

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 12, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, December 12, 2016, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Barb Fletcher, Vice Chair  
Jeanne Downs  
Kathie Steinberg

Absent:

Ellen Grieco, Chair  
Kim Reichelt

Also:

Paul Stein  
Superintendent

Brad Crozier

Assistant Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Also:

Finance Committee Members: Dave Watkins, Carol Martin, Gordon Cliff, Nancy Funkhouser, Jen Gorke, Klaus Shigley, and George Uveges

Vice Chair Barb Fletcher convened the regular session at 7:05 P.M.; the meeting is being recorded by WayCAM.

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

Tom Sciacca commented that there is a difference between private sector and public sector when developing a budget. The private sector manager will approach the budget with the thought process of “instead of” and the public sector manager’s thought process will be “in addition to.” Tom asserts that over the past 35 years, the Wayland school budget has increased 2% a year over inflation. Tom supports the elementary language immersion program; however, he believes there are lower priority items that can be eliminated to pay for other items in the budget.

2. **Financial Matters (taken out of order):**

(a) Review and Possible Approval of Invoices related to the Claypit Hill Windows Repair Project/MSBA Accelerated Repair Program from Pinck & Co., CGKV Architects, and Lockheed Window Corp:

Jeanne informed the School Committee that the Claypit Hill project is 100% complete, and the architects have inspected and signed off of the project. The spring landscaping will cost about \$5,000 and one more invoice is expected in the amount of \$7,000, coming in under budget by approximately \$68,000. The PMBC has approved and recommends payment of these invoices.

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to approve the Pinck & Co. invoice for \$4,618.75, CGKV Architects for \$18,470, and Lockheed Windows Corp. for \$112,607.03.

(b) Finance Subcommittee Update:

Barb commented that the Finance Subcommittee reviewed several documents that are available for the School Committee and the public to review, such as the NESDEC Enrollment Report. This report includes Kindergarten projections and will be used during the School Committee’s budget deliberations. Barb noted that NESDEC’s projections are different from Wayland’s for next year. The Finance Subcommittee discussed making improvements to the budget information, thus, Susan incorporated this information in terms of actual budget and budget projections for the Committee’s review. The School Committee will also review the special revenue funds document that was put into MUNIS and, by doing so, a new chart of accounts was created to

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 12, 2016

help with budget reporting and tracking related to the special revenue funds. Also included in the documents for the School Committee are the Edvocate Report and the Title II DESE Review, an update for bus parking, and the Collin Center Report. Barb encouraged the School Committee to read the complimentary observations in the DESE Review for the business office and the School Department as a whole. The review was favorable and had no findings.

*The Finance Committee arrived at 7:17 p.m.*

3. **Special Matters:**

(a) Presentation of Superintendent's Recommended FY2018 Budget:

Barb explained the background of the Superintendent's budget process that included updates, a review of Touch Points and the Budget Drivers for the FY18 budget. Barb commented that she and Carol Martin will coordinate to establish a process by which the Finance Committee's questions can be answered efficiently. She also informed the FinCom of the School Committee's budget process and schedule that will culminate with the School Committee's recommended budget presentation to the FinCom on January 17<sup>th</sup>.

As always, Paul used artwork to represent the theme of his recommended budget – Cornerstones are the foundation of the budget and Stepping Stones represent proposals and forward thinking. Paul noted the guiding principles that helped in the development of the budget. While paying attention to fiscal constraints, his recommended budget assures that the schools are well funded to enable students to achieve academic excellence and to thrive in all subjects, including the arts and athletics. The district's UNITED goals are reflected in the recommended budget. A level services budget is driven by contractual obligations, enrollment, and school operations. However, Paul implemented a 0% increase in the building-based non-personnel budgets.

The cornerstones, or the foundation of the budget, meet the elementary class guidelines, support staffing for the middle school model, service special needs students and ELL learners, put forth several after-school enrichment programs, provide for maintenance and upkeep of school buildings, and provide the infrastructure and hardware for instructional technology. To provide the same level of services, Paul outlined the staffing needs in the elementary and secondary schools, but also included a .8 FTE reduction in staffing at the middle school due to the decrease in enrollment in the 8<sup>th</sup> grade. There will be a savings in utilities and an increase in transportation costs. The budget increase represents almost \$1.3M to maintain level services. This is offset by budget savings of approximately \$514,000.

The stepping stones of the budget include an elementary world language immersion program, a middle school writing lab, a program designed to address increased concerns of younger students with mental health and social/emotional issues, a high school interdisciplinary course that creates a smaller learning community, a custodial night building supervisor recommended in a report by Edvocate, and continue to build capacity toward achieving the district's vision for digital and blended learning in elementary, middle and high school. Paul explained how these proposals would be structured and staffed. The world language immersion program would require hiring a .35 FTE elementary coordinator who would be hired to set up the program that would be implemented in FY19. In addition, Paul included two stipends to support elementary extra-curricular activities, such as early morning gym and gardening. In all, this results in a \$38.7M budget or a 2.8% increase.

However, to reach the 2.5% FinCom Guideline and keeping in mind the School Committee's budget deliberations, Paul is recommending, if necessary, the elimination of some items that equate to approximately \$120,000. The administrators' list of unmet needs were reviewed that included, but not limited to, elementary Chromebooks and iPads, a vehicle for the electrician, and a 1.0 FTE high school academic center teaching assistant.

Paul explained the savings discovered recently in the budget due to the constant re-evaluation of the personnel budget and how it affects the bottom line. Thus, the newly revised recommended budget represents a 2.39% increase or \$38,624,706.

Paul and the School Committee received questions from the Finance Committee in terms of technology needs, and the additional guidance counselor FTEs proposed to address the social emotional issues and wellbeing of the students, and the total 15.29 FTEs proposed for FY18. In terms of one unmet need to hire part-time

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 12, 2016

summer help to assist with supply ordering and receiving, FinCom member suggested that a senior resident be considered as part of the tax write-off program.

Also discussed were the increase in bus transportation and the related bus fees, an increase in special education staffing costs due to unanticipated student needs, the potential drivers raising special education costs, regular ed staffing and why it has increased in light of overall decreased enrollment, the maintenance of school roof units, the proposed elementary world language immersion program, the number of new fringe benefits packages, and staff turnover savings.

*The Finance Committee left the meeting at 8:32 p.m.*

4. **Educational Matters:**

(a) Hear Superintendent's Report, including Curriculum Spotlight:

Paul commented on the recent professional development opportunities within the school district that included a presentation by Dr. Naami Turk, the completion of a Digital and Blended Learning Course by 5 administrators, and the METCO Directors' Conference.

*Curriculum Spotlight #5 – Book Groups and Independent Reading in High School English Class:*

Paul discussed why book groups and independent reading are used in the classrooms, the history in terms of the context and teachings at the elementary and middle school curriculum, and the impact at the high school level.

Book groups and independent reading encourage life-long reading and inspire students as readers and thinkers. They are given texts that may spark their interest long-term, as well as text that is level appropriate while still challenging. The students might consider reading as fun allowing them to read varied subject matters. This type of approach also gives the students an opportunity to read given their busy schedules. There are other advantages, such as creating better writers and building community within the discussions about what they have read.

Paul described the history of the reading curriculum in which basal readers were replaced by the elementary reader's workshops. He noted the focus and structure of these grade level workshops. Paul outlined what a Literacy Circle is and what it is not. Paul continued with the Language Arts classes at the Middle School in which teachers try to reach a balance between whole class novels and classroom texts, reading in small groups, and independent reading. Paul commented on the importance of classroom libraries which, in part, has been made possible by PTO and WPSF donations annually.

Paul discussed the transition from middle school to high school English class and the importance of offering the same type of program to include book groups and independent reading, as strongly expressed by the students. The WHS book groups include such topics as: mystery/adventure, sci-fi and fantasy, Honors English II, and Honors American Literature.

5. **Administrative/Procedural Matters:**

(a) Continued Discussion regarding Superintendent Search Process and Timing, including Selection of Screening Committee:

Jeanne updated the Committee on the status and progress of the Superintendent search, including the distribution of communications regarding the focus groups schedules for various constituencies. The survey will be available online January 4<sup>th</sup> and will close at 5:00 p.m. on January 13<sup>th</sup>.

The Committee discussed the proposed NESDEC interviews with certain municipal staff and one community member. The list would possibly include those who work closely with the Superintendent, such as the town administrator, police chief, fire chief, HR director, finance director, a community member, a former school committee member, and Board of Selectmen and Finance Committee chairs or a representative.

The recommended number of people on the Screening Committee is 9 to 12 and would include 4 parents, 3 community members, 3 teachers, 2 administrators, and 2 support staff. A discussion ensued in terms of whether a School Committee member should serve on the screening committee and which groups will choose the members of the screening committee. Barb suggested that the support staff, teachers and administrators be chosen by their peer groups. An application will be provided for community members to be chosen by the

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 12, 2016

School Committee. After attending a PTO Board meeting, Barb explained the process by which the PTO Board will follow for soliciting and appointing parents. Barb noted that the PTO requested that the application be weighted in terms of the applicant's skills and experience. The modes of communicating to the different groups were discussed. The communication, timetable and application related to the screening committee will be provided at the next meeting of December 15<sup>th</sup>.

- (b) Review and Possible Approval of the Revised Letter of Agreement with Murphy, Hesse, Toomey & Lehane:  
This agenda topic was passed over.
- (c) Continued Discussion of Criteria for Selecting Peer Towns:  
Barb and Kathie met to compare data; no changes were made since the last discussion. The Finance Subcommittee will discuss this topic at its next meeting, and the School Committee will discuss it again on December 15<sup>th</sup>. The School Committee contemplated removing Belmont from its list, but adding the town of Bedford.
- (d) Update and Discussion regarding School Start Times:  
This agenda topic was passed over.
- (e) Communications Update and Discussion regarding Possible Future Articles:  
This agenda topic was passed over.
- (f) Review of Agenda for the December 15, 2016 Budget Forum/Meeting:  
The School Committee reviewed the agenda for the December 15<sup>th</sup> budget forum and meeting, which will include a brief budget presentation, a lengthened comment/discussion period, discussions regarding peer towns and the superintendent search.

6. **Financial Matters:**

- (a) Continued Discussion regarding the FY18 Budget Process and Meetings with Various Stakeholders:  
The School Committee discussed the meeting format of the special budget presentations with various stakeholders. Barb suggested that prior to the presentation, the audience be informed of why these special presentations are being held by the School Committee. Paul will give a brief budget presentation and there will be a casual Q & A session following. A communication will be sent out after the holiday break and the presentation on January 11<sup>th</sup> will be a posted meeting.
- (b) Review and Possible Vote to Approve FY2018 Fees for Wayland School Community Programs, Food Service and High School Testing:  
The School Committee recently approved the special revenue budgets for FY18, but the fees were not approved. The fees for WSCP, Food Service, and high school testing will be approved this evening. Barb noted that there has been a 3% decrease in the BASE fees; all other fees will remain the same.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (3-0) to approve the FY18 fees for the WSCP programs, Food Service, and high school testing as presented.

- (c) Continued Discussion regarding Exterior Security Cameras around School Grounds:  
Susan updated the School Committee on the camera installations on school grounds, including the costs. New cameras will be installed at the High School at a cost of \$9,875, which will possibly be paid out of the parking special revenue fund. The Middle School cameras will cost \$6,675 and will be funded from building use funds. The three elementary schools cost of installation is \$14,980, and the BASE program will cover the cost of these cameras. The expense for the cameras is a one-time expense only. Brad noted the location of the new cameras in the High School parking lot. The School Committee consensus is to move forward with the camera installation. The Committee discussed these accounts in terms of any changes made and if it would warrant additional votes to approve the changes by the School Committee.

The School Committee will vote to approve the use of the surplus funds from the parking special revenue fund, the building use funds, and the BASE program fund on December 15<sup>th</sup>.

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 12, 2016

In terms of School Committee policy, the Committee discussed its obligation to inform the public of the installation of security cameras at the school buildings.

- (d) Discussion of Letter Received from Chris Brown at the Board of Public Works regarding School Bus Parking:  
This agenda item was passed over.

7. **Policy Subcommittee Update, including Possible Approval of Policies:**

- AC – Nondiscrimination
- DIB – Fee Based Revenue Funds
- DJE – Bidding Requirements
- GBEA – Staff Ethics/Conflict of Interest
- KCD – Public Gifts to the Schools

Jeanne commented that the Policies AC, DIB, DJE, and GBEA were put out for public comment recently. Comment was received only for Policy DIB.

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to approve Policies AC (Nondiscrimination), DJE (Bidding Requirements), GBEA (Staff Ethics/Conflict of Interest) as presented tonight.

Jeanne commented that Kathie Steinberg submitted a public comment for Policy DIB in terms of making a change in the policy. Jeanne noted the change. A discussion ensued regarding meeting and/or striving to keep no more than 10% in the fee based revenue funds. The guidelines will be reviewed at a future meeting.

Upon a motion duly made by Jeanne Downs, seconded by Barb Fletcher, the School Committee voted unanimously (3-0) to approve Policy DIB as revised and presented tonight.

Policy KCD will be reviewed again by the Policy Subcommittee; thus, this policy will be put on a future agenda.

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

Barb noted there will be a joint executive session with the Board of Selectmen, the Personnel Board, and the Finance Committee regarding negotiations on December 19<sup>th</sup>.

9. **Consent Agenda:**

(a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Accounts Payables Warrant, dated 12/12/2016, in the amount of \$277,632.32
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated 12/12/2016, in the amount of \$34,992.87
- Wayland Public Schools Payroll Warrant, dated 12/8/2016, in the amount of \$1,358,378.73

(b) Approval of METCO Appeal Letter Donations (including re-vote from 11/28 meeting)

(c) Approval of Minutes:

- Special Session of November 4, 2016
- Regular Session of November 7, 2016
- Special Session of November 10, 2016

The METCO donations were deferred.

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to approve the consent agenda without the November 28<sup>th</sup> METCO donations and with the November 4, 2016 special session minutes as amended.

10. **Executive Session**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to enter Executive Session at 10:00 p.m. for the purposes of discussing strategy related to collective bargaining with regard to Wayland Teachers Association, Wayland Educational Secretarial Association, the School Custodians

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Meeting – December 12, 2016

Union and the Food Service Association, 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, and approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meeting: November 28, 2016. A roll call vote was taken as follows:

<b><u>Roll Call</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Ellen Grieco, Chair	absent	
Barb Fletcher, Vice Chair	X	
Jeanne Downs	X	
Kim Reichelt	absent	
Kathie Steinberg	X	

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

The School Committee will reconvene in open session for adjournment purposes only.

11. **Adjournment:**

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (3-0) to adjourn at 10:22 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

**Observers:**

Tom Sciacca, WVN, BUZZ  
Nate Buffum, Wayland  
Wayland resident

**Corresponding Documentation:**

1. Agenda & Backup Information
2. Recommended FY18 Budget Presentation, including replacement pages
3. Description of the WHS HamLit Book Group Rules and Regulations
4. Superintendent Search Update, including information about focus groups, screening committee, schedules, announcement letter
5. Invoices from Pinck & Co., CGKV Architects, and Lockheed Window Corp. for the Claypit Hill Project
6. FY2018 Fees
7. 2016-2017 NESDEC Enrollment Projections
8. DESE Title II Review
9. Advocate Custodial Assessment
10. Q1 Special Revenue Financial Report & Memo
11. Policy AC (Nondiscrimination)
12. Policy DIB (Fee Based Revenue Funds)
13. Policy DJE (Bidding Requirements)
14. Policy GBEA (Staff Ethics/Conflict of Interest)
15. Accounts Payables & Payroll Warrants
16. Special Session Minutes of November 4, 2016
17. Regular Session Minutes of November 7, 2016
18. Special Session Minutes of November 10, 2016
19. METCO Appeal Letter Donations
20. Executive Session Motion