14-25 students in these classes and the mean would probably increase to 21. Betsy elaborated further and noted that an increase would not be ideal, but is doable. To restore the 0.6 FTE position equals \$38,000 in funding.

Betsy commented on her "wish list" or priorities that have not been addressed during this budget cycle. They include better utilization of study hall times in terms of better Tier 2 intervention, thus add a 1.0 teacher for the writing model to add support for the students and to provide extra support outside of English class (\$68,000), and the huge unmet need in Special Education of increasing the 0.4 social worker to a 1.0 FTE (\$40 - \$60,000). Interns add additional support.

Betsy addressed questions about middle school stipends in the budget, and the middle school Mandarin program.

Athletics:

In response to a question about the purchasing of team uniforms, Heath Rollins commented there is a budget for most teams, but unfunded teams, such as hockey and crew, pay for their own uniforms. Swim and tennis teams can also purchase their own uniforms. However, Heath noted that some teams have not had new uniforms for 8 years, particularly boys' basketball. Heath commented on his plan to rotate the purchase of uniforms, oldest to newest, by identifying fall teams, winter teams, and spring teams. Also, if football players and track athletes want their names on their shirts, they purchase their own.

Heath commented on the issue of maintaining inventory for uniforms and equipment for which he is currently addressing. Donna asked about the possibility of including a stipend in the budget for an equipment manager. Heath noted the time consuming process for distributing uniforms at the beginning of a season and collecting them at the end, as well as storing them. Stipends are about \$2,500 per season for an equipment manager. Heath stated that during the summer TEC schools purchase equipment in bulk through the TEC Bid, resulting in cost savings to the districts.

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Heath's unmet need is to level the playing field for unfunded teams, such as skiing and swimming, in terms of funding practice time expenses. Some teams have to fundraise and others do not. Hockey and crew are self-funded and some teams' practice times are more expensive. A discussion ensued in terms of different teams' needs. Heath is not a fan of tiered fees and explained why, which included its possible negative impact on participation. He also noted that a few students could not play a winter sport because of the cost. Heath is working out the cost of transportation, but given the number of variables, it is a work in progress and he will have a better understanding next year. Heath elaborated on the transportation variables.

Wayland High School:

Allyson Mizoguchi commented on the impact to WHS programs as a result of the 0.6 FTE reduction. Allyson noted at least 4 areas of potential impact – class size, delayed computer science expansion, electives, and language class sizes. She commented that the impact will evolve over time depending on course selection, course sequences, and other variables.

In terms of a wish list, Allyson would also like to expand the RTI program and apply it more formally within the Academic Center for students who could use some transitional supports, noting that it would be like the models for Math and Literacy to support Social Studies and Science. Currently there are two teachers in the Academic Center and hopes to create a team to support RTI. She would like to improve the identification of those students who need extra help before they begin to struggle with academics. In addition, Allyson would like to provide supervision to the very popular and expanding Maker Space in which students can drop by any time.

A discussion ensued regarding the possibility of combining English and History as an interdisciplinary course at Wayland High School, similar to Weston and Newton. Paul described how Newton created such a course. Allyson commented that she is looking into the future in terms of course pilots related to project based learning and/or interdisciplinary skills.

Based on previous meeting discussions, Donna compared other towns' computer science courses with the hope to possibly add a computer science class at WHS. Allyson noted the full and half time computer classes at WHS. She also explained the program of studies for different grade levels and why the courses are offered when they are offered, depending on the course and particularly in world languages. Allyson noted that she tries to be responsive to the students' wants; thus, subjects/classes fluctuate over time. Also, most electives are half year courses. A discussion ensued in this regard and Allyson commented on her vision for computer science in FY17, including the department leadership's identification of priorities in the face of the 0.6 FTE reduction.

Related to this discussion of adding a computer science course, Donna read an applicable law, c.71 §13.

(b) Discussion and Possible Vote to Increase the WSCP Fee for Private Music Lessons:

In a memo provided by Pat Keefe, WSCP Director, she is requesting an increase in the fee for private music lessons in order to increase the never-increased teaching rates, thus, maintaining the quality of teachers. The fee would be implemented on February 1, 2016 when the next session begins. Also noted in the memo is that the 60-minute lesson fee will decrease as a result of the pricing structure. Susan explained the administrative pricing change as reflected in the indirect cost agreement, as well as the cost allocation to the BASE programs in terms of utilities. There is no impact on the school budget as a result of this rate increase for private music lessons.

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve the proposed fee change for private music lessons beginning on February 1, 2016, as noted in the January 7, 2016 memo from Pat Keefe and presented tonight.

(c) Review and Possible Vote to Approve Two Draft 2016 Warrant Articles regarding the Establishment of Two School Department Revolving Funds for Professional Development and Curriculum Enhancement:

Susan provided the School Committee with the forms that will be provided to the Board of Selectmen with additional information about the actual programs and sources of funding for professional development and curriculum enhancement.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the 2016 Warrant Articles as submitted tonight, with one change to the title regarding the establishment of two School Department revolving funds for professional development and

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curriculum enhancement to be submitted for Annual Town Meeting 2016 in the Spring and for the Board of Selectmen to review.

Susan explained the Board of Selectmen's process to review and approve the warrant articles.

Ellen left the meeting at 9:01 p.m.

3. **Educational Matters:**

(a) Superintendent's Report:

Paul commented that Special Town Meeting on February 11th is the same night as Wayland Sings; thus, the STM has been moved to the Middle School auditorium due to parking issues.

Paul informed the School Committee that the Northeastern Study's presentation is scheduled for January 26th, and he encouraged the School Committee to attend. If a report is issued in advance of the presentation, he will share it with the Committee.

Ellen returned to the meeting at 9:05 p.m.

(b) Continued Discussion and Possible Vote to Change the School Committee's Original Decision regarding the Extended Day BASE Kindergarten Program for 2016-2017 School Year:

At a prior meeting, the School Committee approved changing this program from 5 days to 2 days. Since then, Pat Keefe learned that when parents sign up for Kindergarten they anticipate a 5-day extended day BASE Kindergarten program will be available. Thus, to allow flexibility for parents based on enrollment, Pat has requested that the School Committee change its vote to include "up to a 5-day program." In response to the economic viability of the program related to this change, Brad noted the logistics of staffing for the program. Paul pointed out that METCO students don't have an option to go home and no students have priority when requests are made for Full Day Kindergarten. Thus, without the option of Full Day Kindergarten or the 5-day extended day program, those METCO students may not be able to come to Wayland. A discussion ensued in this regard.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to revise its original vote for the Extended Day Kindergarten Program for the 2016-2017 school year up to a five-day extended day kindergarten program, with a minimum of two days based on enrollment.

(c) Vote to Approve to Send Draft Article Regarding the Reading Program at the Elementary Schools by Kathie Steinberg to the Town Crier:

Kathie noted that she received feedback concerning her article, thus, she made some changes. Jeanne also recommended language changes.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the article submitted by Kathie regarding the reading program at the elementary schools to the Town Crier as amended tonight.

4. **Administrative/Procedural Matters:**

(a) Review Draft Responses to Questions Posed by WRAP Committee related to School Property:

Kathie will make the recommended changes to the responses and will bring back to the Committee for further review at the next meeting.

(b) Discuss Meeting with Edvocate regarding Custodial Assessment and Related Questions:

Susan informed the School Committee that Edvocate is compiling data and will analyze it in preparation for a site visit to Wayland to meet with staff on January 19th and 20th. They will meet with the facilities staff, the Business Manager, school staff and custodians, Pat Keefe and Katy Merrell to receive feedback regarding our custodial services. John Ledwick has requested to meet with the School Committee on January 11th to answer any questions or raise any concerns, and to gain feedback from the Committee regarding any additional data that it would like to receive. The School Committee will send its questions to Susan by the morning of January 11th.

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(c) Future Meeting Agenda Topics and Schedule:

Paul will provide the Committee with a list of preview agenda items regarding presentations and reports.

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

(a) Letter from the Supervisor of Public Records regarding a Public Records Request:

Donna asked who will be responding to the letter from the Supervisor of Public Records. Paul informed the School Committee that upon receiving the letter from the Supervisor of Public Records, he contacted Attorney Adam Simms regarding the cost of producing the records that have been requested by Philip Cohen. The legal firm of Pierce Davis and Perritano, LLP continues to take a very strong position on what they consider to be an inappropriate ruling by the Supervisor of Public Records. Attorney Simms contacted the Supervisor of Public Records to ask for reconsideration of the decision. Donna asked the Committee members if a response will be sent to the Supervisor of Public Records within ten days from the entire School Committee. A discussion ensued regarding the process of responding within the ten day period from the receipt of the letter on January 4th. Ellen will call Adam Simms and the Supervisor of Public Records regarding this request.

(b) Budget Presentation to Finance Committee:

Barb noted that the Finance Committee is changing its schedule to meet on January 19th, not the 21st, at which time the School Committee will present its FY17 recommended budget. A discussion ensued regarding the short amount of time in which the School Committee has to begin its budget process and leading up to the budget presentation. Ellen will call Nancy Funkhouser in this regard and Barb will have a discussion with Carol Martin at the next Finance Subcommittee meeting.

6. **Comments from the Public:**

Tom Sciacca commented that he does not understand all the concerns regarding the 0.6 FTE reductions at the Middle School and High School given the drop in student enrollment of more than 2 percent. In terms of student/teacher ratios rising, his opinion is that the information is factually not accurate and the concerns are unjustified. Tom related his freshmen orientation experience at MIT at which he was told that the teaching of science is the basis of technology, since technology will change many times over during the course of one's lifetime. Based on this statement and in his opinion, applying more resources to computer science is misguided.

Ellen read a public comment from Alice Boelter asking the School Committee to thoughtfully consider the FY17 budget to enable unavoidable cost increases to be absorbed within an overall increase of the total budget. Many Wayland residents are still cutting their budgets due to newly imposed expenditures, including the cost of healthcare.

7. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted (5-0) to enter Executive Session at 9:44 p.m. for the purposes of continuing discussions regarding negotiating strategy with respect to healthcare with WTA, WESA, Custodial and Food Service Workers, as permitted by M.G.L. Chapter 30A, Section 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, and approving minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A Section 22, for the following meetings: November 2, 2015 - #1 and #2 and December 4, 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, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session for the sole purpose of adjournment.

8. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to adjourn at 9:53 p.m.

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Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN/BUZZ
Stephanie Leong, Wayland
Pam Cerne, Wayland
Maureen Tillett, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Public Comment on WPS Computer Security
3. Superintendent's Recommended FY17 Budget Information
4. FY2015 Athletics Program Operating and ...
5. School Committee's Responses to WRAP Committee Questions
6. FY2015 Year to Date Report
7. Proposal from Pat Keefe for Fee Change to Private Music Lesson Program
8. ATM Warrant Article – Curriculum Enhancement
9. ATM Warrant Article – Professional Development
10. Forms for Professional Development and Curriculum Revolving Accounts
11. FY2013 School Support Organizations Year End Report
12. FY2014 School Support Organizations Year End Report
13. Public Comment from Alice Boelter
14. Executive Session Motion