

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Meeting – July 25, 2016

A Regular Meeting of the Wayland School Committee was held on Monday, July 25, 2016, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair

Barb Fletcher, Vice Chair (arrived at 7:22 p.m.)

Jeanne Downs

Kim Reichelt

Kathie Steinberg (arrived at 7:22 p.m.)

Also:

Paul Stein

Superintendent

Marlene Dodyk

Director of Student Services

Susan Bottan

Business Administrator

Chair Ellen Grieco convened the regular session at 7:03 P.M. and announced that the meeting is being taped by WayCAM.

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

Stephen Cass commented on his responsibilities and accomplishments regarding the athletic budget and the sports teams during his employment as Athletic Director in Wayland.

George Harris commented on the First Amendment (free speech), and alleged that the School Committee and some administrators do not understand the First Amendment and defamation laws. Mr. Harris compared the allegations made of Stephen Cass to those of the METCO Director in terms of the defamation laws. Mr. Harris recalled a public comment made by Susan Foster at a previous School Committee meeting during which she was interrupted by Ellen Grieco because of the nature of Ms. Foster's comment. Mr. Harris pointed out that according to the defamation law, opinion is never defamation. He believes that the public is being suppressed when expressing their opinions during public comment at School Committee meetings.

2. **Special Matter:**

(a) Discussion and Possible Vote regarding a Request for a Non-Resident Student to Attend the Wayland Public Schools:

Ryan and Roberta Korzeniowski came before the School Committee to ask if their son could attend the Wayland Middle School even though they have moved out of Wayland. Mr. Korzeniowski described their family situation and noted that the request was made in the best interest of their son. A discussion ensued regarding this matter.

Barb and Kathie arrived at 7:22 p.m., as they were attending the Board of Selectmen meeting.

The School Committee denied the Korzeniowski's request based on School Committee policy.

3. **Educational Matters:**

(a) Hear Superintendent's Report:

Paul informed the School Committee that our Business Administrator Susan Bottan achieved the Certified Administrator of School Finance and Operations (SFO) certification by the Association for School Business Officials International. The Committee congratulated Susan on her achievement.

(b) Presentation of the FY2017 System-wide Goals by the Superintendent:

Paul presented the FY2017 System-wide Goals to the School Committee. He and the administrators reviewed the HEART goals and in looking forward, they discussed which strategic initiatives they would continue with and which ones they would like to begin working. Thus, new goals were developed to guide the school system in a clearer way and within a more integrated approach.

Paul reviewed and explained the qualities/criteria for the system-wide goals as follows:

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- The right altitude
- The right focus
- The right level of continuity
- The right level of resonance

The six FY2017 system-wide goals include many sub-groups/elements that stem from the School Committee Summit in 2015 and will be considered going forward.

Using Data Wisely: RTI, Data-based Decision Making in Finance and Human Resources, Academic Return on Investment, Student Information System, and Student Data Privacy

Nurturing Early Childhood Development: Early Childhood Advisory Board, Early Childhood Guidance Support, and Full Day Kindergarten

Infusing Technology and Design: STEAM, Engineering and Design Model, Technology Plan, Applied Science Curriculum Revision Incorporating Coding, and Maker Space Practices

Training Global Citizens: Cultural Proficiency, K-6 World Language, Understanding Geography, China Exchange Program, the Election, Political Discourse and Discord, and Service Learning

Elevating Achievement: Student Support Teams, Renewed Focus on Humanities, District Curriculum Accommodation Plan, Movement to Higher Levels, Study Skills, Academic Center, Cultural Proficiency

Deepening Wellness Skills and Insights: Security, School Start Times, Healthy Relationships, Asset Mapping, Social Competency, Mindfulness, Athletics, Fitness

The theme of these goals is Wayland Schools United. As always, Paul included artwork within his presentation which was a piece created in 1961 called “Map” – a map of the United States – and tying in to the theme of the goals and the acronym UNITED.

Paul invited the School Committee to add other components to the list for the administrators to consider throughout the school year, preferably before the Administrative Retreat in August. The School Committee is excited about the presentation and the goals going forward. Ellen suggested adding “Thinking and Questioning” within the Training Global Citizens goal; she explained why. A discussion ensued in terms of what is going on in the world as it relates to these goals. Kim’s suggestion was to help kids feel confident, independent and become tolerant of others, which may tie into Goals 4 and 6. Barb commented that if every student was challenged to his/her potential and developed a love of learning, then the district has accomplished its goals.

(c) Review and Possible Vote to Approve the Final Draft of the Superintendent’s FY2016 Annual Evaluation:

The School Committee reviewed the final draft of the Superintendent’s FY16 annual evaluation. Jeanne pointed out the changes made to the evaluation since the Committee’s discussion at the last meeting noting that the performance ratings were added to this final draft.

Paul commented on the State’s requirements in terms of the evaluation and related to rating the overall summative performance. The Committee discussed the rating. Standard IV was also discussed.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the FY16 End-of-Cycle Summative Evaluation Report for the Superintendent as amended tonight.

4. **Financial Matters:**

(a) Discuss and Review Selection Criteria for School Peer Analysis:

Barb commented that the Finance Subcommittee is re-evaluating the School Peer Analysis. She asked the Committee members for input regarding this analysis before the Finance Subcommittee meets again. Barb will provide the peer analysis again for the Committee at its August 29th meeting.

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The Committee discussed running a parallel development in terms of other districts and including an analysis using ClearGov. Going forward, the Committee will discuss the inclusion of regional school districts. Barb noted that more metrics may be added to the analysis that relate to the quality of education. A discussion ensued regarding researching which metrics might be used in all areas of the analysis.

(b) Discuss Possible Use of ClearGov Product as a Communication Tool:

ClearGov is a website that provides limited benchmarking information for the public regarding town government and the public schools. The product was developed by a resident in another community to help taxpayers understand how their tax dollars are being spent and how it all compares to other communities. Because the information is limited, the town can pay an annual fee for an information upgrade and a higher level analysis. Barb commented that the Board of Selectmen is considering an upgrade to this product for the Town of Wayland.

There are four criteria for educational data: student enrollment, percentage of low income students, average household income, and relative distance to the community being looked at. Currently, a small group from Framingham and Sudbury are working to define the next level of education analysis metrics and provide it to the public. Barb added that if the School Committee was interested, the Wayland Public Schools could become a part of this BETA group for a fee of \$2,200 for the year.

A discussion ensued in terms of information provided by the DESE and whether ClearGov could offer more or different information from the DESE. The Committee perused the website for the types of information available currently. Susan noted the types of information, such as budget information, that could be available on the website should the School Committee decide to move forward. This program would allow for more transparency.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to authorize up to \$2,250.00 from the FY17 budget to participate in the BETA group of the educational module for ClearGov.

(c) Review and Possible Vote to Approve Lockheed Invoice for the Claypit Hill Windows and Door Project/MSBA Accelerated Repair Project:

Jeanne noted that the Claypit Hill windows and door project is about half complete, and the invoice reflects the cost up to this juncture in the project. The PMBC also approved the invoice.

Upon a motion duly made by Ellen Grieco, seconded by Kim Reichelt, the School Committee voted unanimously (5-0) to approve the invoice from Lockheed Window Corp. in the amount of \$688,121.55.

(d) Discussion regarding the FY2018 Budget Calendar:

Susan highlighted some changes to the FY18 budget calendar and recommended that the School Committee meet prior to the Finance Committee's meeting on August 29th at which time the FinCom will discuss the FY18 Budget Guidelines. Barb commented that the School Committee would meet with the Finance Committee to present past, current, and FY18 budget information, including the long-range financial model and the district goals. The Committee agreed to meet prior to the Finance Subcommittee meeting on August 25th at 1:00 p.m. to discuss and prepare for its presentation to the Finance Subcommittee.

Other dates and topics were noted by Susan:

- October 24 or November 2 – Paul will present a high status report on the budget
- December 12 – Budget Presentation by Paul
- December 15 – Public Forum
- January 3, 5, 9 – Budget Work Sessions
- January 12 – Tentative Joint Meeting with Finance Committee
- January 17 – School Committee Vote on a Budget Number (not to exceed)
- January 30 – Budget Hearing

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- (e) Discuss and Possible Vote to Approve Finance Subcommittee Goals for 2016-17 School Year:
Barb reviewed the Finance Subcommittee's FY17 Goals with the School Committee.
- Help support the Business Administrator to collect data, ensuring that it is complete and accurate.
 - Support the effort to make information accessible to a variety of stakeholders (including administration, staff, School Committee, and the community), with better reporting from MUNIS, the multi-year financial model and products such as ClearGov.
 - Conduct relevant analysis for the School Committee to support upcoming negotiations.
 - Help support the Business Administrator with any outstanding projects (ie, indirect cost allocation methodology, online payment system, etc.).

Upon a motion duly made by Ellen Grieco, seconded by Kathie Steinberg, the School Committee voted unanimously (5-0) to approve the Finance Subcommittee Goals for the 2016-2017 school year.

- (f) Finance Subcommittee Update:
Barb informed the School Committee that the Finance Subcommittee is currently working on the Multi-Year Financial Model. The Finance Subcommittee will provide the updated financial model to the School Committee at its August 25th meeting.

5. **Administrative/Procedural Matters:**

- (a) Discussion and Possible Vote to Approve and Execute the Inter-Board Memorandum of Understanding (MOU) with the Board of Public Works and the Recreation Commission:
The School Committee reviewed the revised MOU, and Barb commented that the Recreation Commission has voted to approve the MOU with the changes, but Board of Public Works will re-vote, as the changes were made after the Board's initial vote. Because the MOU is a working document for staff to review proposals before they are presented to committees, changes can be made going forward based on situations that may arise. A discussion ensued regarding some of the language in the MOU.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Memorandum of Understanding among the Wayland School Committee, the Wayland Recreation Commission, and the Wayland Board of Public Works dated July 20, 2016 as amended by the Rec Commission in two places and to authorize Ellen Grieco as Chair of the School Committee to sign the MOU.

- (b) Discussion and Possible Vote to Approve Process for Appointing a School Committee Representative to the Permanent Municipal Building Committee (PMBC):
Jeanne noted that Mike Gitten, the School Committee's representative on the PMBC, is being interviewed as a possible permanent member of the PMBC.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to authorize Jeanne to conduct a similar process as the one discussed for the School Committee's representative for the Audit Committee and potentially working with Mike Gitten to interview possible candidates and bringing back the recommendation to the School Committee.

- (c) Continued Discussion of Hiring New Counsel to Advise regarding Negotiation of Contracts, Labor Matters, and Matters related to the Delivery of Student Services:
Ellen informed the School Committee that four law firms submitted proposals and two firms were chosen based on their depth of experience with school negotiations and special education – Murphy, Hesse, Toomey & Lehane and Stoneman, Chandler & Miller. The Committee discussed its availability and agreed to invite the firms' attorneys to meet with the School Committee on July 28th.

The Committee reviewed a list of questions to be asked during the interview process. Each member chose a different topic. The format and time allotted for each question was discussed.

- (d) Continued Discussion regarding Process to Appoint School Committee Representative to Audit Committee:
The School Committee discussed the process to appoint a School Committee representative to the Audit Committee to replace Paul Brennan. Before beginning this process, Barb will ask Paul Brennan if he would continue as the School Committee representative until the appointment process is complete.

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- (e) Discussion and Possible Vote to Approve Response to George Harris's OML Complaint dated April 26, 2016, Alleging Improper Notice of Executive Session under M.G.L. c.30A, §21(a)(3), and dated May 23 2016, Alleging Failure to Timely Respond to Complaint, Failure to Provide Sufficient Information to the Public in its Meeting Notice and Verbal Statement, and Failure to Announce its Public Statement in Open Session:

The School Committee reviewed the OML Complaint of April 26, 2016 and the supplemental response drafted by Barb. A discussion ensued in terms of the decision/finding by the Attorney General related to and regardless of the advice given to the Committee by legal counsel in terms of the language used in the meeting posting. The Committee also discussed the continuation of the meeting on April 7, 2016 related to this OML complaint. The Committee agreed not to send the supplemental response to the Attorney General.

Barb informed the Committee that the Committee should revote to authorize Ellen to send the response to the Attorney General related to the OML complaint of May 23, 2016 because the date referenced in the initial vote was incorrect.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee re-voted unanimously (5-0) to authorize Ellen to send the response to the Attorney General as drafted during the June 13, 2016 School Committee meeting related to George Harris's Open Meeting Law Complaint of May 23, 2016.

The Committee discussed George Harris's OML Complaint of May 23, 2016 to which the School Committee responded. Jeanne read the Committee's response related to this complaint in terms of the Committee's legal obligation to announce a public statement in open session.

- (f) Communications Update:

The School Committee discussed Kim's role as the communications liaison for the Committee, as well as which social media sources would be acceptable to the Committee. The School Committee will continue this discussion at its August 29th meeting.

6. **Policy Subcommittee Update:**

- GBEA – Staff Ethics

There was no update on Policy GBEA at this time.

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

The School Committee discussed potential tracking of time spent by Committee members, administrators, and staff on Open Meeting Law complaints and public records requests for the purpose of charging a fee to the person requesting the public records. It was noted that beginning January 1, 2017, the School Committee is required to appoint a Public Records Request Officer. This discussion will be continued at a future meeting.

8. **Consent Agenda:**

- (a) Approval of Accounts Payables & Payroll Warrants:

- Wayland Public Schools Payroll Warrant, dated July 21, 2016, in the amount of \$279,042.46
- Wayland Public Schools Accounts Payables Warrant, dated July 25, 2016, in the amount of \$892,645.54
- Wayland Public Schools Accounts Payables Student Activities Warrant, dated July 25, 2016, in the amount of \$28,502.74

- (b) Approval of Minutes:

- Regular Session of May 16, 2016 (re-approve)
- Regular Session of June 6, 2016
- Regular Session of June 13, 2016

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Consent Agenda.

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9. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to convene in Executive Session at 10:15 p.m. for the purposes of discussing strategy with respect to collective bargaining related to healthcare with the WTA, WESA, Food Service, and Custodial unions, 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 executive session minutes for possible declassification as listed on the meeting notice, as permitted by M.G.L. c.30A, §22, and approving minutes from prior executive sessions, as permitted by M.G.L. c.30A, §22, for the following meetings: June 13, 2016 and June 20, 2016. A roll call vote was taken as follows:

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

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

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

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 as discussed in Executive Session and as noted on the meeting notice.

11. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn at 11:16 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Ryan Korzeniowski
Roberta Korzeniowski
Jack Brown, Wayland
Sheila Brown, Wayland
Tom Sciacca, WVN & BUZZ

Corresponding Documentation:

1. Agenda & Backup Information
2. FY2017 System-wide Goals
3. FY2016 Superintendent's Annual Evaluation Draft
4. Input regarding Superintendent's Evaluation from Former Member Donna Bouchard
5. School Peer Analysis
6. Lockheed Invoice for the Claypit Hill Windows and Door Project
7. FY2018 Budget Calendar
8. FY2017 Finance Subcommittee Goals
9. MOU between School Committee, Board of Public Works, and Recreation Commission
10. Request for Proposals regarding Hiring New Counsel
11. Regular Session Minutes of June 6, 2016
12. Regular Session Minutes of June 13, 2016
13. Executive Session Motion

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Minutes for Possible Declassification:

March 23, 2015
April 6, 2015
April 27, 2015
May 11, 2015
May 26, 2015 - #1
June 8, 2015
June 22, 2015 - #2
July 6, 2015 - #1
November 16, 2015
December 4, 2015

January 25, 2016
February 1, 2016
February 22, 2016
March 7, 2016
March 21, 2016
April 7, 2016 - #1
April 12, 2016
April 21, 2016
May 2, 2016
May 16, 2016
June 6, 2016
June 13, 2016
June 20, 2016