

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – April 28, 2014

A Regular Session of the Wayland School Committee was held on Monday, April 28, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair  
Malcolm Astley  
Ellen Grieco  
Donna Bouchard (arrived at 7:43 p.m.)  
Jeanne Downs

Also:

Paul Stein  
Superintendent of Schools

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Director of Student Services

Geoff MacDonald

Business Administrator

Also:

Karyn Saxon

Barb Fletcher convened the Regular Session at 7:05 p.m. and announced that the meeting is being recorded by WayCAM. Barb publicly thanked Beth Butler for her service on the School Committee as a valued member for the past four years and welcomed newly elected School Committee member Jeanne Downs.

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

Cliff Lewis commented on the agenda in terms of the time allotted for statements regarding the Business Administrator search. He also commented on some of the issues that need to be resolved going forward. As an applicant to service on the Search Committee, Cliff advocated for his selection to the committee, as well as the qualities and business practices he would like the new Business Administrator to possess.

## 2. **Educational Matters:**

### (a) Receive MCAS and Other Elementary Assessments Presentation:

Brad Crozier began by commenting that Tricia O'Reilly was unable to attend and if the School Committee had questions for her, she would answer them at a later date. Brad noted that the focus of this presentation is on the accountability aspects of MCAS results, as well as the benchmarks of the formative assessments.

Brad commented that the DESE has a long-standing accountability and testing system in place, but in 2012 the system was changed at the federal level. They allowed waivers to aspects of the No Child Left Behind Act and moved forward with a different accountability system. Brad explained how the state reached their composite progress and performance index by comparing MCAS scores over four years, resulting in designation of schools at five different accountability levels. Eighty percent of districts are in Level 1 or 2, but 70% of those districts are in Level 2. The remaining 20% of the districts fall in Levels 3, 4 or 5 and Level 3 districts are provided with required assistance from the DESE.

Brad stated that currently Happy Hollow and Claypit Hill are at Level 2, which designates Wayland as a Level 2 district. Brad explained the process of how the state determines school level designations. It could be difficult to work toward becoming Level 1 in just one year, but is possible. A percentile index is

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – April 28, 2014

given in order to measure schools' performance compared to other districts in the same level. Because Happy Hollow (81<sup>st</sup>) and Claypit Hill (84<sup>th</sup>) are above the 80<sup>th</sup> percentile for the elementary schools, Wayland is a high-performing district in Level 2, and it is unlikely that Wayland would fall down into Level 3. Brad noted that in comparing the status of Wayland's peer towns, there is a mix in Level 1 and Level 2 for the elementary grades. Brad read the peer towns' level status to the Committee.

Malcolm commented that in terms of testing, in general, the more diversity present, it is more likely that a school/district will be at a lower level, and the higher the socio-economic level, the performance level will be higher.

Karyn Saxon focused on current assessments and what the district is doing to reach Level 1. The teachers and administrators have been introduced to the new Common Core State Standards, thus, aligning the curriculum and instruction with these new standards. The teachers engage in Professional Development through in-services, study groups, and the Literacy and Math Institutes. As part of RTI, the staff also identifies students' needs through benchmark and diagnostic assessments in order to address those needs. Karyn explained the difference between benchmark assessments and diagnostic assessments.

Karyn identified the ways in which the district is addressing students' needs, such as implementing differentiated core instruction, adding Tier 2 RTI blocks in reading and math, exploring options for Tier 3 instruction, providing direction to students by reading specialists and teaching assistants, and using the math coaches to provide job-embedded professional development to teachers in order to provide more effective instruction to students in the classroom.

All students receive Tier 1 differentiated core instruction, and for Tier 2, extra time is provided for the group of students who did not make the benchmark assessments in reading; however, math is similar, but somewhat different for those students who need extra skill work. Karyn noted the percentage of students who participate in Tiers 1, 2, and 3, and commented that it is different from year to year.

Brad distributed a chart that shows progression of achievement through time. Brad commented that the PPI is a composite score that captures different students in different years, while grouping all subjects in all different areas.

In response to a question from Ellen, Brad commented that to move from Tier 2 to Tier 1, there would have to be a better score than what gets dropped off in the 4<sup>th</sup> year and would have to make up ground to close the gap by 50% each year, which can be more difficult as time passes. A discussion ensued. Brad also noted that in the upper grades, MCAS scores are consistently high and also elaborated on what could be considered a gap in testing. Further discussion followed in response to Malcolm's comments in terms of the gap and the criteria being used to assess our assessments.

*Donna arrived at 7:43 p.m.*

Paul referred to PARCC testing, which makes sure students are college and career ready, and is also connected to the Common Core. Paul commented that the public's perception in terms of Level 1 and Level 2 is sometimes applied to the district as a whole. However, the conversation pertains more to how well Wayland is doing with its subgroups and making sure the students' needs are being addressed. Paul also noted that when the district moves to three elementary schools, the issue of how the levels will be computed by the state will become very complicated.

On a final note, there are 11 subgroups in the district, and if one subgroup in one school doesn't meet the criteria, it will cause the elementary schools to become Level 2. Malcolm reiterated his concerns about assessing the assessment as the district moves forward, to remain open to the kids who have needs, and to determine if these assessments are helping the district as a whole or if they are interfering with the efforts and progress being made.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – April 28, 2014

- (b) School Choice Discussion, including Timing of Hearing:  
Barb commented that the DESE must be notified of the School Committee's vote before June 1, 2014. Thus, a Public Hearing is scheduled for May 12<sup>th</sup>.

Paul gave a brief overview of the pros and cons of School Choice. Paul did not recommend moving towards School Choice for several reasons, but specifically because of space issues and lack of resources. However, Paul commented that he would like to participate in foreign exchange student programs.

- (c) Hear Superintendent's Report, including Elementary School Reconfiguration Transition Update:  
Paul updated the School Committee on the progress being made with the elementary reconfiguration, which included a vision meeting regarding the elementary schools and a kindergarten parent meeting. Paul also noted that the administrators will be meeting to work on school placement for students, as well as working on faculty and specialists' assignments.

Paul also highly recommended the WHS play, "Beauty and the Beast."

- (d) Hear Student's Report:  
No report was given.

3. **Financial Matters:**

- (a) Discuss and Review Cost Structure and Comparable Pricing Terms for the School Lunch Program and The Children's Way:

**School Lunch Program:**

Barb commented that the review of these programs with a long-term perspective in mind came from the Committee's budget discussion and the OPEB discussion for Town Meeting. She instructed the Committee to review the information provided by Geoff, ask questions and determine if more information is needed to answer any long-term questions that might arise.

Geoff began the conversation by noting that a 50-cent lunch increase was approved by the Committee for FY15 and will raise about \$100,000 for the Food Service Program, which will sustain the program through FY16. However, OPEB charges for the annual contribution and the catch-up amount totaling \$34,000 will be taken. With this increase, it will put Wayland at the top of its peer districts. Geoff noted that in FY17 and going forward, a 3 – 4% annual increase may be needed to sustain the program, unless ways are implemented to cut costs.

Cheryl spoke to food requirements and food restrictions that have been placed on the program. For instance, anything sold a la carte must be less than 200 calories and less than 200 mg. of sodium. She can only sell 4 oz. of water, milk and juice, which has greatly affected the sales at the high school and middle school. In terms of lunches, protein, grains, vegetables and fruit servings must be weighed. If she wants to add something to a lunch, she can't because it falls under the a la carte guidelines. In this instance, she can't sell a lunch and an extra slice of pizza; it must be equivalent to two lunches sold to one student. At the high school, there is a lunch participation rate of well over 40 percent.

Cheryl noted that she could bring back a la carte sales to the elementary schools, but believes the parents would disapprove. She gave examples of a la carte sales being sold in other school districts, as well as the foods she would consider selling going forward. Additional snacks could potentially bring in \$75 to \$100 per day per school, for a possible total of \$40,000 to \$60,000 annually.

Barb addressed her concern that capital expenses, such as equipment repairs, come from the sales revenue of the program. She would like to examine this issue more closely to determine if the program or the town should be responsible for these expenses. Geoff noted that many programs in other towns are subsidized for some expenses. Geoff also praised Cheryl for her ability to run a quality program.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – April 28, 2014

Donna suggested that Wayland research the possibility of the food service program being subsidized vs. privatization for the long term. Paul commented on the history of the food service program in Newton. Cheryl noted that Sudbury is in the third year of privatization and is working with their third company. She also commented that she has a dedicated staff with longevity. Cheryl believes it is important to have a continuity of staff, especially with the issue of food allergies.

The Committee discussed if they would like to research the possibility of privatization in the long term. Barb suggested that as a first step they look at the TEC communities and peer communities as a comparison. She asked the Committee to send to Paul their suggestions for criteria to be included in the analysis.

Geoff noted that the review of the food service program was very favorable in The Abrahams Group Report.

**The Children's Way:**

Brian Jones, Cheryl Fertig, and Gretchen Lutz represented The Children's Way. Barb addressed the School Committee's concerns regarding The Children's Way and explained that they would review the information provided to develop any over-arching, long-term questions that the Committee may have. Once the questions have been answered, the Committee would decide if additional information was needed.

Geoff noted that the School Committee was provided with the three-year projections, a history of capital expenses, and pricing as compared to the local competition, including updated numbers and a revised revenue figure. Geoff commented that The Children's Way will be fine through FY16, while maintaining a \$50,000 reserve at all times. However, based on projections, they will fall short in FY16 by about \$5,000. Geoff reviewed the annual OPEB costs. He stated that the pricing is reasonable, but is lower than average for half-day programs and a little higher than average for full-day programs compared to the competition. In FY17, The Children's Way will have to catch up estimated at 10% or \$85,000 and moving forward will need to rely on a 3% increase each year to sustain the program.

Cheryl added that Bright Horizons and Goddard School skew the comparisons because their pricing is a range for a number of hours; thus, their prices are high. The Children's Way is about average or higher in terms of other half-day programs and are maxed out for what Cheryl can charge to remain competitive. Because the income comes from enrollment, it will fluctuate due to unpredictability in the numbers. Cheryl commented on the enrollment based on this year's numbers and current enrollment for next year.

Gretchen commented on private pre-schools programs vs. public schools programs that provide state mandated services, depending on students' needs. If The Children's Way didn't exist, Marlene Dodyk projected that it would cost \$320,000 for early childhood costs next year, including tuition and staff. If these students were sent to programs in other towns, assuming programs were available, the cost would be about double. Also taken into consideration, is the way that other towns staff their programs. Dover seems to be the only district that does not have a pre-school integrated program. If private programs were utilized, the costs would triple, if not more. Marlene praised The Children's Way staff for their expertise in providing services for these students.

Barb asked the Committee if they want The Children's Way to continue as they are and to consider if it should continue to be responsible for capital expenses in the town building. A discussion ensued regarding the capital expenses, which Cheryl reviewed. Included in these costs, but not noted on the document, are the playground expenses. Also discussed were the particulars of what the expenses would be if the town subsidized the program. The Committee would like to research other towns in terms of subsidized programs.

## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – April 28, 2014

- (b) Discuss and Vote the Contract with DiMarinisi & Wolfe regarding Design and Engineering Services for Windows and Roof Monitors at the Middle School:  
Barb noted that the funds for this project were appropriated at Town Meeting.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve Amendment #3 to the existing contract with DiMarinisi & Wolfe, dated August 16, 2012, for a lump sum of \$25,000 for design and engineering services for the replacement of windows in the roof monitors at the Wayland Middle School.

- (c) Discuss and Possibly Vote to include BASE and Pegasus in the District's Financial Assistance Program:  
As a result of the Committee's budget discussions, Brian Jones is requesting that BASE and Pegasus be included in the Financial Assistance Program. Geoff MacDonald summarized the changes that he is recommending to the amendment for the purposes of simplification and to eliminate the gap. He also explained the current process and formula for those families who apply. Geoff noted that there is a change to the language for full-day kindergarten, such that assistance would be limited to \$3,000 per year per family with a maximum total of \$12,000 from the program in any one year. This would also include the BASE and Pegasus programs.

Brian Jones commented that for BASE and Pegasus, the assistance comes from WSCP, but is assessed on a case by case basis. He explained his process and review for consideration. Paul explained how and where the assistance is taken from, since there is a small margin within the budget from which Brian can work. However, Paul noted his concern that assistance for full-day kindergarten (FDK) would result in a different manner, given that there isn't a margin from which to work. Also, FDK is the result of a first come, first served basis, thus, the disbursement of assistance would be formulated differently. Brian and Paul elaborated further.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to add BASE and Pegasus to the Financial Assistance Program and to make the changes that have been recommended to the document provided tonight.

- (d) Review and Vote of New Bus Contract for FY15 and FY17:  
The School Committee reviewed the document describing the terms of the new contract. Geoff summarized the bidding process. There was one bidder, and the bid was about 15% higher than FY14 actuals, which is about \$90,000 higher than what was budgeted. Geoff noted that there may be some offset savings for SPED transportation, which would offset about a third of the transportation increase.

Another situation to consider is the future construction of River's Edge, which would result in moving the buses to another parking site in either FY16 or FY17. Transportation costs would increase significantly at about \$325,000 annually if the buses were parked outside of Wayland, which may also result in a rebid for the bus contract.

Geoff recommended that the contract be awarded to First Student, Inc. for the amounts provided in the documentation.

Geoff explained the process that will be implemented going forward for the reconfiguration of 15 buses, which also includes the kindergarten schedules. On the plus side, more revenue is possible if more people pay for transportation.

A discussion ensued as to why only one bidder came forward, which is a result of the lack of competition. Geoff explained the competitiveness amongst bus companies.

Upon a motion duly made by Malcolm Astley, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to award the bus contract to First Student, Inc. for three years, FY15 to FY17, for the base bid provided in the documents tonight.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – April 28, 2014

Geoff was asked to provide an analysis of peer towns.

4. **Administrative/Procedural Matters:**

- (a) Appoint Two Community Members and School Committee Member to the School Business Administrator Selection Advisory Committee:

Barb commented that a solicitation was provided for community members who would be interested in serving on the BA Selection Advisory Committee; four residents were interested – Cliff Lewis, Kent George, Debra Lewis and Beran Peter. Two residents will be appointed by the School Committee.

Donna Bouchard made a motion that the School Committee considers appointing Kent George and Cliff Lewis to the BA SAC based on their work on the OPEB Committee, their experience with finance-related matters specific to Wayland, and their knowledge of what qualifications are needed in a new business administrator. There was no second.

Residents Debra West and Beran Peter were discussed further, as they are unfamiliar to the Committee. Barb provided some information regarding Beran Peter. Donna commented further clarified her motion.

Paul noted that including himself, the Business Administrator Selection Advisory Committee consisted of Brad Crozier, Brian Jones, Brian Keveny, Carla McAuliffe, Paul Brennan (Audit Committee representative), and a FinCom representative.

Jeanne suggested that when choosing community residents, the Committee thinks about the community at large and as a whole. A discussion ensued regarding the many elements present in this decision and taking all community voices into consideration. Ellen also noted her concern with pre-conceived notions of the financial consolidation and some of the remarks made from community members in terms of how it would affect this process. Further comments were made regarding the interested residents, their perspective on hiring on a new business administrator, and their experience and backgrounds.

Malcolm Astley made a motion to appoint Debra West and Beran Peter. There was no second.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted (4-1) (Malcolm opposed) to appoint community resident Cliff Lewis to the BA Advisory Search Committee.

Donna Bouchard made a motion to appoint Kent George to the Committee. There was no second.

The Committee discussed the possibility of asking the Superintendent to appoint a second community member. Paul weighed in on the discussion.

Upon a motion duly made by Jeanne Downs, seconded by Malcolm Astley, the School Committee voted (3-1-1) (Donna opposed and Ellen abstained) to appoint Debra West to the BA Advisory Search Committee.

Donna, Malcolm, and Ellen all volunteered to be the School Committee liaison on the BA Advisory Search Committee.

Upon a motion duly made by Malcolm Astley, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to appoint Ellen Grieco to the BA Advisory Search Committee.

Donna commented on the School Committee appointment and stated reasons as to why she would like to be involved in the search process.

Paul explained the search process going forward. The Selection Advisory Committee will identify the areas in which they are most concerned regarding the Business Administrator position. Ultimately, the School Committee will create the questions to be asked of the candidates. The Selection Advisory

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – April 28, 2014

Committee will review all the applicants' resumes, candidates will be ranked, and interviews will be set up for those identified to come before the search committee. Paul commented that there will be two to four finalists invited to interview with the School Committee on May 29<sup>th</sup>. Paul will review the feedback from the Committee and the community, which will result in his recommendation to the School Committee.

(b) Appoint School Committee Members to Vacant Liaison Positions:

Barb commented that the chair and vice-chair appointments are done at the end of the school year. She would like the Committee to consider voting for an interim vice-chair for the remainder of the school year.

Some appointments were eliminated. The Minuteman appointment was added, as there are liaisons from the Finance Committee and the Board of Selectmen, as well as the Wayland Minuteman School Committee representative.

The following are liaison appointments:

- Policy Subcommittee – Donna
- Superintendent Evaluation Subcommittee – Ellen
- The Education Cooperative – Jeanne
- Wayland Public Schools Foundation – Ellen
- Minuteman Committee – Jeanne

(c) Appoint Members to the Permanent Municipal Building Committee (PMBC) for the Claypit Hill Window and Door Project:

As part of the MSBA funding, a School Committee member and a community resident must be appointed to the PMBC for the Claypit Hill window and door project. Donna recommended resident Mike Gitten to continue to serve on the PMBC. Jeanne Downs volunteered to be the School Committee liaison to the PMBC and Barb volunteered to be the backup.

Donna noted that she attended a walk through at Claypit Hill with the MSBA and they should have a decision within the next month if this project will be accepted for funding.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to appoint Jeanne Downs, with Barb Fletcher as backup, as the School Committee representative and Mike Gitten as the community member to serve on the Permanent Municipal Building Committee for the Claypit Hill window and door project.

(d) Distribution and Vote to Request Public Comment for Draft Policy:

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to put the draft Fingerprint Policy out for public comment and to go before the Policy Subcommittee for review to be voted on at a future meeting.

(e) Discuss Future Agenda Topics:

The School Committee reviewed the draft list of topics. If members would like to add additional topics, they will forward to Barb. Barb suggested that the Committee have intermittent meetings/workshops to discuss one topic.

Malcolm commented that because the district has two-year goals, adding anything more may not be necessary. However, the idea of planning workshops is a good plan, but would like Paul's input in terms of beginning the dialogue.

Donna suggested that the Committee have a goal-setting priority meeting in terms of importance.

Ellen's suggestion was to have a formalized long-range plan of education, and would also ask Paul to begin this strategic planning effort.

# MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – April 28, 2014

Paul described his prior experience in establishing a strategic plan. He also commented that establishing priority goals has been discussed with his administrators. Topics suggested were world languages in the elementary schools and full-day kindergarten.

## 5. **Consent Agenda:**

- (a) Approval of Accounts Payables and Payroll Warrants:
  - Accounts Payables warrant, dated April 28, 2014, in the amount of \$352,980.80
  - Accounts Payables warrant (Student Activities), dated April 28, 2014, in the amount of \$8,970.01
  - Accounts Payables Payroll warrant, dated April 17, 2014, in the amount of \$1,300,393.19
- (b) Approval of Capeway Roofing Systems Invoice: The School Committee will approve the final invoice for the Middle School roof project in the amount of \$137,454.43.
- (c) Approval of Minutes:
  - Regular Session of February 3, 2014
  - Regular Session of February 10, 2014
- (d) Acceptance of Gifts:
  - A gift was approved in the amount of \$1,000 from the Tillett family of Wayland to the WHS Water Warriors Club.
  - A gift was approved in the amount of \$2,000 from the Lauren Dunne Astley Memorial Fund to the WHS Audio Visual Club for the purpose of an AV team equipment upgrade.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted (4-0) to approve the Consent Agenda with the regular session minutes of February 3 and February 10, 2014, as amended. (Malcolm recused himself.)

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

No public comment.

## 7. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to enter Executive Session at 10:24 p.m. for the purposes of discussing strategy with respect to Collective Bargaining with the Custodians, as permitted by M.G.L. Chapter 30A §21(a)(3) and to conduct strategy in preparation for negotiations with non-union personnel, specifically the Superintendent's contract, as permitted by M.G.L. Chapter 30A §21(a)(2), as such discussion for both purposes for union and non-union 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 enter Executive Session for the purposes of approving minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A §22 for February 3, 2014 (1 & 2), February 10, 2014 and February 24, 2014.

The School Committee will be joined by Paul Stein, Superintendent of Schools, and Brad Crozier, Assistant Superintendent of Schools. The School Committee will reconvene in open 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	
Malcolm Astley	X	
Ellen Grieco	X	
Donna Bouchard	X	
Jeanne Downs	X	



## MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – April 28, 2014

8. **Financial Matters (continued):**

- (a) Possible Vote of the Two-Year custodial Memorandum of Understanding:  
This agenda item was tabled.

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 11:06 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Maryann Borkowski, Wayland  
Cliff Lewis, Wayland  
Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. Capital & Equipment 5-year History for Food Service
3. Food Service & The Children's Way Projections, Pricing Charts, and Capital Expenses
4. DiMarinisi & Wolfe Amended Contract
5. Financial Assistance Program Overview
6. Bus Contract Award
7. BA SAC Applicant Resumes
8. School Committee Liaison Appointments
9. Draft Fingerprinting Policy
10. School Committee Followup Report
11. Accounts Payables & Payroll Warrants
12. Regular Minutes of February 3, 2014
13. Regular Minutes of February 10, 2014
14. WHS Club Gift Approval Request
15. WHS Water Warriors Gift Approval Request