

# MINUTES – WAYLAND SCHOOL COMMITTEE

## Regular Session – November 19, 2012

A Regular Session of the Wayland School Committee was held on Monday, November 19, 2012, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Chair  
Beth Butler, Vice Chair  
Malcolm Astley  
Ellen Grieco (arrived at 7:29 p.m.)  
Shawn Kinney

Also:

Paul Stein  
Superintendent of Schools

Brad J. Crozier  
Assistant Superintendent

Marlene M. Dodyk  
Director of Student Services

Geoffrey S. MacDonald  
Business Administrator

Also:

Sheila Carel, Wayland Historical Commission  
Elisa Scola, Wayland Historical Commission  
Tonya Largy, Wayland Historical Commission

Chair Barb Fletcher convened the Regular Session at 7:05 P.M. and announced that the meeting is being taped live by WayCAM.

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

Tom Sciacca commented that he saw the movie “Lincoln” and highly recommends it. He also commented that making use of metaphors is a sign of a great leader.

2. **Presentation re: the Middle School Woods:**

Sheila Carel and other members (Elisa Scola, Chair and Tonya Largy) of the Historical Commission came before the School Committee, the steward of the land adjacent to the Middle School, to ask the Committee’s permission to study the Native American ceremonial landscape using CPA funding. Sheila gave a brief overview of the history of the land stating that the history is also written in the stone groupings, which have been present on the land for about 400 years. The Historical Commission has contacted a ceremonial landscape expert (Doug Harris) to help the Commission to decipher the language in order to reach a better understanding of the landscape.

*Ellen Grieco arrived at 7:29 P.M.*

The members of the Historical Commission answered questions from the School Committee regarding logistics of the study and any possible liability to the school department. If School Committee members have further questions, they will send to Barb who, in turn, will notify Sheila, Elisa, and Tonya. The School Committee will discuss the Historical Commission’s request at a future meeting.

3. **2012 Staff Deployment and Class Size Report:**

Brad Crozier gave some quick highlights of the 2012 Staff Deployment and Class Size Report, such as class size and the historical difference between FTE’s and how they are calculated in the report. Brad stated that he worked with Geoff MacDonald and the Business Office to reconcile the report with personnel budget sheets, which is a more transparent view than in past reports.

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Brad answered questions from the School Committee. Barb will give the report to the Finance Committee as part of the budget process.

4. **Receive Revised Policies – Gifts (KCD) and Gifts to and Solicitations by Staff (GBEBC):**  
Policies KCD and GBEBC have been reviewed by Paul Stein, and they will be put out for public comment.

Upon a motion duly made by Shawn Kinney, seconded by Beth Butler, the School Committee voted unanimously (5-0) to post Policies KCD (Gifts & Fundraising) and GBEBC (Gifts to and Solicitations by Staff) on the website for public comment.

5. **Receive Longitudinal Proposal for Full Day Kindergarten Research Study:**  
Paul Stein contacted the Rennie Center for Education Research & Policy regarding the School Committee's interest in doing a study in terms of any beneficial impact to students in full day kindergarten vs. half day kindergarten. He shared this proposal with the School Committee.

Although Paul is not making a recommendation at this time due to the high cost and complexity of such a study, the Committee discussed other options and ways in which to move forward with a FDK research study. Paul agreed to gather more information in terms of alternatives and possible funding sources.

6. **Continued Discussion re: Superintendent Evaluation Tool:**  
Beth Butler and Malcolm Astley asked other members of the School Committee if, when evaluating the Superintendent this year, the DESE Evaluation Tool could be used as a pilot. Beth passed out summaries of conversations at their meetings regarding this subject over the past few months. Beth also gave a brief update on the work that she and Malcolm have done as members of the Superintendent Evaluation Subcommittee.

The School Committee discussed the next steps moving forward in the process, if the School Committee agreed to use the DESE Evaluation Tool. They also discussed exemplary performance vs. proficient performance within the Evaluation Tool.

Paul will bring his goals to the School Committee and the Committee will advise him as to their recommendation of areas in which to focus. The Committee members will read the indicators to have a better understanding and also recommend five to eight elements on which to focus. Beth and Malcolm will develop a proposal containing these elements to be discussed at the next meeting.

7. **Update re: Audit of School Accounts:**  
Shawn Kinney informed the School Committee that Jim Powers of Powers & Sullivan began the preliminary audit/review and will return one more day to finish; however, he did not have an estimate for completion of the RFP.

Barb informed the School Committee that a group of citizens perused the accounts prior to the auditor's arrival in an effort to bring certain areas of concern to the auditor's attention.

The Committee discussed their interpretation of how the auditor should proceed when performing this independent preliminary audit.

8. **Continued Discussion re: School Committee Response to Town Crier Article:**  
*During a pause at this time of the meeting, the School Committee agreed to reschedule the Boston Parent meeting for April 29, 2013, subject to Town Meeting dates.*

Ellen Grieco prepared and passed out another draft of the School Committee's response to Shawn Kinney's Town Crier article. The School Committee reviewed it and gave Ellen their input and recommendations for a final response. Ellen will send it to the Town Crier, Patch, Wayland eNews, and the WVN.

The School Committee also reviewed the role of the Audit Committee.

Upon a motion duly made by Malcolm Astley, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to submit the final draft of the School Committee's response to the Town Crier, as amended. The School Committee also discussed and agreed to run a periodic column in the Town Crier informing residents of

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the work that is being done by the Committee and will title it “School Committee Update.”

Ellen proposed that the School Committee change the format of the public comment section of one meeting per month. They all agreed and Barb stated that a communication will be sent to the community notifying them of this change in the meeting format.

9. **Consent Agenda:**

- (a) Approval of Five School Improvement Plans
- (b) Approval of Accounts Payables & Payroll Warrants
  - Wayland Public Schools Accounts Payable warrant, dated 11/19/2012, in the amount of \$297,972.89
  - Wayland Public Schools Student Activities Accounts warrant, dated 11/19/2012, in the amount of \$36,907.61
  - Wayland Public Schools High School Accounts Payable warrant, dated 11/19/2012, in the amount of \$425,790.48
  - Wayland Public Schools Payroll warrant, dated 11/15/2012, in the amount of \$1,171,670.06
- (c) Approval of Minutes
  - Regular Session of November 5, 2012, as amended
- (d) Acceptance of Gifts
  - A donation in the amount of \$1,000.00 to the METCO Program
  - A donation in the amount of \$500.00 to the METCO Program
  - Three donations in the amount of \$250.00 to the METCO Program
  - A donation in the amount of \$300.00 to the WHS Band/Jazz Program from Russell’s Garden Center, Inc.

Upon a motion duly made by Beth Butler, seconded by Shawn Kinney, the School Committee voted unanimously (5-0) to approve the consent agenda, including the amended regular session minutes of November 5, 2012.

10. **Superintendent’s Report:**

Paul Stein commented that he, Beth Butler, and Lea Anderson attended the Architecture Boston Expo and received a plaque representing the verification by the Collaborative for High Performance Schools that recognizes the new Wayland High School is in compliance with this national organization’s standards for building a “green” school with regard to water and energy usage in terms of the impact of the environment. Paul stated that this impressive award was given to nine schools in the state, and that the HSBC deserves credit for this accomplishment.

Paul requested that the School Committee approve three stipends that require transfers from the non-personnel budget to the personnel budget – the first two coming from the high school budget and the third one coming from the Loker School budget.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve three stipends as requested by the Superintendent.

11. **Follow-up and Future Agenda Items:**

- (a) Approval of School Committee Report re: Article 28 Restatement of FY11 Expenditures:  
The School Committee reviewed the final draft of the School Committee Report regarding Article 28 Restatement of FY11 Expenditures, which was received at a prior meeting. There were no additional changes.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the School Committee Report of Article 28 Restatement of FY11 Expenditures, as amended.

- (b) Receive Updated Policies re: MASC Review of Policy Manual:  
Agenda item tabled.
- (c) Update re: School Committee Website:  
Barb Fletcher commented that she worked with Jeff Dieffenbach and Leisha Simon and the Technology Department to move all files from *waylandschoolcommittee.org* to the Wayland Public Schools website. Barb stated that a link has been provided to access the archived documents; however, *waylandschoolcommittee.org*

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and HSBC documents will be temporarily available until the site is taken down and then the HSBC documents will move to their archives.

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to have *waylandschoolcommittee.org* redirected to the Wayland Public Schools website.

(d) Update on Alumni Association:

Malcolm Astley updated the School Committee on the upcoming events being sponsored by the Wayland Alumni Association.

12. **Comments from the Public:**

Tom Sciacca commented on the halftime program during the Thanksgiving game being planned by the Habitat for Humanity group. In response to the School Committee's discussion, he also commented that the editor of the Town Crier chooses his own titles for submitted articles. As a member of the Energy Committee, Tom asked Paul Stein to forward him information related to the high school energy award. In reference to Paul's comments at the last meeting, Tom commented that "focus" could be a primary goal and suggested that the Committee direct the Superintendent to develop a long-range plan with a limited number of high level goals, including an efficiency goal. Tom also referred to Malcolm's earlier comments regarding early education.

13. **Executive Session:**

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to convene in Executive Session at 9:41 P.M. to discuss strategy with respect to Collective Bargaining for all school unions (WTA, WESA, Custodial and Food Service), as set forth in M.G.L. Chapter 30A, Section 21 (a) (3), as such a 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 to review the Executive Session minutes of November 5, 2012. The Chair announced that the School Committee will reconvene in Open Session following Executive Session for adjournment purposes only. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Ellen Grieco	X	
Shawn Kinney	X	

14. **Adjournment:**

Upon a motion duly made by Shawn Kinney, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:10 P.M.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Amy Simmons, 221 Main Street  
Tom Sciacca, WVN

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Corresponding Documentation:

1. Letter from Historical Commission
2. Staff Deployment Report 2012-2013
3. Full Day Kindergarten Study Proposal
4. Accounts Payable and Payroll Warrants
5. Regular Session Minutes of November 5, 2012
6. Executive Session Minutes of November 5, 2012
7. Revised School Committee Report re: Article 28 Restatement of FY11 Expenditures