

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – May 27, 2014

A Regular Session of the Wayland School Committee was held on Tuesday, May 27, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair
Malcolm Astley
Ellen Grieco (arrived at 7:27 p.m.)
Donna Bouchard (arrived at 7:08 p.m.)
Jeanne Downs

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Geoff MacDonald
Business Administrator

Sarah Maietta
WHS Student Representative

Also:

Leisha Simon, Bethann Monahan, Nancy Colbert
Allyson Mizoguchi and Brian Keaney
Tom Sciacca, Energy Advisory Committee
Anne Harris, Energy Advisory Committee

Barb Fletcher convened the Regular Session at 7:04 p.m. and announced that the meeting is being recorded by WayCAM.

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

There were no comments or written statements from the public.

2. **Educational Matters:**

(a) Receive and Hear Presentation re: Technology ACE Report:

Brad commented that the High School, Middle School, and elementary schools focused this year on professional development and implemented more integration of technology into their lessons. A long-term goal is to move toward more personalized instruction for students through technology.

For the public's benefit, Paul noted that the ACE Reports will be posted online. However, one aspect of each report will be highlighted at these meetings, given the time constraints. Also, ACE is an acronym for Achievements, Challenges and Exemplars of the strategic initiatives at each level.

Leisha Simon gave an overview of the iPads at the elementary level. Leisha noted that this program started with the teachers. They wrote grants for the iPads, and, as a result, most were funded by the Wayland Public Schools Foundation. Leisha explained why the iPads are a good choice for the elementary students, which includes ease of use, the size and portability of the device, and the availability of educational applications. They are also being used for remediation, differentiated instruction, and RTI. Leisha described the classroom stations. The goal for next year is to have six iPads in each classroom for personalized learning. Leisha referred to a video that will be available online showing how students are using the computers. Leisha read teacher quotes in terms of how this technology is impacting student learning.

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Leisha explained that the goal in the elementary schools is to move towards a 1:1 initiative, which would result in a better use of the iPads. She gave an example of personalized or individualized learning. Depending on individual students' needs, a special application may be installed, as students learn at different levels and at different paces.

Bethann Monahan described the process in determining which applications are needed and for whom. This process is still driven by the teachers, as they can do the research of the applications available and may ask for assistance from the technology specialists. The teachers then submit requests via checklists/questions for specific apps. Appropriate use of these applications is always considered by the specialists and curriculum leaders.

The video, "iPads Inspire Learning" showed how students are taught to navigate the iPad, as well as the rules regarding the use of the device.

In terms of moving ahead with the 1:1, Malcolm commented that to avoid duplication of iPads and unnecessary expenses, the Technology Department should work with families. A discussion followed. Also addressed was the use and availability of laptops during the summer for high school students.

Donna commented on the challenges with the 1:1 laptop initiative in terms of helping the teachers more with either the flipped classroom or blended learning. Leisha responded that there has been much growth with the initiative in areas such as blended learning and the use of online resources. Leisha elaborated on how blended learning is being applied. A discussion ensued about both methods and the different opportunities available to students, depending on the courses and content that is being offered. Paul also noted that going forward online TEC courses will be available to students as another option.

Allyson Mizoguchi addressed the question of how pilots are evaluated in terms of success for each model, including models that result in less teacher/student interaction. She noted that senior English and Astronomy are blended classrooms and described the process of evaluating the pilots, the teachers' roles, and how classroom time is spent with students. A discussion followed.

(b) Receive and Hear Presentation re: Evaluation ACE Report:

Brad commented that the perspective for the teacher evaluation is framed in the district goal because of the state's requirement to implement the new teacher evaluation system. Put into place by the state, the first piece was to negotiate the evaluation language in the WTA contract, which was completed. Implementation began in each building by the principal with 50% of the staff. The state also added District Determined Measures for next year, in which each teacher have two identified areas of data, which would be used in their own personal evaluation. Brad noted that there has been much professional development around TeachPoint.

Allyson Mizoguchi and Brian Keaney described the work at the High School regarding teacher evaluations. To become familiar with the standards and elements, Allyson commented that the system was piloted last year with eight teachers. This year, the system was implemented with 50% of the faculty (professional and non-professional status), and split between her, John Ritchie, and Scott Parseghian. Allyson noted that the challenge is that the teachers take on a much more active role in their evaluations, which begins with establishing their Smart Goals. Once teachers are observed, there is a dialog that encourages them to collect the evidence that supports their work or gives an indication of what can be done even better.

Brian Keaney had a discussion with his department regarding the evaluation system's standards and indicators. A generic table was developed by Allyson and each department was charged with filling out the chart in terms of what each department does and what could be used as examples of evidence for the teachers. Brian noted that much of this work is not necessarily new, except in the documentation process. Brian described the process taken and noted the challenge of finding time to carry out the work that is expected. Another challenge is that teachers are teaching at different levels and in multiple grade levels and may be involved with two or three teams.

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Brian reviewed the work done in terms of the following standards: 1) Curriculum, Planning, and Assessment, 2) Teaching all Students, 3) Family & Community Engagement, and 4) Professional Culture.

In response to a question, Allyson noted that the ratio is 18:1 (staff to administrator), and this ratio does not support the quality work they want to accomplish. She noted that Admin Council has set a goal of having eight walk-throughs (classroom observations) during the year. A discussion followed regarding the different needs of teachers in terms of guidance and feedback, both professional and non-professional status. Malcolm commented that if the supervision ratio is challenging whereby it affects the process, it should be reported to the Committee.

Paul commented that there is, in general, a profound uncertainty throughout the state regarding the new evaluation process and the overwhelming additional work it creates for the administrators. He reiterated that the District Determined Measures will be added next year, as well as student assessments. However, it still remains a priority for the administrators and teachers to do the best job that they can do.

Malcolm asked if there is any solid and similar data in this regard from other states. The administrators responded that they are not aware of any. However, Paul noted that it is being tested throughout the country in terms of Race to the Top.

(c) Hear Superintendent's Report, including Elementary School Reconfiguration Transition Update:

Paul commented that the Community Innovation Grant that Marlene applied for a few months ago was turned down. In terms of the elementary reconfiguration, Paul noted that the teachers have been assigned at the three schools, and all families have received letters about their school assignments. Relative to full-day kindergarten, there are 11 families on the waitlist – 8 at Claypit Hill and 3 at Loker.

Paul attended the junior prom and commented on the event. District Attorney Maryann Ryan offered \$500 to districts who hold after-prom activities to any district that applied. Wayland was one of those districts who received a check.

Finally, Paul commented that Kevin Delaney was awarded the 2014 Massachusetts History Teacher of the Year and will receive a \$1,000 award, a certificate of recognition, an archive of books and historical resources for the school library, and an invitation to a teacher seminar. Kevin is also a finalist for the National History Teacher of the Year award.

(d) Hear Student's Report:

Sarah commented that the students are looking forward to the end of the year. There is a film festival at the High School on Thursday night, and sports is wrapping up for the year. She asked the School Committee to consider letting the students have laptops during the summer months.

3. **Financial Matters:**

(a) Vote to Approve the High School and Middle School Laptop Maintenance Fees:

Leisha Simon requested School Committee approval for the High School and Middle School laptop (optional) maintenance fees as follows: 1) \$60 – 9th Grade, new students and upperclassmen who need a new SPECK case and 2) \$40 – 10th, 11th, and 12th Grades, upperclassmen who have a SPECK case. Also, a \$50 maintenance fee is being recommended for students who participate in the Middle School 1:1 Chromebook Laptop Initiative. It was noted that a high school student would pay \$180 total from freshmen through senior years. Also included in the fee is the hardcover case; however, students would provide a separate carrier, such as a backpack or a soft cover/case.

Leisha commented on the number of computers that have been lost due to different types of damage, such as liquid damage and cracked screens. However, cracked screen damage is not covered under the warranty. The warranty is only for three years, and the funds need to be accumulated for the maintenance and the replacement of non-usable computers. Computer replacement is limited to one per year, and if there is a second damage accident, the parents pay for the damage or the student borrows a loaner for the day.

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Upon a motion duly made by Donna Bouchard, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to put in place a current \$60 fee for 9th graders, new students, and upperclassmen who need a new SPECK case, and a \$40 fee for 10th, 11th, and 12th graders, and a \$50 maintenance fee for middle school students.

- (b) Review Outstanding Capital Balances and Vote to Return to Free Cash, where appropriate, including a Request to Complete Security Camera Installations and Relocations at the Elementary and Middle Schools from the FY09 Building Repair Capital Account:
Barb distributed a summary of the balances in each of the outstanding accounts and John Moynihan's recommendation of whether these accounts should be closed out with the balance returned to free cash or to keep these accounts open.

The School Committee first reviewed John's recommendation for the use of the FY09 capital funds to complete the installation of security cameras, including the relocation of some, at the elementary and middle schools. Barb noted that the police chief has requested that certain cameras be relocated in order to obtain better views of visitors at the doors, which is estimated to cost approximately \$7,000. Since these capital funds were approved in 2009, Barb explained why these remaining funds are being requested now, as the final piece of security improvements in conjunction with the capital requests.

John is recommending that the account for the middle school roof be closed and any remaining balance be returned to the town. He is waiting for the final reimbursement payment from the MSBA, which could be more than the deficit amount in that account. Also reviewed were the FY13 building repairs account, which included paving to be done this summer. The work will be done by the DPW and John recommends the School Committee vote to return the recommended turn back and close the account.

John recommended that the account for the FY14 building repairs and the High School Building Project accounts be kept open, as the work will be done going forward, including some ongoing corrective work to the high school field house roof and some sidewalk paving. There are some accounts that will have zero balances by June 30, and John is recommending closing these accounts.

A discussion ensued regarding the timing of the repairs in the nurse's area at Happy Hollow.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to close out the following accounts – the middle school roof account (#3701) with a balance of \$545,564.41; to close out the middle school roof account (#3702) with a remaining balance after the MSBA reimbursement, if any; to close out the FY13 building repairs account (#3753) in the amount of \$46,411 minus remaining paving expenses; and to close out the account for the FY09 building repairs (#3759) \$26,215.77. In addition, to close out the following accounts with zero balances – the FY12 building repairs (#3752), the FY13 capital equipment account (#3763), the FY14 capital equipment account (#3764), the FY12 technology account (#3772), the FY13 technology account (#3773), the FY14 technology account (#3774) to all be closed as of June 30, 2014.

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to approve the use of \$7,000 of funds from the FY09 capital building account for the installation and relocation of security cameras at the elementary and middle schools.

- (c) Vote to Approve High School Building Project Invoices from KV Associates:
Barb noted that the KVA invoices total \$6,225.25 for sidewalk work done at the high school during the months of March, April and May. Barb commented that the testing analysis has been done to determine the cause of premature damage, and a bid will be put out for the repair work.

Upon a motion duly made by Malcolm Astley, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve payment to KV Associates for the high school building project for March, April, and May, in the amount of \$6,225.25.

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- (d) Vote to Increase the Limit on the Middle School and High School Student Activities Accounts:
Assistant principals Allyson Mizoguchi (High School) and George Benzie (Middle School) have requested that the School Committee approve limit increases of \$60,000 to each of their student activities accounts. The High School is currently at \$45,000 and the Middle School at \$35,000.

Geoff MacDonald, as well as the Town Treasurer and the business office financial analyst, does not support raising either account to \$60,000. However, he does recommend that the Middle School's account limit be raised to \$45,000, as is the current limit for the High School account. He encourages that more proactive planning be worked out with the vendors in terms of structured payments. Geoff noted that the Powers & Sullivan Report recommends that some bills can go through the warrant process, but would require further discussion with the Town Treasurer.

In response to Geoff's recommendation, Paul commented that he would like to get input from the middle school staff regarding the process and their ability to manage the responsibility of paying the bills, as he feels that it will be very difficult for the staff to move forward and to pay bills, given the timetable. A discussion ensued about how to address this issue.

Upon a motion duly made by Jeanne Downs, seconded by Malcolm Astley, the School Committee voted (4-1) (Donna opposed) to raise the middle school student activities account limit to \$45,000.

The School Committee continued the discussion in terms of the recommended limits and, if necessary, the option to request an additional increase for the middle school account.

- (e) Receive Update re: Letter of Intent with Ameresco to Exclusively Develop a Proposal for Solar Projects on the Middle School Roof and Other Possible Sites:
Tom Sciacca invited John Harper, a resident and an informal adviser to the Energy Initiatives Committee, to be present at the table as an advisor only. Donna objected, as he is not a representative of a Wayland board or committee, and this request could set a precedent. A discussion followed, and Tom noted that Mr. Harper would answer technical questions, if necessary, as an Energy Initiatives Committee consultant and as part of the Committee's standard operating procedure. Mr. Harper did not participate in the discussion.

Tom began by commenting that Ellen Tohn has received emails from Donna regarding the Energy Initiatives Committee's process in choosing Ameresco. Tom noted that the proposal is unique in that the town will not pay anything for any of the proposed work, thus the bid process does not apply. Also, there is no obligation to the town once a Letter of Intent (LOI) is signed. If the proposal is acceptable, Ameresco would build the solar panel structures and the town would buy electricity from them at a lower rate. Tom also commented that there are some timing issues in terms of the payback incentives (renewable energy credits) that the State establishes. Because the incentives lessen with each round, they would like to take advantage of Round 2 and move forward with the project for the middle school roof. Also noted is that the Town's energy contracts will expire in June and there will be a significant increase in rates going forward.

The goal is to attend the Selectmen's meeting on June 18. Therefore, a revised LOI will come before the School Committee for a possible vote on June 9, once the LOI has been reviewed by Ameresco and Town Counsel, including additional documentation to be reviewed by Town Counsel. The discussion continued in terms of whether the Board of Selectmen (BOS) should meet with the Energy Advisory Committee before the School Committee votes on this process. Barb suggested that she could talk to the Chair of the BOS about which process the BOS prefers and if the School Committee should vote on June 9 or June 23.

Another discussion followed regarding entering into two separate contracts with Ameresco, minus a formal RFP process. Tom noted that the Energy Initiatives Committee will be able to look at the final output to determine whether a good price is available to the town, since there is no legal commitment.

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4. **Administrative/Procedural Matters:**

- (a) Discuss Process for Conducting Interviews of Finalist Candidates for Business Administrator Position on May 29, 2014 and Related Communication:
Barb reviewed the May 29th agenda and the process that the Committee will follow in terms of the Business Administrator interviews. She noted that each Committee member will ask two questions, including some follow-up questions. Also discussed was the process of providing feedback (pros and cons) to Paul once the interviews have been completed. Since Jeanne cannot attend, she will send her questions prior to the meeting to the Committee secretary. The interview process was discussed in terms of confidentiality and maintaining integrity as a district. Once the School Committee completes its interviews of the two finalists, Paul will check references.

Also discussed was the hiring process of the Business Administrator. The Superintendent will recommend a finalist to the School Committee and, unless the School Committee vetoes his recommendation, the School Committee will vote at the appropriate time to accept the recommendation.

*Jeanne left the meeting at 9:59 p.m.; she returned at 10:02 p.m.
Ellen left the meeting at 10:00 p.m.; she returned at 10:02 p.m.*

The Committee reviewed a brief summary of the interview process to date. This information will be sent to the public with the purpose of asking the public for feedback by June 4, for which an online survey form will be provided.

Malcolm disclosed that he knows one of the candidates.

Paul distributed two sets of questions, those that were asked by the Search Advisory Committee (SAC) and some that were not asked. Paul praised the Search Advisory Committee for a job well done.

- (b) Vote to Appoint Donna Bouchard to the School Committee Policy Subcommittee and Ellen Grieco to the School Committee Superintendent Evaluation Subcommittee:
Upon a motion duly made by Malcolm Astley, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to appoint Donna Bouchard to the School Committee Policy Subcommittee and to appoint Ellen Grieco to the School Committee Superintendent Evaluation Subcommittee.
- (c) Conduct Initial Discussion regarding the Superintendent's Evaluation for FY14:
The School Committee received the supporting evidence provided by Paul. Barb will send the Committee last year's evaluation. Barb noted that the Committee will discuss the first half of the evaluation on June 9 and the second half on June 23, after which she will document the members' comments in draft form.

Paul reviewed with the Committee the information in the binder, identifying each goal and related evidence. Barb pointed out the Rubric pertaining to each of the elements.

Malcolm reviewed the four steps to be considered: 1) assessing progress towards the goals, 2) assessing the Superintendent's performance on the standards set by DESE, 3) rating overall the summative performance based on the first two steps, and 4) adding evaluator comments.

- (d) Distribute Materials to be Discussed at a Future Meeting:
Barb asked the School Committee to review The Education Cooperative Collaborative Agreement, including the Q & A, in preparation for the June 9th meeting, at which time the Committee will vote to accept the agreement. Any questions regarding the agreement will be forwarded to Paul. As a result of a controversy with another collaborative some time ago, Paul explained that regulations were developed by the Legislature for educational collaboratives regarding these types of agreements in an attempt to create tighter and more fiscally responsible collaboratives.

Also distributed was a School Committee communication about the Level 2 discussion related to the MCAS results for the Committee's review.

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At Malcolm's request, the procedure of distributing articles to School Committee members was discussed in an effort to follow the Open Meeting Law. Donna will research the protocol in this area.

Barb asked the Committee to review the Doodle Survey she provided in order to establish a date for a workshop to discuss goals for next year. Paul noted that he and the administrators are discussing goals for next year.

5. **Consent Agenda:**

(a) Approval of Accounts Payables and Payroll Warrants:

- Wayland Public Schools Accounts Payables warrant, dated May 27, 2014, in the amount of \$312,407.46
- Wayland Public Schools Accounts Payables warrant (Student Activities), dated May 27, 2014, in the amount of \$111,673.28
- Wayland Public Schools Accounts Payables Payroll warrant, dated May 15, 2014, in the amount of \$1,227,363.74

(b) Approval of Minutes:

- Regular Session of March 24, 2014
- Regular Session of April 3, 2014
- Regular Session of April 7, 2014
- Regular Session of April 10, 2014

(c) Approval of WHS Costa Rica Trip

Donna asked about the staff to student ratio for the Costa Rica trip. Barb noted that the guidelines are 1 chaperone to 10 students, but Paul will research. It was noted that there was no April 7, 2014 Regular Session. Therefore, the listing of these minutes on the Consent Agenda was a mistake.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the regular session minutes of March 24, 2014 and April 3, 2014 as amended and April 10, 2014, as written.

6. **Comments from the Public:**

Tom Sciacca noted the current state and national high school rankings, whereby Wayland High School ranked 28th in Massachusetts and 529th nationally. He commented on much higher rankings in Wayland in the past, but feels that there has been a slow downward trend in this regard. In his opinion, the results have nothing to do with money spent for the schools, but with the reigning superintendent, keeping in mind that it takes time for a superintendent to establish a culture, which is evident in his/her evaluation. He believes the most important things in management are sometimes difficult to see and referred to them as "soft" evidence.

7. **Executive Session:**

A motion was duly made by Barb Fletcher, seconded by Malcolm Astley, to enter Executive Session at 10:41 p.m. for the purposes of discussing strategy with respect to Collective Bargaining with the Food Service Workers, as permitted by M.G.L. Chapter 30A §21(a)(3), and to discuss strategy with respect to litigation from the Attorney General's decision regarding the Open Meeting Law Complaints filed by George Harris on June 27, 2013 and Donna Bouchard on July 1, 2013 related to the June 3, 2013 Executive Session, as permitted by M.G.L. Chapter 30A, §21(a)(3), as such discussions in open meeting may have a detrimental effect on the litigation and collective bargaining positions of the School Committee and an Executive Session is necessary to protect the litigation and collective bargaining positions of the School Committee. In addition, the School Committee will enter Executive Session for the purpose of conducting a negotiating strategy session related to the Superintendent's contract, as permitted by M.G.L. Chapter 30A, §21(a)(2), and to approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A Section 22, for the following meetings: March 24, 2014, April 3, 2014 and April 7, 2014.

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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.

Donna commented that the Executive Session minutes were uploaded to Google Docs and shared with Paul and Geoff, which results in information no longer being privileged. She recognized that this was unintentional. A discussion followed. The decision was to defer a vote on the minutes, remove the minutes from the motion, and to remove them from Google Docs. Barb made the motion by re-reading the motion without the reference to the approval of minutes and Malcolm seconded. The School Committee voted (4-0-1).

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		
Malcolm Astley	X		
Ellen Grieco	X		
Donna Bouchard			X
Jeanne Downs	X		

Ellen Grieco left the meeting at 11:05 p.m.

8. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Malcolm Astley, the School Committee voted unanimously (4-0) to adjourn the Regular Session at 11:18 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

John Harper, Wayland
Linda Segal, Wayland
Tom Sciacca, WVN

Corresponding Documentation:

1. Agenda & Backup Information
2. Technology ACE Report
3. Evaluation ACE Report
4. Memo re: FY15 Laptop Maintenance Fees
5. Memo re: Capital Funds Request
6. KV Associates Invoices
7. Memo re: Increase in WHS and WMS Student Activities Accounts
8. Resume of Susan Bottan
9. Resume of Patricia Lugo
10. The Education Cooperative Collaborative Agreement and Q & A
11. Accounts Payables & Payroll Warrants
12. Regular Minutes of March 24, 2014
13. Regular Minutes of April 3, 2014
14. Regular Minutes of April 10, 2014
15. Costa Rica Trip Approval Request
16. Revised Executive Session Motion