

MINUTES – WAYLAND SCHOOL COMMITTEE

Retreat/Special Session – August 22, 2013

A Retreat/Special Session of the Wayland School Committee was held on Thursday, August 22, 2013, at 7:00 P.M. in the Conference Room of the Public Safety Building.

Present were:

Barb Fletcher, Chair
Beth Butler, Vice Chair
Malcolm Astley
Ellen Grieco
Donna Bouchard

Also:

Paul Stein
Superintendent of Schools

Also:

Glenn Koocher
Executive Director of MASC

Chair Barb Fletcher convened the Retreat/Special Session at 7:08 P.M. and stated that the purpose of this meeting is to conduct a retreat in which the School Committee will set objectives for the coming school year. Glenn Koocher of the Massachusetts Association of School Committees facilitated the discussion. Barb announced that the meeting was being videotaped by WayCAM.

1. **Retreat to Establish School Committee Objectives for 2013-2014 with Glenn Koocher, Executive Director of MASC:**

Glenn began the discussion by asking the School Committee and Paul Stein to answer the following questions:

- Why did you want to serve on the School Committee?
- Tell us something about yourself that we don't know.
- What do you want to achieve as a result of this meeting?

Glenn reminded the School Committee that one of their policies – Evaluation of School Committee Operational Procedures – identifies School Committee operations and relationships for which objectives can be set and progress monitored.

The School Committee shared their own initial thoughts and opinions regarding priorities for the Committee and how to achieve their specific goals, keeping in mind that the students' education is most important. A list was formed in the following areas of School Committee operations and relationships for which objectives may be set and progress appraised.

1. Educational Leadership
2. Policy Development
3. Interagency and Governmental Relationships
4. School Committee Member Development and Performance
5. Communication with the Public
6. School Committee – Superintendent Relationships
7. Fiscal Management
8. School Committee Meetings
9. Performance of Subcommittees of the School Committee

Each Committee member was given 33 points to be divided amongst each area in order to prioritize each item listed. Glenn reviewed the points attached to each goal, as well as how many members weighed in on each one.

Based on input from the members, a preliminary set of goals was chosen, subject to refinement and discussion. Each member will be responsible for bringing back to the Committee a summary of one of the following goals, reflecting the meeting's discussion.

- Policy vs. management to identify and clarify roles of the School Committee and the Superintendent (Malcolm)
- School Committee and Superintendent Relationship: School Committee input into district, goal setting, fine-tuning the superintendent evaluation process (Beth)

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- Time management during meetings (Barb)
- Financial management and fiduciary responsibilities of the School Committee in an appropriate way (Ellen)
- How to lighten the burden of administrators' time/management of administrators' time in terms of asking for data from them (contingency goal) (Donna)

Glenn suggested that the School Committee develop a summary in the form of a draft of the Committee's goals based on what has been listed and prioritized. He also suggested that they include what the outcome should be, how to obtain the objective, determine the success, and develop a timeline. The areas that need to be discussed should also be noted. Barb suggested using the same format used for the School Improvement Plan.

2. **Discuss Process for Receiving Report from Jim Powers of Powers & Sullivan:**

Barb commented that she has not spoken with Jim Powers, but will ask him if he can meet with the School Committee on September 3rd and if he would be prepared to answer questions from the Committee and the public. Barb will draft a communication to be sent to the public from the entire School Committee regarding the process.

The School Committee discussed Donna Bouchard's online letter to the Town Crier regarding the report from Powers and Sullivan. As a procedural matter, the majority of the Committee agreed that the letter should have come from the entire Committee.

3. **Reschedule Date for Second Retreat:**

The School Committee discussed their meeting schedule for the month of September as follows: September 3 (meet with Jim Powers); September 9 (regular meeting); September 23 (retreat with Rob Evans).

Ellen left the meeting at 9:30 p.m.

4. **Approval of Middle School Roof Project Invoice for Capeway Roofing:**

Barb commented that the invoice represented work done from July 1 to July 31, 2013. Also, the Municipal Building Committee reviewed the invoice at their meeting. Donna Bouchard noted that another \$35,000 was incurred as a result of rain damage, which will be covered by town insurance.

Upon a motion duly made by Malcolm Astley, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve the Middle School roof project invoice for Capeway Roofing Systems, Inc. for period July 1 to July 31, 2013 in the amount of \$588,759.00.

5. **Discussion re: Public Records Request from George Harris Related to Executive Session Minutes of June 3, 2013:**

Since the minutes of June 3, 2013 were not returned to Barb in time for this meeting, she will contact Mark Lanza and ask him to respond in time for the School Committee meeting on August 26th. The Committee discussed the timeline of a response in order to comply with the Open Meeting Law. Barb suggested that the minutes not be released until advice is received from town counsel at the next meeting. The Committee agreed.

6. **Superintendent's Report:**

Paul announced that the WSCP is hiring Beth Butler's son for a position as Assistant Group Leader at BASE, making the School Committee aware of a potential conflict. At a future meeting, Paul will provide the Committee with any needed formal document.

Paul also invited the School Committee to the staff opening day at the High School on August 28th.

7. **Comments from the Public:**

There were no public comments.

8. **Adjournment:**

Upon a motion duly made by Beth Butler, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to adjourn the Special Session at 9:42 p.m.

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Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Corresponding Documentation:

1. Handouts from Glenn Koocher