

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – August 29, 2012

A Regular Session of the Wayland School Committee was held on Wednesday, August 29, 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  
Shawn Kinney (by remote)

Also:

Paul Stein  
Superintendent of Schools

Brad J. Crozier  
Assistant Superintendent

Marlene M. Dodyk  
Director of Student Services

Geoffrey S. MacDonald  
Business Administrator

Also:

Lynn Dowd, Youth Services  
Leisha Simon, Technology Director

Chair Barb Fletcher convened the Regular Session at 7:09 P.M. and stated that WayCAM is recording the meeting. Shawn Kinney submitted the Remote Participation Form and was participating in the meeting remotely because of geographic distance. She also announced that one item the agenda will be taken slightly out of order to accommodate Leisha Simon's schedule.

1. **Appointment of Wayland Youth Advisory Committee (YAC) Member:**

Lynn Dowd, Director of Youth Services, spoke briefly about the Wayland Youth Advisory Committee and stated that the School Committee must appoint one member to serve on the committee for a two or three year term. She introduced Corrie Dretler, a Wayland resident, as a candidate. Corrie stated why she is interested in serving on YAC and listed her qualifications.

Ellen Grieco arrived at 7:14 P.M. and Barb updated her on this discussion.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) by roll call vote to appoint Corrie Dretler to the Wayland Youth Advisory Committee.

<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 (by remote)	X	

2. **Meeting with the ORC re: the Restatement:**

As Barb Fletcher and Shawn Kinney are members of the ORC, Barb stated that the ORC met Monday night and approved the final version of the FY11 ORC Restatement. Barb read the introduction of the report and stated that the School Committee will review each of the findings at a future meeting. The ORC Report and The Abrahams Group Report will be considered when drafting the School Committee report. Barb confirmed that Geoff MacDonald will provide a Status Report of the work already done. The School Committee concurred with the process going forward.

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

Tom Sciacca referred to two articles that he sent to the School Committee re: “the reasonableness of football.” He also referred to other articles in which the authors promote technology based education. Tom also commented that technology will be as central to education as it is in most other industries.

4. **Approval of Superintendent’s District Goals:**

After presenting his system-wide goals for the 2012-2013 school year at the July 30<sup>th</sup> meeting, the School Committee agreed to review Paul Stein’s goals and send their comments, if any, in preparation for their approval.

Ellen made suggestions related to the RTI goal in terms of developing an English/Language Arts Program for Grades 1 and 2 students who need Tier II intervention. The School Committee and Paul discussed Ellen’s recommendation in terms of time and resources available to the staff. Paul also suggested that the Literacy Program for the primary grades be presented to the School Committee at a future meeting.

Ellen also made suggestions related to Wellness and Technology concerning the responsible and healthy use of technology for Grades K-12 and how technology can impact healthy relationships. The School Committee and Paul discussed whether and how this suggestion could be implemented in terms of incorporating technology under the large “umbrella” of the Health and Wellness Goal. Paul stated other possible solutions would be the subject being taught in the classroom and/or within Library/Media studies.

Paul recommended the book Alone Together to the School Committee, which discusses the relationships between people and robots, as well as the virtual environments on the web.

Ellen also recommended that a more explicit statement regarding the Elementary Space Utilization Goal be elaborated upon. Paul read the following and noted where the change occurred: “Identify options and priorities regarding the utilization of elementary space and conduct a cost benefit analysis for each option *to insure an equitable, high quality educational program for all students.*”

Malcolm’s suggestions included the following: 1) have detailed action steps specified for each goal, 2) specify the person responsible at each level of implementation; and 3) measure the indicators in such a way that they are meaningful for students and staff alike. Paul confirmed that these categories will be included in the School Improvement Plans.

Malcolm also recommended that when the Mission Statement is reviewed and updated that the following be included: 1) the fostering of curiosity, initiative, and personal learning passions; 2) resilience in the face of rejection, setbacks and failure; and 3) deep respect and compassion for the self and others.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee approved unanimously (5-0), by roll call vote, the 2012-2013 system-wide goals, which also include the Central Office driven goals, as amended.

<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 (by remote)	X	

Paul also stated that the acronym HEART is used when referring to the goals: **H**ealth and Wellness, **E**valuations, **A**chievement Gap, **R**TI, and **T**echnology.

5. **Review of Policies: Emergency Plans (EBC) & Student Health Services & Requirements (JLC):**

Marlene Dodyk, with the School Committee, reviewed the changes in the revised School Committee policies relative to emergency medical plans, as changes were necessary to reflect the new law, effective September 1. They are *Emergency Plans (EBC)* and *Student Health Services and Requirements (JLC)*. These policies must be updated every three years.

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Marlene stated that she is working with the Wayland Police and Fire Departments, and there is a carefully articulated plan for emergency response, which must be submitted to the State by September 15. Documents are also being prepared for each school.

Marlene answered questions from the School Committee regarding signage and review and practices in the buildings.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0), by roll call vote, to approve and adopt Policies EBC and JLC, as amended, to put them on the website for public comment, and to have them reviewed by the Policy Subcommittee.

<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 (by remote)	X	

6. **Discussion of School Committee Goals, Including Review of Status Report, Upcoming Meeting Agenda Topics & Liaison Assignments:**

The School Committee discussed the “School Committee Input for Consideration by Superintendent” document, which relates to the district-wide goals, in the development of the Committee’s goals for 2012-2013. They also reviewed the input regarding technology and wellness and how they might be incorporated into the implementation of the Superintendent’s district-wide goals.

The School Committee’s discussion also raised the issue of which agenda topics they would like to discuss at future meetings and bringing someone, possibly a staff member, to the meeting to elaborate on the topic for discussion.

Malcolm recommended the book Ghosts from the Nursery as it relates to the Health and Wellness goal and Ellen’s comments regarding psychology, the screening process, and privacy issues in terms of parental responsibility vs. school responsibility.

Marlene commented on the roles of the professionals in guidance, as they have a good pulse on what is going on with the students, and confidentially communicate with parents as the need arises. Paul commented that this topic falls under “risk assessment” and would be a good discussion in terms of whether it could be done better.

The School Committee agreed that the following topics be discussed at future meetings: 1) risk assessment; 2) role of technology; 3) literacy in the primary grades; 4) head related injuries in school sports; and 5) achievement gap.

Paul commented that a discussion vs. studying certain issues be defined; however, he agreed that some kind of discussion is merited going forward. He suggested that subcommittees be formed to study the issues for certain topics. He will come back to the School Committee by September 24 with a proposal of a discussion regarding head related injuries after he meets with some school staff.

*Shawn Kinney left the meeting by remote at 8:38 P.M.*

The Committee interrupted their discussion to accommodate Leisha Simon.

7. **Distribution of Acceptable Use Policies for Technology:**

The School Committee reviewed the Acceptable Use Policies and provided their input to Leisha, which she incorporated into the AUP’s (Acceptable Use Policies). Leisha explained the changes made, such as consistency and language between the policies, the culling out of repetitive information, and formatting and headings. She commented that the Wayland High School and Employee AUP’s are similar in content and language and made one small change in the Employee AUP.

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Leisha answered questions from the School Committee, specifically regarding the middle school policy and the high school policy. She stated that the goal is to make the policies age appropriate. She would like to tie in the policy with education and training and then do an assessment at the end of the year. Leisha stated that she is working closely with the PTO's to organize family discussions. However, since October is Cyber-Safety Month, she will be reaching out to the community as a whole.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the Acceptable Use Policies for Technology.

Paul updated Leisha on the Committee's previous discussion regarding the Health and Wellness Goal related to the importance of teaching technology and how it can impact students' lives and relationships. Leisha responded that it is being done informally, but, by law, a more formal plan needs to be developed.

8. **Discussion of School Committee Goals, etc. continued:**

The School Committee continued their discussion of School Committee goals, the status report, future agenda topics and liaison assignments.

They also discussed the possibility of studying literacy in Grades 1 and 2 for students attending full day kindergarten vs. the half day program. Paul agreed to obtain estimates/quotes for a longitudinal study for FDK.

Suggestions were made to the status report in terms of prioritization. Topics were also added and recommended. Barb asked the Committee members to review the report further and come to the September 24<sup>th</sup> meeting with suggestions.

The School Committee discussed the development of the Committee goal(s). Barb recommended one School Committee goal with a couple of action items. The Committee will discuss further at the September 24<sup>th</sup> meeting.

The School Committee will also discuss at a future meeting remote participation in terms of the Committee as a whole, as well as possibly placing a limitation on remote participation.

Liaison assignments were also added and/or reassigned.

9. **Declare Bus as Surplus Equipment: & Discussion of Bus Bid to Purchase a New Bus:**

Geoff MacDonald requested that the School Committee declare a 1999 Thomas bus as surplus, which has a market value of \$1,000 to \$1,200. It will be traded in along with two other buses already approved for surplus at Town Meeting.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (4-0) to declare the 1999 Thomas bus as surplus property.

10. **Discussion re: Bus Bid:**

Although \$70,000 was appropriated at Town Meeting, Geoff MacDonald is requesting an additional \$6,900 to purchase a new school bus. Geoff stated that the low responsive bid was for a 2014 Thomas, 71 passenger bus which meets or exceeds all specifications. The bid price of \$76,900 from New England Transit Sales includes the trade-in of all three Wayland full size buses.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to award the acceptance of the low bid from New England Transit Sales of \$76,900 to purchase a 2014 Thomas, 71 passenger bus.

11. **Review of Student Activity Accounts Procedures:**

Geoff MacDonald updated the School Committee on the current status of the Student Activity Account Procedures. The Committee agreed to review the procedures and send their comments to Geoff by September 5. He stated that all money expended must come through the School Committee warrant. He also informed the Committee that the current structure was revised as of July 20, 2012 and Quicken software has been provided at the schools. The staff has also been trained to use the software. In addition to the procedures already in place, Geoff stated that he will issue specific "how to" instructions to the staff.

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At the next meeting, Geoff will recommend changes to Student Activity Accounts Policy (JJF), which needs to be consistent with Chapter 71, Section 47, as well as requests and recommendations related to the student activity accounts procedures.

12. **Building Use Fees:**

After review of the revised policy regarding building use fees by the School Committee, Policy Subcommittee, and administrators, Barb Fletcher proposed that an analysis be done in terms of the organizations currently using the schools, what they are paying in fees, and how they will be impacted should the fees increase. Barb will ask John Moynihan to provide the School Committee with an analysis prior to the Committee's approval of the fee schedule.

13. **Review of Contracts re: MSBA Middle School Roof Project:**

Paul commented that a relationship is developing with the MSBA regarding the middle school roof. He stated that as part of the process, there are two contracts for the design company and the project manager, both of which Town Counsel has reviewed. The School Committee reviewed the contracts before being signed by Chair Barb Fletcher.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the contracts and Chair Barb Fletcher's signature for the middle school roof project for the OPM of the project, Joslin Lesser & Associates, and for the designer of the project Dimarinsi & Wolfe.

14. **Consent Agenda:**

(a) Approval of Wayland-Weston Crew Trips:

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to approve the consent agenda: Wayland-Weston Crew Trips to Connecticut and New Hampshire in October and the Special Session Minutes of July 24, 2012 and July 26, 2012, both as written. The July 30 Regular and Executive Session minutes were not approved.

Also approved in this motion under the Consent Agenda were the following Accounts Payable Warrants:

- Wayland Public Schools Accounts Payable warrant, dated August 13, 2012, in the amount of \$147,805.90
- Wayland Public Schools Accounts Payable warrant, dated August 27, 2012, in the amount of \$209,871.41
- Wayland Public Schools Accounts Payable warrant, dated August 27, 2012, in the amount of \$562,413.10 (High School Project)

(b) Approval of Payroll Warrants:

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted (3-0-1) (Beth Butler abstained) to approve the following payroll warrants:

- Wayland Public Schools Payroll warrant, dated August 9, 2012, in the amount of \$248,487.46
- Wayland Public Schools Payroll warrant, dated August 23, 2012, in the amount of \$244,850.40

15. **Superintendent's Report:**

Paul Stein commented on an article in the U.S. News & World Report which named the best STEM (Science, Technology, Engineering & Math) high schools in America, and Wayland High School was rated #10 in the country.

Paul also commented on the DESE Coordinated Program Review, which consisted of an analysis of Special Education ELL and compliance around civil rights issues. In terms of compliance in 85 criteria, Wayland met every single requirement and there was no need for corrective action; some stood out as commendations. The Visiting Committee stated that it had been one of the most impressive visits in years and they have advised other districts to call Wayland. He praised Marlene Dodyk and her entire staff for their efforts.

Paul mentioned that Patricia Grenier from Teachers 21 was a consultant for the Administrative Retreat and reviewed the new evaluation system with a focus on SMART goals.

Paul also updated the Committee on the success of the 1:1 Laptop Initiative distribution program.

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In updating the Committee of the enrollment, Paul stated that there has been an increase of 67 students, district wide, 29 of which are in kindergarten. He is concerned about first grade enrollment at Happy Hollow and third grade at Claypit Hill. Due to high enrollment in 3<sup>rd</sup> grade, he recommended and requested approval from the School Committee that a regular education floating aide be hired at Claypit and requested additional funds to do so.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (4-0) to approve Dr. Stein's recommendation to add an aide at the third grade level at Claypit Hill School.

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

(a) **Continued Discussion re: School Committee Draft Report on Part II of the Abrahams Group Report:**  
This agenda item was tabled.

(b) **Update on the School Accounts Audit:**

Barb stated that upon approval by the Board of Selectmen, the Audit Committee will be involved in the process of hiring an audit firm. They will review the proposals received from four firms and will notify the School Committee of their selection. As Shawn Kinney is the liaison for the Audit Committee, he will be asked to attend their September 10 meeting.

17. **Comments from the Public:**

Louis Jurist commented on the enrollment as being a trend and the big turnover in Wayland. He stated his concerns about some of the previous discussions during the meeting in terms of health and wellness for students and sports injuries as it relates to offering parents appropriate information, so they can decide in which sports their children can participate.

Linda Segal asked if the document for the Restatement of the ORC was available and asked if the final report could be presented at the October Town Meeting.

Tom Sciacca commented that the enrollment is being affected by young families moving into Wayland when residents without school age children move out. He also recommended that the School Committee research other sports injuries with long term implications, specifically joint injuries. He also commented on the appropriate use of technology as being a critical issue and becoming integral to life and referred to the Committee's previous discussion regarding the computer in the classroom.

18. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (4-0) by roll call vote to convene in Executive Session at 10:25 P.M. to discuss strategy with respect to Collective Bargaining for all school unions, as set forth in M.G.L. Chapter 30(a), 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. 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	

19. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (4-0) by roll call vote to adjourn the Regular Session at 10:53 P.M.

<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	

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Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

James Marini, M.A.S.S. & Former Supt. of Winchester Public Schools  
Corrie Dretler, 15 Linn Lane  
Tom Sciacca, WVN  
Louis Jurist, 86 Sears Road  
Linda Segal

Corresponding Documentation:

1. ORC Handout re: Restatement
2. Policies: Emergency Plans (EBC) & Student Health Services & Requirements (JLC)
3. School Committee Members' List & Liaison Assignments
4. School Committee Goals Documents for Discussion
5. School Committee Status Report
6. Memo from Geoff MacDonald re: Existing Bus & Purchase of New Bus
7. Minutes: Special Sessions of July 24 and July 26, 2012; Regular & Executive Sessions of July 30, 2012
8. Wayland-Weston Crew Trips Request
9. Audit Firms Estimates: McGladrey LLP, StoneTurn Group LLP, Grant Thornton LLP, Powers & Sullivan LLC
10. Acceptable Use Policies
11. Handout – WPS Coordinated Program Review Report of Findings