

# MINUTES – WAYLAND SCHOOL COMMITTEE

## Regular Session – October 21, 2013

A Regular Session of the Wayland School Committee was held on Monday, October 21, 2013, at 6:30 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  
Donna Bouchard

Also:

Paul Stein  
Superintendent of Schools

Brad Crozier  
Assistant Superintendent

Marlene Dodyk  
Director of Student Services

Geoffrey MacDonald  
Business Administrator

Also:

Anne Harris & Tom Sciacca – Energy Initiatives Advisory Committee  
Carter Wall, Broadway Electrical  
Jim Toomey, Murphy, Hesse, Toomey & Lehane

Chair Barb Fletcher convened the Regular Session at 6:38 P.M. and announced that WayCAM was taping the meeting.

### 1. **Special Matter #1**

- (a) Discussion with Jim Toomey from Murphy, Hesse, Toomey & Lehane and Update from Administrators re: Powers & Sullivan Report:

At the School Committee's request, Jim Toomey of Murphy, Hesse, Toomey, and Lehane reviewed the Powers & Sullivan Accounts Report and provided them with advice as to how to move forward with the information presented in this report. Jim commented that from a legal perspective, he performed a general legal review of the report and would review the report by categories of accounts and make the following recommendations.

**Student Activity Accounts:** Recommended that these accounts be approved annually, as they are trust accounts and a monetary limit should be established.

**Revolving Accounts:** Recommended that standards and guidelines be established for these accounts, as well as performing an annual review of the fees to ensure that funds are being charged to the correct area. The level of reserve to keep in these accounts should also be established.

**Wayland Hockey Association:** Jim Toomey recommended that the School Committee confirm that the Wayland Hockey Association has legal status of being a corporation. The School Committee and Wayland Hockey Association should have a formal agreement establishing the legal basis for fee payments being made to the Association.

**Discretionary Accounts:** Jim commented that the issues in these accounts have been resolved because they have been closed. He also noted that the existence of these types of accounts has been fairly common throughout the state. However, there were three instances where there were unanswered questions regarding documentation at Claypit Hill, Loker and BASE. He agreed with the findings in the report because of the dollar amounts in question and the minimal financial impact.

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METCO Accounts: Jim commented that even though the amounts in these accounts are more significant, some expenses did match up with ATM withdrawals and bank statements. He agreed with Jim Powers and recommended that a CPA pursue the acquisition of further documentation, particularly the credit card statements.

Jim Toomey also recommended that the School Committee review policies and keep up with recommendations in the report.

Jim answered questions from the School Committee regarding all accounts in terms of what amounts are considered significant. The Committee also discussed with him why the pursuit of further documentation for the METCO accounts and not for the other accounts, taking into consideration the differing levels of bookkeeping and the patterns followed. And they discussed the possible uses for the balances left in certain accounts.

With regard to Student Activity Accounts and Principals' Discretionary Accounts, Jim commented that in Wayland and across the State, there wasn't a systemic process in place by which principals and secretaries could follow. The issues mentioned in the report were due mostly to sloppiness in record keeping. The best way to address these issues is to put processes in place, which has been done in Wayland.

Jim Toomey agreed with the findings of the report and explained that a forensic accountant is looking for significant patterns. He referred to sections in the report and further explained the findings and noted that, in some cases, there was a consistency or a pattern shown for how expenditures were recorded. Also, he noted if the School Committee decided to pursue getting all missing documentation, there could be a substantial charge by Jim Powers.

The Committee discussed the issue of moving forward in asking for all outstanding documentation for certain accounts, other than the credit card statements already requested for the METCO accounts. The Committee wants to do their due diligence, but also needs to make a decision that takes into account the use of public funds. Donna will draft a list of specific missing bank statements and will bring this back to the Committee.

Geoff updated the Committee on the recommendations noted in the Powers & Sullivan Report, which were culled down to thirty-four. The status of each recommendation fell within the following categories: 1) some will be reviewed further; 2) some are complete; 3) some are dependent on the Student Activities Accounts FY13 audit; 4) almost half of the recommendations relate to tweaking the Student Activities Accounts guidelines that were put out last year; and 5) some are still under consideration and require further discussion. Geoff noted that the recommendations will be done in various stages.

(b) Continued Discussion re: Middle School Roof Solar Array Project and Vote to Authorize Dr. Stein to Sign the Related Letter of Intent:

Anne Harris and Tom Sciacca of the Energy Initiatives Advisory Committee and Carter Wall from Broadway Electrical came before the School Committee to ask for their support in moving ahead with the next step of the project, which is to execute a Letter of Intent (LOI) with Broadway Electrical regarding the Middle School Roof Solar Array Project.

Barb identified the three concerns from the last meeting before moving ahead with the next step. They are: 1) making sure that the MSBA agrees with the project since they partially funded the new roof, 2) understanding the procurement process in making sure that statutes haven't been violated, and 3) reviewing the LOI for any outstanding questions the Committee may have in order to move ahead with their support.

Anne reiterated that the signing of the LOI is a very preliminary step, as it is not a binding agreement, but a statement of good faith on Wayland's part ensuring that no other companies are being pursued for this project. Once the LOI is signed, Broadway will move forward and invest their money to perform a structural and environmental analysis, address NStar issues, and acquire any necessary permitting. Anne confirmed that Mark Lanza approved this agreement, and they plan to go before Town Meeting in the spring.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted unanimously (5-0) to support moving forward with the Letter of Intent and authorizing Dr. Stein to sign the Letter of Intent subject to the written confirmation by the MSBA that this project would not jeopardize our funding for the Middle

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School roof project in any way.

Paul commented that in order to move ahead, it is fiscally responsible and necessary to take these steps, and they have not lost sight of the end result. He commented that this will be a good model for the students to be stewards for the environment.

Carter Wall of Broadway Electrical offered her assistance in arranging visits to other schools for which they have provided these solar systems. She also suggested that she would like to pursue establishing a relationship with the science program for the purpose of a future project within the curriculum.

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

Louis Jurist urged the School Committee to move on from the accounts reports, citing that too much time and money has been spent on accounts that have been closed and the process has been changed. He commented that educational and budgetary issues need the Committee's time and attention. Louis referred to a North Andover High School senior who went to a party specifically to take an inebriated friend home, but suffered the same consequences of a suspension like those who attended the party to drink. He asked the Committee to re-evaluate Wayland's policy. He stated that the MIAA version is very different from Wayland's and read language from both.

Maryann Borkowski commented that she continues to have concerns regarding how the accounts report was written. One example insinuates that METCO is not local to Wayland, which creates a level of misunderstanding. She feels that there was a difference and an inequity in the reporting for the METCO accounts compared to the other accounts. Maryann agrees with the previous sentiments in terms of the amount of money and time already spent, but agrees this should be dealt with, but in an equitable manner.

A METCO parent asked the School Committee about the money spent at the schools and why further documentation is not being pursued. She commented that parents and children have been affected by what she considers to be a "target" towards the METCO program.

A METCO parent stated that she began in the Wayland METCO program in 1974 and asked for more clarity in terms of the accounting issue from 2006 to 2012 and where all of this will lead. She asked the Committee to focus on education for the sake of all the children and move forward, as much money is being spent compared to the amounts in question.

Giselle Kouka commented that Mabel Reid-Wallace is like a parent to the children all of the time, even when school is not in session. She went on to say that many families experience hardships and Mabel is always present to help.

A METCO parent supported the previous comments and commented that if the Committee is spending more money than the amount that is unaccounted for, the Committee needs to move forward with issues that will benefit the children.

Tom Sciacca commented that he attended the Loker Public Forum regarding the Elementary Building Use Task Force's (EBUTF) proposals and the difference in the costs for each. As a taxpayer, he feels responsible to pay for education; however, does not feel responsible to pay for the parents' convenience of logistics. He cited the sacrifices that the METCO families make to help educate their children. Tom stated that his vote is for partial grade school configuration. In terms of the amount of time that Paul has spent on the school accounts, he referred to an article in which the economists write "CEO's need to spend a certain amount of staring out the window to get the job done."

A Wayland resident commented that she is proud of the Wayland METCO program, as it is one of the best in the state. She also believes that the program was built by the current Director as a result of her dedication to not only the Boston students, but the Wayland students as well. In working with Mabel Reid-Wallace over the years, this resident admires her greatly. She asked the School Committee to handle this situation equally on all sides.

A METCO parent commented that the parents support Mabel for her dedication to the program and community. This process, she says, has insulted Mabel's character and asked the School Committee to move on from all of this, as the parents are concerned about her and the children in the program. She also commented on the inequity of this report.

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A METCO parent commented on the newspaper articles written only about the METCO accounts. In this parent's opinion, the damage done by these articles is unfair and hopes this situation can be dealt with in an appropriate diplomatic manner moving forward to get to the truth.

The parents asked if the School Committee would ask the newspaper to write a retraction once Mabel Reid-Wallace is exonerated. The School Committee responded that they will take this request into consideration.

3. **Educational Matters**

(a) Hear Superintendent's Report:

Paul Stein updated the School Committee on the unsafe condition of certain Loker playground equipment, which was reported by Park and Rec. The cost of repairs is about \$14,000, which raises the question if replacement would be more cost effective. Thus, it could become a capital improvement plan request.

In response to questions by the School Committee regarding high school parking fees, Paul noted that he is getting information regarding cost allocation and will have an update at the next meeting.

Paul informed the School Committee that very soon offsets will no longer appear within the budget, as the budget will be readjusted for direct charges made to certain revolving accounts. This has already been done for Full Day Kindergarten, the bus fees and instrumental music.

Recently Paul and two administrators attended an Apple Conference in California, which they found very valuable in terms of determining how to move forward with technology in Wayland. They attended workshops and visited a school at which most students had iPads.

(b) Update re: ELL Coordinated Program Review:

Marlene Dodyk informed the School Committee that the ELL Coordinated Program Review had been received from the DESE. A letter stating that the School Committee has received the program review and the corrective action plan will be submitted and sent to the DESE. Marlene explained that the findings in the review were related to curriculum and training, noting that the district did not want to invest money when they knew the new standards would be imminent. Marlene also noted the plan of action in response to correct these findings, which includes RETELL training for teachers and administrators in order to be recertified past 2016.

Marlene commented that in five years, the ELL population has increased from 9 to 30 students, although still considered a low incidence population.

Marlene answered a question from Barb in regard to the timing of the Corrective Action Plan, which must be submitted now. Although the state guidelines were developed in August 2013, they were just posted the week of October 14. Thus, the ELL staff is working very hard to comply with the new guidelines.

Paul commented that Wayland's Special Education review, which was done at the same time of the ELL review, was one of the best in the State, as there were no findings. Because the State is receiving pressure from the Federal Government, this issue has created problems for districts in terms of increasing staffing to accommodate the guidelines regarding the number of hours taught.

Marlene responded to a question from Donna regarding combining resources through regionalization. She stated that this option was researched, but parents opted out. There could also be some civil rights issues if children were forced to attend a certain school. Marlene agreed to reach out to her colleagues for interest in sharing resources.

Beth asked about the impact on the pending elementary reconfiguration. Marlene commented that different configurations are being considered, but grouping could be difficult.

Barb read the draft of the letter the School Committee will send to the DESE. Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (5-0) for Barb to sign and send the letter as written to the DESE.

Malcolm asked about tapping into technology for these students. Marlene stated that iPads are being used as a tool, but they still need to implement the curriculum. Also noted was that it could be 9 or 10 years before

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students can catch up with the language.

The consideration of applying for grant money was mentioned, and Marlene agreed that she would pursue any available grants, as she has done in many instances.

4. **Financial Matters**

- (a) Discussion of School Committee Objectives re: Policy vs. Management and Management of Administrators' Time:

Malcolm distributed and reviewed a draft of the objective Policy vs. Management and referred to it as a reference point. Malcolm briefly described his recent conversation with Glenn Koocher regarding this objective and how the School Committee works through this issue. In terms of goal setting, Malcolm suggested that the Committee discuss just after Town Meeting. A suggestion was to hold public forums and invite experts in to discuss issues that are interesting and important to the Committee, as this will allow the Committee to determine the direction they will take and the issues they will explore. As part of the School Committee's role, mission, policy and management should be consistent. Also suggested was to have a third meeting for further discussions about policy setting and longer term goals regarding the roles of the School Committee and the Superintendent.

Barb reviewed the agenda for the Boston meeting on October 28<sup>th</sup>. Beth also suggested that the Committee address the concerns that were raised by the audience at this meeting, such as reviewing the process that was taken and why. Barb moved this topic further into the meeting.

- (b) Continued Discussion of School Committee Objective re: Fiscal Management:  
This agenda item was tabled.

- (c) Review of Draft FY15 Capital Budget and Update re: Prior Year Capital Building Repair Balances:  
John Moynihan reviewed the FY15 school capital improvement requests. John stated that some of these requests were from previous years, but two or three are new this year, such as replacing the intercom system at Claypit Hill. John also updated the Committee on the Loker playground equipment and if funding is approved at Town Meeting, the work could be complete by September 2015. In terms of the Middle School, the priority is to replace the windows, as discovered during the roof project. There is also a new request to replace the furniture in the Middle School cafeteria. At the High School outdoor facility, the requests are to repair the bleachers, as well as making them handicap accessible, to replace the outdoor lighting, and to replace the tennis court surface.

John answered questions regarding the CIP's at the schools, including the tile replacement at Happy Hollow and Claypit Hill Schools. He noted that a certain number of these requests will depend on the elementary school reconfiguration.

John also noted which requests are currently on the five-year plan. A discussion followed regarding applying for MSBA funding for some of these capital requests. John commented on the MSBA timeline and process for such requests.

Barb will work with John regarding the Capital Improvement Plans for the purpose of providing more information to the Finance Committee. The School Committee will vote on November 4 to approve to submit these requests to the Finance Committee.

John also reviewed the outstanding balances on capital repair projects of prior years, including the middle school roof project. John is looking into the possibility of using the funds remaining from the Middle School roof project for the replacement of the middle school windows.

- (d) Receipt of October 1<sup>st</sup> Enrollment Report and FY15 Projections:  
Geoff MacDonald reviewed the NESDEC Historical Enrollment Report. Geoff noted that NESDEC's FY14 projection was 2,682 and Wayland's was a difference of three students at 2,679. They are also projecting 2,679 students for FY15. NESDEC also looked at the ten-year trend and noted a decline from 2,700 to 2,600. In response to Malcolm's question regarding the capacity to plan for any surprises in enrollment, it was noted that NESDEC, among other predictors, considers building permits in the town.

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- (e) Review of FY15 Budget Schedule and Related Budget Principles:  
Barb informed the School Committee that the FY15 budget schedule has not changed since the beginning of the school year, and the Town Meeting dates have not been voted as of now. She asked the Committee to provide their cost saving/efficiency suggestions by the next meeting, so they can be considered while working through budget deliberations.

A discussion followed about how the elementary schools decision will impact the budget. Paul commented that some factors have complicated the discussion. He wants to inform the public of all the factors involved, but does not want to rush, nor prolong, the decision. Paul also noted that this decision goes above and beyond the guidelines given in terms of the budget. Barb will confer with the FinCom liaisons regarding the budget process related to this decision. Paul stated that he will present a parallel elementary school budget separate from the district-wide budget. Once a model is chosen, they will also recommend whether the change should happen all at once or phased in over multiple years.

Cost savings/efficiencies ideas will be discussed at the November 4<sup>th</sup> meeting, as well as the budget principles.

5. **Procedural/Administrative Matters**

- (a) Review of Potential Follow-up Items:  
The School Committee discussed their opening remarks for the Boston parent meeting, as well as providing the history of the accounts report by Jim Powers and the process that he followed. Jim Powers will be asked to provide a written statement that will offer clarity to the families in terms of the differences between the findings related to school accounts and the METCO accounts. They also discussed the format for receiving public comments. Barb will also coordinate with the Leadership for Equity team, as they have planned a community building activity for the start of the meeting.

6. **Consent Agenda**

- (a) Approval of Accounts Payables & Payroll Warrants:
- Wayland Public Schools Payroll warrant, dated 10/17/2013, in the amount of \$1,187,320.22
  - Wayland Public Schools Accounts Payables warrant, dated 10/21/2013, in the amount of \$496,321.54
- (b) Approval of Minutes:
- Regular Session of September 23, 2013
  - Special Session of September 30, 2013
  - October 1, 2013
- (c) Approval to Pay Invoice for Middle School Roof Project:  
John Moynihan is requesting School Committee approval for Payment #3, dated October 7, 2013, to Capeway Roofing Systems, Inc. in the amount of \$247,960.00.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted unanimously (5-0) to approve the consent agenda as noted.

7. **Comments from the Public:**

Tom Sciacca commented on the inequity of the METCO Director's identification in the Powers Report.

Maryann Borkowski also commented on the identification of the METCO Director, as well as the report itself. She commented that the choice of certain language can be very powerful and is very important in terms of how certain issues are perceived.

8. **Executive Session:**

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the Committee voted unanimously (5-0) to enter Executive Session at 10:00 p.m., as permitted under M.G.L. Chapter 30A, Section 21(a)(1) to discuss the Open Meeting Law Complaint filed by Donna Bouchard on July 1, 2013 regarding an Executive Session held on June 3, 2013, and also as permitted under M.G.L. Chapter 30A, Section 21(a)(3) to discuss strategy with respect to Collective Bargaining for school unions (WTA, WESA, Custodial and Food Service) and to reconvene in Regular Session for adjournment purposes only, as such a discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and Executive Session is necessary to protect the bargaining position of

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the School Committee and to review and approve Executive Session minutes of September 23, 2013 and October 1, 2013 pursuant to M.G.L. Chapter 30(a) Section 22. 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	
Donna Bouchard	X	

9. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:04 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:  
See attached list

Corresponding Documentation:

1. Administrators' Status List re: Powers & Sullivan Report
2. Draft of Letter of Intent with Broadway Electrical re: Middle School Roof
3. Memo re: MAPC Regional Solar Initiative
4. ELL Coordinated Program Review Report of Findings
5. Capital Improvement Plans for FY15
6. NESDEC Enrollment Report
7. Accounts Payables & Payroll Warrants
8. Regular Session Minutes of September 23, 2013
9. Special Session Minutes of September 30, 2013
10. Special Session Minutes of October 1, 2013
11. Invoice for Capeway Roofing re: Middle School