

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – January 6, 2014

A Regular Session of the Wayland School Committee was held on Monday, January 6, 2014, at 6:30 P.M. in the School Committee Room of the Wayland Town Building.

Present:

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

Geoff MacDonald  
Business Administrator

Sarah Maietta  
WHS Student Representative

Also:

Finance Committee: Tom Greenaway, Nancy Funkhouser, Cherry Karlson, David Gutschenritter, Bill Steinberg, Carol Martin, and Gil Wolin

OPEB Committee: Clifford Lewis, Jay Sherry, Maryann Peabody (Personnel Board Liaison), David Gutschenritter (FinCom Liaison)

Brian Keveny, Finance Director

Brian Jones, WSCP Director  
Cheryl Fertig, The Children's Way Director  
Stephen Cass, Athletic Director

Barb Fletcher convened the Regular Session at 6:35 p.m.

1. **Executive Session #1:**

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted (4-0-1) (Donna abstained) to enter into Executive Session per M.G.L. 30A, Sect. 21(a)(1) to discuss charges and/or possible discipline against a public employee and the Committee will reconvene in Open Session to discuss regular matters. A roll call vote was taken as follows:

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

Donna made a statement that, in her opinion, the Committee did not have a proper reason to enter Executive Session and she cited several reasons. She requested the discussion take place in Open Session, as the Executive Session could violate the Open Meeting Law. Barb responded that labor counsel recommended that they enter under Section 21(a)(1). The School Committee followed labor counsel's recommendation.

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The School Committee reconvened in Open Session at 7:35 p.m.

### 2. **Budget Forum:**

Paul Stein presented his FY15 Budget Presentation. He reviewed the district goals and the factors taken into account, such as enrollment changes, state mandated ELL (English Language Learners) and Special Education programs increases, utilities, the transportation company contract, and contractual obligations, to reach the Maintenance of Effort (MOE) budget of approximately \$34.7 million. Paul noted that the MOE budget also includes some assumptions – an athletic fee increase, prepay for Special Education tuition, and the turnover savings from staff exchange.

Paul also reviewed the FinCom Allocation Budget, which when adding approximately one million per the FinCom's approval, totals approximately \$34.4 million. However, when taking into account the mandated services, more money is needed – a difference of approximately \$342,000. Paul reviewed reductions in the budget in order to reach the FinCom Allocation Budget and the two initiatives that are included in the budget – STEM and the K-5 reconfiguration.

Paul reviewed the capital and operating costs of the K-5 initiative that are not funded by this budget. Paul is recommending a budget representing a 4.04% increase, but including the elementary initiative would increase the budget by 5.82% (\$35.34M).

Barb opened up the meeting to the public and announced that the meeting was being recorded by WayCAM.

### 3. **Comments from the Public:**

A resident asked about information from the Budget Book – salaries of facilities positions, the school electrician and maintenance worker FTE's, the OPEB budget, the circuit breaker revolving account, the history of grants and if it includes WaylandCares, WSCP, Food Services, and Special Education healthcare and OPEB costs. She commented that in looking at real data, there is a much larger increase in spending and asked the Committee to keep the money in the classroom by eliminating overhead and consolidating administrative expenses. She suggested that the Committee consider consolidating the business function of the schools under the Finance Director. She also asked how the Special Education population compares to other towns.

A resident asked about the K-5 elementary reconfiguration in terms of how Loker will be staffed next year, will the buffer zones generate savings in actuals or assumptions (built-in), and will the property values of homes in the buffer zones be affected as a result of the reconfiguration.

A resident commented that the recommended FY15 budget is already high without adding the elementary reconfiguration. He believes that an opportunity is being missed to make fundamental changes in the schools, and compared the elementary education in Wayland to Montessori schools. He also believes that early educational experiences are important in determining what happens long term and asked the Committee to think about ways to restructure the elementary program in a way that will optimize the whole educational system. He commented that this restructure is reverting back to the K-5 structure in place a few years ago; asked that the Committee delay the decision for another year.

*Barb left the meeting at 8:14 p.m. to meet with the Finance Committee regarding capital requests.*

A resident asked a question about the full day kindergarten program and if a student could overlap with another school if there were no full day slots open at Loker.

A resident supports the K-5 model and asked why world languages would not be funded and offered in the elementary schools.

A resident asked for an explanation in the 438% increase in Special Education over the last 10 years.

A resident asked the School Committee to look at a K-1 model which might eliminate buffer zones, and also 2-5 schools which would get close to having neighborhood schools.

A resident commented that Loker School has been closed twice since the 1980's and is concerned that if Loker has fewer sections and, if enrollment drops, Loker could be closed for a third time. He believes in a balanced approach of

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the 3-3-3 model in determining where to spend money for programs. He is against the 2-3-4 model, whereby there is a very large school and a very small school resulting in inequality and asked if Wayland can sustain three schools going forward.

A resident supports the 3-3-3 model as being more equitable in terms of what is best for the children regarding social issues and the transition to the middle school.

A resident commented that to his knowledge, some Claypit Hill staff believes that Loker will be at a disadvantage. He also attended a school that had two classrooms per grade, and he believes it wasn't the greatest thing, because some problems couldn't be solved given that there were only 2 classrooms per grade. He supported the 3-3-3 or K1 & 2-5 options as being more equitable.

A resident commented that he attended Northborough elementary schools and the larger schools had several activities that the smaller school did not, as the decision was made on where it would impact the most students. He supports the 3-3-3 option as being the most equitable and compared the challenges mentioned in the report for all of the models considered.

Paul Stein praised the Task Force's work as being impressive in reaching the decision of the three models, which are better than the status quo. In weighing all the facts and dealing with so many variables, he ultimately recommended the 2-3-4 model. He commented that capacity and the transition could be issues if the 3-3-3 model is implemented.

A resident commented on the equitable distribution of the quality of teachers and wondered if parents could be guaranteed that everyone is being treated equally.

A resident applauded the efforts of Paul and the Task Force in making the process transparent and urged Paul at the next step to begin looking at teachers and principals in forming the new buildings. Given the history of the elementary schools, she commented on actual vs. perceived inequity and asked that Paul continue to be transparent in Loker's implementation.

Beth Butler read a statement from Kent George re: his non-support of the FY15 school budget and elementary reconfiguration. He also offered suggestions to decrease the budget and recommended two elementary schools, which he believes would result in long-term savings.

A resident is concerned about having his 2<sup>nd</sup> and 5<sup>th</sup> graders at two different schools, as dismissal time would be difficult for his family. He also commented that three families on his street would be impacted. He asked for an explanation of the buffer zones.

A resident asked how the issue of having a child now at Loker and another child at either Happy Hollow or Claypit Hill is any different from what is being proposed.

A resident supports the 2-3-4 recommendation based on the research, as she believes that no matter which recommendation is voted, there will always be issues. The focus should be on the implementation and what parents can do to help make it happen.

A resident also supports the 2-3-4 model and commented that it is most important to keep the process as open as possible with respect to an equitable transition of teacher placement, as it does affect Loker the most.

A resident asked what the next steps are regarding the reconfiguration.

*Sarah Maietta left the meeting at 8:53 p.m.*

*Barb returned to the meeting at 8:55 p.m.*

#### 4. **Financial Matters:**

- (a) OPEB Committee Presentation & Discussion (Joint Session with Finance Committee):  
Barb gave the School Committee a brief recap of her meeting with the Finance Committee. They reviewed all the school capital requests with the exception of two that are related to the elementary reconfiguration. Barb

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will also send the FinCom a copy of the five-year capital plan.

Claypit Hill and Loker doors and windows: There will be a conversation with Ameresco as part of the energy efficiencies to see if their bid would be lower than going through the MSBA process.

Claypit Hill PA system: Will be left as a placeholder until the 2<sup>nd</sup> quarter financial information is available.

Middle School windows: Will remain as a separate request, but will turn back the funds from the roof project and then allocate the funds to pay for this project.

Middle School air conditioning: Will ask Ameresco why it wasn't included in their project.

Loker School: Will consider doing the security improvements, so all schools will have the same level of security.

Donna commented on the MSBA funding process vs. the process Ameresco would undertake in terms of the expense for the Claypit Hill and Loker doors and windows.

Barb updated the Committee on capital improvements associated with Elementary School Reconfiguration:

- Happy Hollow cafeteria, art room and adjoining spaces – Barb explained the space reconfiguration for these areas, which also includes the work space, the staff lounge, plus the nurse's office (funds appropriated at last year's town meeting for the nurse's office). This work would alleviate some of the space concerns that the consultants TBA outlined in their report two years ago. Paul said that the nurse's area would need redoing in any event.
- Loker kitchen and cafeteria space: This space would not be adequate if a K-5 model is implemented and would not be comparable with the same spaces at Happy Hollow and Claypit Hill.

If the reconfiguration is not implemented, this work would not be done. However, the hope is to continue to plan for improvements to the nurse's area at Happy Hollow that would result in a different capital proposal. Regarding a question about the Claypit Hill and Loker doors and windows in terms of MSBA funding, Barb noted that the School Committee vote to move forward with these repairs was contingent upon MSBA approval. If not approved, the project would be delayed another year.

#### **OPEB Presentation:**

Jay Sherry presented to the School Committee, summarizing six months of work done by the OPEB Committee. At the outset, he noted full disclosure of a potential conflict of interest because his wife is a Wayland teacher and he and his wife will receive OPEB benefits at the appropriate time. He said he has filed the necessary paperwork.

Jay reviewed the eight key findings of the OPEB Committee. Based on these findings and the Segal Company's valuation and assessment of December 31, 2012, which included an actuarial valuation based on GASB 45 assumptions and financial reporting requirements, the OPEB Advisory Committee made six recommendations of how to equitably fund OPEB going forward. However, the concentration was on the Committee's first two recommendations. Although Wayland's OPEB is underfunded, under GASB 45 assumptions, Wayland is 27% funded, which is better than most Massachusetts cities and towns.

Under the current healthcare provision, current staff and retirees pay the same rate for healthcare. Despite, the GASB 45 assumptions and the age and gender table provided, the OPEB Committee's first recommendation is that OPEB should be funded based on what is actually paid in premiums to West Suburban Health Group. Per this recommendation, Segal Company recalculated the actuals and the percentage funded went from 27% to 36%.

The second recommendation is that enterprise and revolving funds should make catch-up contributions to the OPEB account in FY15 – FY18. Since no contributions were received for FY08 – FY12, the OPEB Committee is recommending that the schools and town make "catch-up" contributions of \$1.2M for the next four years, which would take the burden off the taxpayers.

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A discussion followed regarding the “catch-up” years in terms of how the school revolving funds are charged. It was confirmed that the charges are FTE based. Paul raised the question of equitableness for current staff in the fee-based programs for two main reasons. First, there is an assumption with the OPEB Committee analysis that the nature of the work force in the BASE, FDK, and TCW programs retires at an equal percentage to the regular work force, thus raising the question if there is a fair assessment of who retires from these programs. In a recent review of these programs, Paul commented that there is only one retiree from these programs. Finally, some of these programs didn’t exist historically, and there is always a large turnover of staff. The School Committee was asked by the OPEB Committee if they would consider using the balances in the revolving funds towards OPEB.

#### **Joint Session with Finance Committee:**

The Finance Committee asked the School Committee about the elementary reconfiguration and the operating budget in terms of staffing and FTE’s. The FinCom asked for a district-wide summary within the personnel budget showing increases in staff, but excluding the elementary reconfiguration.

Paul commented that his recommended budget was driven above the FinCom’s guidelines mainly because of mandated costs. Tom Greenaway recognized the thoughtful process that went into preparing the budget and suggested that moving forward to other years, these mandated costs be considered when the guidelines are established by the FinCom.

The timeline of the decision regarding the elementary reconfiguration was discussed and confirmed.

#### 5. **Educational Matters:**

(a) Hear Superintendent’s Report:  
No report given.

(b) Hear Student’s Report:  
No report given.

#### 6. **Financial Matters (cont’d):**

(a) Budget Work Session

- Fees & Revolving Accounts:

**WSCP:** A discussion regarding fees was postponed, as three members of the School Committee need to file State Ethics disclosure forms with the Town Clerk.

Brian Jones, Director of WSCP, summarized the BASE budget for the remainder of FY14 and projected the budget for FY15 using the average enrollment and anticipated cost of living increases. Given that items were charged differently in the past, Brian now has a better idea of what will be charged to each account in terms of expenses. Unlike the past and moving forward, surpluses are not anticipated in the revolving accounts. Brian noted the FY14 overall projected revenue after expenses, but stated that expenses can change given certain circumstances. In an effort to keep surpluses contained and controlled, Brian commented that accounts are tracked monthly and he will report back to the Committee.

In terms of Pegasus, Brian noted that it is a difficult process because the one-year program runs over the course of two fiscal years. For that reason, he referred to the overall balance and the net change of that balance. In averaging out the previous years, Brian reached a budget prediction for the summers of 2014 and 2015. A tuition change is not being recommended for Pegasus. The cost allocation for custodial and utility costs was discussed.

**TCW:** Cheryl Fertig, The Children’s Way (TCW) Director, began the discussion by noting that this program also has many variables in terms of enrollment and the number of days or hours that children are enrolled. Thus, the income for TCW was estimated in order to determine staffing and supplies costs. Given the unique relationship with the Wayland Public Schools, TCW works with the educational team to support the services that are provided, as 25% of TCW population receives Special Education services. In FY13 and for this year, one-time expenses were incurred for the security system, the replacement of condenser units, networking and a new phone system, for a total in FY13 of about \$50,000 and in FY14 about \$44,000. As a result, any major capital expenses in contracted services

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were not included in order to meet TCW budget for FY15. Cheryl noted that a tuition increase of 5%, the first in three years, was taken into consideration when forming the budget. Approximately 100 children are in the program, give or take.

Paul commented that TCW budget is based on not having to use reserve funds, unless a major capital cost emerges.

Cheryl noted that TCW was able to renovate their building space with money raised by parents. Also, tuition scholarships of \$2,500/yr. are funded through money raised via fundraising by the parents. Cheryl Fertig recommended a conservative, but realistic, reserve of about 5 to 10% for The Children's Way.

**BASE & Pegasus cont'd:** In an effort to make these programs equitable for families who require financial assistance, Brian asked if these programs could be included on the financial aid forms, much like FDK, transportation and food service, for an annual cost of \$9,000 to \$16,000. Historically, these programs offered assistance to families, but a clear criterion for eligibility was not in place. A discussion ensued regarding how WSCP funded financial aid in the past. Brian also recommended a 5% reserve for BASE and a 10% reserve for Pegasus.

**Full Day Kindergarten (FDK):** Five sections are being projected for next year. In determining the FY15 budget, slight increases are taken into consideration for COLA's, contractual obligations, supplies and utilities costs. However, in order to cover costs and have a small reserve of about \$4,000, Brian recommended raising the tuition for FY15 to \$4,320 per year for an increase of eight percent. Brian also commented that when projecting his budget and recommending a tuition increase, he also considered the elementary school reconfiguration.

**Athletics:** Stephen Cass commented that athletics has been underfunded since 2011 by about \$50-\$60,000/year. He is proposing an increase in the fees to support just the basics of the program, but noted that he is spending about \$100,000 less than was spent five years ago. Even though enrollment is down slightly, participation has remained level. However, depending on the number of participants on a specific team, the user fees don't always cover the expenses of that sport. Positions not in this year's budget are included in the FY15 budget, such as assistant coach for cross country and tennis, a freshmen volley ball coach, and a cross country coach at the middle school. Stephen added that not included in the budget and the biggest challenge is the funding of non-necessity, non-recurring expenses each year, such as field hockey goals, scorers' tables, video systems for the coaches, sound systems, AD's for trainers, and fitness equipment. He noted that other towns are funded by the schools' Boosters organization, but Wayland doesn't have the fundraising model in place, given the change in the revolving accounts. Transportation for athletic teams is about a third of the budget, and adding officials/coaches totals 55% of the entire budget.

Paul praised Stephen's efforts in taking on a vast number of issues related to the athletic program in his first year as Athletic Director.

- **Facilities Department**

Donna asked John Moynihan questions about the school electrician and if any savings have been incurred, the FTE's of a Loker custodian, the salary and FTE's of the department secretary, the increase in custodial salaries, the increase in septic charges, the increase of overtime costs for custodians, the utilities budget (up by 3% annually), and other maintenance and supplies costs. She asked if there was room for savings in the facilities budget to cover some expenses for the educational needs of the district. Barb commented that she had received from Geoff a historical list of utility expenses.

*Beth left the meeting at 10:48 p.m.*

Paul noted that included in the \$250,000 worth of expenses that were cut from last year's budget, some facilities expenses were included.

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- (b) Discussion re: Possible Warrant Articles, including One for the Elementary School Reconfiguration:  
Donna raised some issues regarding the two school model that was discussed by the Task Force in terms of the elementary school reconfiguration, but not recommended. In support of this model, Donna noted that savings could be recognized in personnel, as well as eliminating the inequity of a big school vs. a small school.

*Beth returned at 10:53 p.m.*

Paul commented that when the Task Force began their discussions, one area of concern was the size of Claypit Hill. Given the proposals that the Task Force considered and as part of the process going forward, Paul recommended that the School Committee make a decision to choose one of the proposed recommendations or his recommendation of the K-5 model; otherwise, the Task Force would have to reassemble for further discussions. As a member of the Task Force, Ellen added that the two school model would entail a very large capital improvement cost, adding to Loker to resemble the size of Claypit could be physically impossible, and that model would not address the flexibility issue. The Task Force made an effort to work within the available space of the three school buildings.

As part of the process and depending on the recommendation the School Committee votes, Barb asked the Committee if they submit the reconfiguration as a separate warrant article for funding at Town Meeting or include it in the FY15 budget. The advantages and disadvantages of both options were discussed. The timing issue was addressed as well the issue of who makes the final decision. Based on an advisory letter of the DESE, Beth noted that the decision is ultimately the School Committee's, but in close consultation with the Superintendent. She will forward the DESE letter/opinion to the Committee.

The School Committee was unanimous in their decision to keep the elementary school reconfiguration as part of the FY15 budget.

- (c) Discussion of Financial Matters that Need Immediate Attention, including Policies KCD (School Gifts & Fundraising) and DJ (Purchasing):  
Discussion was tabled.

7. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:
- Wayland Public Schools payroll warrant, dated December 26, 2013, in the amount of \$1,211,834.97
  - Wayland Public Schools accounts payables warrant, dated January 6, 2014, in the amount of \$581,070.28
  - Wayland Public Schools accounts payables warrant, dated January 6, 2014, in the amount of \$44,111.25 (School Buildings)
  - Wayland Public Schools accounts payables warrant, dated January 6, 2014, in the amount of \$14,384.02 (Student Activities)
- (b) Approval of Middle School Canobie Lake Trip
- (c) Approval of Minutes:
- Regular Session of December 2, 2013
- (d) Acceptance of Gifts:
- A donation to Wayland METCO from the Harold Adler Family Foundation in the amount of 3,800.00.
  - A donation to Wayland METCO from Ann Landry of Wayland in the amount of \$500.00.
  - A donation to Wayland METCO from Barbara Pontecorvo of Wayland in the amount of \$1,000.00
  - A donation to the WHS Water Warriors Club from the Wayland Community Pool Turkey Trot in the amount of \$250.00.

Upon a motion duly made by Donna Bouchard, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the Consent Agenda, including the Regular Session minutes of December 2, 2013, as amended.

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8. **Comments from the Public:**

Linda Segal noted her support and appreciation for the Committee who worked on the reconfiguration models. She supports the 3-3-3 model. Linda asked about how the new teacher contract and other union contracts affect the overage of the proposed budget. She also asked where and how the School Committee would reduce the budget. Linda requested an analysis of the high school 1:1 initiative and asked if the middle school 1:1 could be delayed a year. She referred to a technology program in the Reddington, New Jersey school district and asked if “bring your own device” was an option in Wayland. Paul responded to the question of technology at the middle school.

Tom Sciacca asked the Committee if there was an evaluation regarding the results of the high school 1:1 initiative. In terms of the elementary schools reconfiguration, Tom stated that there has been a social fragmentation in town forever, but it has improved over the years. In his opinion, the K-5 recommendation exacerbates the social fragmentation and it will mean that people will live in different districts as opposed to living in Wayland.

Alexia Obar commented that there have always been loosely formulated buffer zones in place in Wayland. She stated that the Task Force studied every issue possible and it is important for residents to read the final report. She said it is time to prioritize and the elementary schools should be addressed now.

9. **Executive Session #2:**

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the Committee voted unanimously (5-0) to enter Executive Session at 11:24 p.m., as permitted under M.G.L. Chapter 30A, Section 21(a)(3) to discuss strategy with respect to Collective Bargaining for all school unions (WTA, WESA, Custodial and Food Services), 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 the School Committee, and to approve Executive Session minutes of November 18, 2013 and December 2, 2013, pursuant to M.G.L. Chapter 30A Section 22. They will reconvene in Regular 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	
Donna Bouchard	X	

10. **Adjournment:**

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:47 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:  
See attached list.

Corresponding Documentation:

1. Accounts Payables & Payroll Warrants
2. FY15 Budget Projections for WSCP and FDK
3. FY15 Memo and Rates for WSCP and FDK
4. Middle School Canobie Lake Trip Request
5. Regular Session Minutes of December 2, 2013
6. Final WTA Q & A
7. Executive Session Minutes of November 18, 2013