

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – May 16, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, May 16, 2016, 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair
Barb Fletcher, Vice Chair
Jeanne Downs
Kim Reichelt
Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Also:

Allyson Mizoguchi, WHS Principal
Scott Parseghian, WHS Assistant Principal

WHS Students:

T.T. Fletcher
Nour Sayeh
Mike Connell
Jimmy Lampert

Chair Ellen Grieco convened the regular session at 7:02 P.M. and announced that the meeting is being broadcast by WayCAM.

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

Faramarz Rabii expressed his support of later school start times. He related his experience with his teenage daughter noting that she is tired all the time, even though she goes to bed at a reasonable hour, and her ability to concentrate is decreased. Mr. Rabii added that it is difficult for teenagers to wake up in the morning naturally.

Jenny Silberman also expressed her support of later school start times. She distributed updated statewide data, including a joint statement issued by the Middlesex League Superintendents. Ms. Silberman is hopeful that Dr. Stein will begin a discussion with the DCL Superintendents, as some DCL districts are considering later start times. She updated the Committee on Senator Creem's Bill to review the scientific literature regarding start times, as well as identifying resources to help school districts to implement this change. The Bill has passed in the Senate and is currently with the House Rules Committee before going to the House.

Ellen asked for public comment regarding School Choice in Wayland. There were no comments.

2. **Special Matters:**

- (a) Conduct School Choice Hearing and Vote to Adopt a Resolution to Participate or to Withdraw from School Choice for the 2016-2017 School Year:

Resolution on School Choice

Whereas the Education Reform Act of 1993 requires the enrollment of non-resident students under the School Choice provision unless the Committee votes by June 1 not to participate, and

Whereas the School Choice provision takes money away from the sending district and awards it to the receiving district, and

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Whereas Wayland's per pupil expenditure is greater than the maximum allowable reimbursement, which means Wayland taxpayers would subsidize each choice student, and

Whereas once Wayland accepts a pupil, it must keep the pupil through graduation even though Wayland's demographic situation might change considerably, and

Whereas it is possible that a number of students could return to their sending districts or otherwise leave Wayland, thus creating a potential income loss, now hereby be it

Resolved that the Wayland School Committee respectfully declines to participate in the choice program with the provision that should surrounding school districts subsequently and prior to June 1 decide to accept the provisions of School Choice, the Wayland School Committee reserves the right to do likewise in order to protect its fiduciary interest in this matter.

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to respectfully decline to participate in School Choice, as noted in the resolution.

3. **Educational Matters (taken out of order):**

(a) Curriculum Spotlight #14 - Freshman Read Aloud Project:

This project requires freshman students to read aloud from a published non-fiction source to an adult family member for twenty minutes a day, at least three times a week for five to six weeks. The topic should target a general adult audience and must be of interest to them. The readings can be taken from books, magazines, or newspapers.

The primary goals of this project are to allow students to hear and feel the rhythms and grammatical structure of well written prose, so it can be emulated in their own writing as their ideas become more complex in high school and college, to improve their ability to convey the meaning of the reading more clearly to their audience, and to become more fluent readers while learning to interpret and anticipate an author's ideas and tone based on the author's choice of words, composition, and punctuation. There are also several secondary goals that are accomplished as a result of this project.

The students keep a Reflection Journal that includes the date and time of each reading as well as to whom it was read. They also write a final reflection paper that details their thoughts and feelings about this project, how the project affected them, and what they learned from this project, given the various themes. Paul read several comments made by students in terms of their overall impressions of the Freshman Read Aloud Project.

4. **Special Matters (continued):**

(a) Receive and Hear Presentation of the Health & Wellness ACE Report:

Scott Parseghian highlighted a few programs regarding the health and wellness curriculum at each school level. The elementary schools employed two wellness teachers – one this year and one two years ago. They are working toward having the three elementary schools work in tandem regarding the health and wellness curriculum next year. The Middle School has incorporated the use of Fit Bits in the classroom and through an archery grant, archery is taught after school. The Signs of Suicide Program will also be implemented at the Middle School. At the High School, Fit Bits are also being incorporated into the curriculum, as well as a new senior elective. Scott described a new safety protocol to the ALICE training program, which is to install a 911 calling capability to all computers and cell phones. This will allow staff to dial 911 from their immediate location, which will notify the entire school and the Police Department simultaneously. In addition, the High School offered Professional Development to address the following areas in improving wellness for the students: Final Exams; Homework; Digital Literacy Skills; Diversity; Study Skills; and Its Learning.

Mentors in Violence Prevention (MVP) is a program in which certain members of the high school wellness staff, including Scott, Allyson, and Shane Bowles, became certified. Ten students took part in training provided by the MVP Club at Lincoln-Sudbury High School at which they spent a day participating in MVP workshops. Currently, this program is part of the health and wellness curriculum for juniors. The following students described how they promoted the WHS MVP Club: T.T. Fletcher, Nour Sayeh, Mike Connell, and Jimmy Lampert.

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The students made a presentation to Wayland parents and WHS sports teams that covered healthy and unhealthy relationships, including the warning signs. They created a Facebook page to touch base with other foundations who support domestic violence awareness, sent out newsletters, and posted events. On May 31st during Senior Week the film “Escalation” will be shown focusing on a college couple’s relationship that escalated into an eventual homicide followed by an “Escalation Workshop.” On May 27th, 9 students and 15 faculty members will be trained in order to facilitate the workshop. The Lauren Dunne Astley Memorial Foundation is funding this program. The students addressed the 8th grade class and focused on romantic as well as family relationships. They discussed the pressures of gender stereotypes in terms of being comfortable with themselves. They participated in a “box activity” which was described.

The students reflected on their passion for this program and what they hope will be accomplished moving forward. As these students are graduating this year, they, as well as teachers, are nominating their peers and underclassmen to take over the responsibilities of the MVP Club.

Kathie asked for an update regarding the Advisory Program. Allyson and Scott agreed that the feelings of the students towards advisories are positively changing, although they are still working on some issues, such as the daily announcement. Allyson explained further. Kim asked about the status of the Homework Survey. Although the follow up is still a work in progress, Allyson commented on the development of a statement regarding best homework practices and guidelines in terms of expectations of homework assignments.

(b) Receive and Hear Presentation of the RTI ACE Report:

Paul explained the structure of RTI at elementary and secondary levels.

Allyson Mizoguchi commented that RTI takes on a special scope and shape at the high school level, paying attention to and taking ownership of all kids. She described how RTI began at Wayland High School in 2011 with a 0.6 FTE English teacher. Then in 2012 they experimented with 1:1 and small group support and adding a Literacy Seminar, followed by an Academic Center for students who needed help with their organizational study skills. Today the Academic Center has a 0.5 FTE English teacher, a 0.4 FTE math teacher, 0.2 FTE Social/Emotional support, and a 0.2 Social Studies teacher. Allyson commented there is a synergy between the Academic Center and the growing RTI team focusing on those who are not in the Special Education program but need support with learning and behavioral needs during some, but not all, of their educational years at WHS. RTI is a multi-tier approach in which students are identified and supported early on in the classroom. Allyson explained the tier structure.

- Tier 1 – support and instruction accessible by all students
- Tier 2 – targeted interventions in small-group settings
- Tier 3 – intensive interventions and evaluation

There is a focus on 9th grade transition, team data/progress meetings are regularly scheduled, and the Student Study Team is used as a referral process. There are currently 35–40 students in the RTI program.

Allyson reviewed the accomplishments of RTI at WHS, including all RTI students passing MCAS and graduating and the beginnings of the Academic Center as the RTI “hub” center for support. Finally, Allyson reviewed the RTI areas of focus moving forward that includes continuing to build a culture of Tier 1 interventions for every student, using departmental structure as an asset not a detriment, identifying struggling students early, carefully increasing RTI staff, and continuing to build a cohesive RTI team.

In response to Barb’s question, Allyson addressed the resources available in the Academic Center in terms of staff and support. They include National Honor Society tutors, the expansion of community volunteers, and inviting and scheduling classroom teachers in the Academic Center. Allyson responded to Kathie’s question of the time devoted to or the balance between content vs. study skills and the emotional and maturity levels and/or issues of RTI students. Finally, Kim asked how RTI addresses those students in the middle to which Allyson explained. Paul also noted how Administrative Council is addressing the students who are doing well, but could be challenged even more. Maker Spaces is one example.

5. **Educational Matters (continued):**

(a) Superintendent’s Report:

Paul attended the Junior Prom and noted it was a fun evening. He also attended the Florence Adler Walk/Run METCO fundraiser. Paul noted that Susan Bottan was not present at this meeting because she and a

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colleague developed an all-day workshop for the MASBO Conference. The Committee is interested to hear all about the workshop at a later meeting. He also informed the Committee that Susan will possibly report on budget funding for the 0.8 FTE at the middle school and the athletic uniforms.

Marlene updated the Committee on the work of WaylandCares and events for the Wayland community that directly impacts the families and students, such as an exhibit at the Natick Mall “Hidden in Plain Sight” for adults over 21 and parents demonstrating ways to understand what is going on in their children’s lives. Ruth Mori of the Board of Health notified the Middle School and High School of a grant available to pilot a program called EXPERT for the screening of students at a particular grade level if there is a suspicion of drug and alcohol use. If necessary, the counselors will follow up with the student at which time they will ask the student for permission to contact their parents. All high school counselors have been trained in this regard. This program dovetails with the new law regarding opiate addiction. In addition, the police, some Wayland staff, representatives from Post Road Liquors, and students have met at the Town Hall to discuss drug and alcohol abuse in Wayland.

(b) Discussion of Annual Evaluation of Superintendent, including Dr. Stein’s Student Learning Goal and Instructional Leadership Goal:

Beginning with the Student Learning Goal, Paul commented that the main focus this year was to determine how to challenge students at all levels in terms of academic achievement. Paul described how this topic was explored during the year, resulting in four promising programs and promising strategies in the classroom. They developed an “elevator” speech for each promising program noting the special qualities of each program. Paul described Admin Council’s current discussions in terms of changing something to create something new and then implementing it. Ramp up courses are another way for students to achieve higher levels; Paul elaborated on their status.

As evidence of the Instructional Leadership Goal, Paul collaborates with teachers in an effort to showcase their work as part of the Curriculum Spotlights. Paul described his process for choosing and developing the topic, including how he puts the information together for his presentation. A discussion ensued in terms of this type of engagement at the building level.

Paul added that looking for data points around the Achievement Gap is related to the Instructional Leadership Goal. He and Marlene Dodyk have begun conversations with the principals regarding skill building. Paul described the process at the Middle School.

For the benefit of the newest member, Kim Reichelt, Ellen and other Committee members explained the process for the Superintendent’s evaluation.

(c) Discussion of Information regarding School Start Times:

As a strong supporter of earlier school start times, Kim Reichelt would like to start the discussions with Paul and other administrators to put a process in place in hopes of implementing new starting times in the Fall of 2017. Kim realizes that a negotiating year with WTA is approaching and a notification would have to be made by January 2017.

Paul commented that the challenges in making changes to the start times would be the bus transportation and the elementary starting times. A discussion ensued in terms of a process that would include forming a Task Force. Kim and Paul will work together moving forward to develop a recommended process.

6. **Financial Matters:**

(a) Information regarding Letter to MSBA regarding Claypit Hill Elementary School Accelerated Repair Program (ARP) Window and Door Replacement Project: Ellen informed the School Committee that, at the request of Ben Keefe, she signed a letter regarding the reduction of hours for the Project Manager for the Claypit Hill Accelerated Repair Project for doors and windows. A discussion followed in terms of moving forward with this type of request for the Chair.

(b) Finance Subcommittee Update:

Barb noted that the next meeting of the Finance Subcommittee will be scheduled during the week of June 6th.

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7. **Administrative/Procedural Matters:**

- (a) Update and Review of Implementation of Recommendations from McGladrey Report and Impact on Schools, including Arrival of New IT Director:
This topic was postponed. Paul commented that Leisha Simon will be present to address this as well as other technology issues at the June 6th meeting. The town's new IT Director will also be in attendance.
- (b) Continued Discussion of Process for Public Comment:
The School Committee discussed its current policy regarding public comments made at meetings in terms of finding a way to answer questions, if any, made during public comment, as well as enforcing the time limit and/or limiting comments to issues only and including a mechanism for a follow-up response. It was suggested that going forward copies of the policy be made available to the public along with the agenda. It was agreed by the Committee that the public comment period at the end of the meeting will be eliminated. The Policy Subcommittee will revisit this policy.

Ellen informed the Committee of her meeting with resident Susan Foster related to a comment Ms. Foster made at a recent meeting. Ellen noted that this type of follow-up response can be more helpful, especially if more detailed information is discussed.

- (c) Review and Continued Discussion of Hiring New Counsel to Advise regarding Negotiation of Contracts, Labor Matters, and Matters related to the Delivery of Student Services:
As part of the process to hire new school counsel, Susan Bottan is developing an RFP, as it is considered best practices, but not required. The School Committee will draft a statement that will be approved by the Town Administrator as part of the RFP statement.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to authorize Ellen Grieco, Chair of the School Committee, to draft a statement to be provided to the Town Administrator as part of the RFP process.

- (d) Discussion of Outstanding Public Records Requests and Open Meeting Law (OML) Matters, including Review and Possible Approval of Responses to Three OML Complaints Filed by George Harris on April 20, 22, and 26, 2016, respectively, Alleging Late Review and Release of Executive Session Minutes, Improper Recess, and Reconvening of Meeting on April 7, 2016, Improper Notice of Executive Session under M.G.L. c.30A, §21(a)(3):
Jeanne commented that three responses to the April 20, 22, and 26, 2016 OML Complaints were sent last week. Included was that the School Committee will acknowledge at this meeting that, although unintentional because the Committee wanted Town Counsel to review the minutes at issue prior to release, the Executive Session minutes that were requested were not released in a timely manner. A discussion ensued in terms of the time allowed by statute and the time that lapsed beyond the extension agreed to by the complainant.

A future agenda topic will be a discussion of Open Meeting Law resources.

8. **Policy Subcommittee Update:**

- (a) Discussion and Possible Approval of the Following Policies and School Committee Protocols:
Jeanne reported the status of the following policies:
- DBJ – Budget Transfer Authority (passed over)
 - JICFB – Bullying Prevention
 - DIB – Fee-Based Revenue Funds
 - School Committee Protocols

Policy JICFB was approved by the School Committee in December 2015; however, there was a concern about an individual's responsibility in reporting bullying. Kathie will follow up with Marlene Dodyk.

Policy DIB was approved October 5, 2015, but a few minor changes were made to the policy since then. Kathie had further suggestions regarding expenses that are charged to the revenue programs. A discussion ensued in this regard. The Policy Subcommittee will review Kathie's comments and suggested changes for this policy, and the School Committee will review the policy again on June 6th.

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The Policy Subcommittee recommended a change to the School Committee Protocols related to anonymous public records requests.

(b) Review of Policy JRA (Student Records) and JRA-R:

Marlene addressed the old policy vs. the new policy in terms of including the fee for copying student records in the policy. Barb referred to the MASC policy and noted that MASC does not recommend the inclusion of a specific dollar amount for the fee because it could change any time and it could create more work in terms of updating the policy. The Policy Subcommittee will review this policy further.

9. **Matters not Reasonably Anticipated by the Chair:**

None.

10. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated May 11, 2016, in the amount of \$1,331,899.13
- Wayland Public Schools Accounts Payables Warrant, dated May 16, 2016, in the amount of \$668,600.68
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated May 16, 2016, in the amount of \$95,682.60

(b) Approval of WHS Trips:

- SADD Trip to the SADD National Conference
- Approval of Model UN Trip

(c) Approval of Minutes:

- Regular Session of March 21, 2016
- Special Session of April 15, 2016
- Revised Special Session of April 7, 2016 (#2)

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to approve the Consent Agenda with the modification to the minutes – Special Session of April 15, 2016 as amended and the revised Special Session of April 7, 2016 (#2) as discussed.

11. **Comments from the Public:**

There were no comments from the public.

12. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to convene in Executive Session at 9:52 p.m. to discuss strategy with respect to collective bargaining with the Custodians and WESA, as permitted by M.G.L. c.30A, §21(a)(3) as such discussion in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee, reviewing for possible declassification prior executive session minutes, as permitted by M.G.L. c.30A, §22 for meetings listed on the meeting notice, and reviewing and possible vote to approve minutes from prior executive sessions, as permitted by M.G.L. c, 30A, §22, for the following meetings: April 7, 2016 (Sessions 1 and 2), April 12, 2016, April 15, 2016, April 21, 2016, and May 2, 2016.

The School Committee will be joined by Paul Stein, Superintendent of Schools, Brad Crozier, Assistant Superintendent of Schools, and Diane Marobella, recording secretary.

The School Committee will reconvene in open session to conduct regular matters as noted on the meeting notice.

13. **Regular Matters (continued):**

(a) Possible Vote to Declassify Executive Session Minutes as Listed on the Agenda:

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to declassify the Executive Session minutes with redactions of October 5, 2015, October 19, 2015, November 16, 2015, and January 22, 2016 as discussed Executive Session.

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14. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to adjourn at 10:50 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Faramarz Rabii, Wayland
Jenny Silberman, Wayland
Mary Ann Borkowski, Wayland
Rod Fletcher, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Health & Wellness ACE Report FY16
3. RTI ACE Report FY16
4. School Committee Letter to MSBA regarding Site Hours for Claypit Hill Project Manager
5. Policy DBJ – Budget Transfer Authority
6. Policy DIB – Policy for Fee-Based Revenue Funds
7. Policy JICFB – Bullying Prevention
8. Policy JRA – Student Records
9. Updated School Committee Protocols
10. Accounts Payables & Payroll Warrants
11. WHS Model UN Trip Proposal
12. WHS SADD Conference Trip Proposal
13. Regular Session Minutes of March 21, 2016
14. Special Session Minutes of April 7, 2016 (Sessions 1 and 2)
15. Special Session Minutes of April 15, 2016
16. Executive Session Motion