

MINUTES – WAYLAND SCHOOL COMMITTEE  
Regular Session – May 29, 2014

A Regular Session of the Wayland School Committee was held on Thursday, May 29, 2014, at 6:30 P.M. in the School Committee Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair  
Ellen Grieco, Vice Chair (arrived at 7:14 p.m.)  
Malcolm Astley  
Donna Bouchard

Absent:

Jeanne Downs

Also:

Paul Stein  
Superintendent of Schools

Brad Crozier

Assistant Superintendent

Barb Fletcher convened the Regular Session at 6:35 p.m. and announced that the meeting is being broadcast live by WayCAM.

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

There were no comments or written statements from the public.

Barb reviewed the interview schedule and meeting format.

Paul reminded the Committee that this is a public meeting and is unusual to conduct interviews for the Business Administrator during a public meeting. He suggested that everyone should remember that the meeting is being broadcast live, especially when sharing concerns and providing input regarding the candidates. Paul reviewed the process for asking questions and encouraged the School Committee to ask different questions, if they come to mind, for each candidate to eliminate any doubt.

Barb informed the viewing audience that the resumes and feedback form were online and encouraged the public to participate by submitting the form to Paul before June 4.

2. **Interview Patricia Lugo and Provide Feedback to Superintendent:**

The School Committee asked Ms. Lugo several questions, which included why she was changing jobs at this juncture and why her attraction to apply in Wayland, her knowledge of the Abrahams Report and her opinion of a town/school financial collaboration, her skills in securing additional revenue, time spent working in the office vs. working with other personnel in the schools in terms of training, and how she would respond to a high volume of questions from the public, staff, and administrators. She was also asked what she considered to be important qualities of the necessary tension between budget accountability and controls, while still keeping a positive morale in the system, what she knows about Wayland and her opinion of Wayland, what the staffing levels have been in the districts that she has worked, and what her experience is regarding outsourcing, as well as her views on the pros and cons of outsourcing.

Patricia noted that her position was being eliminated in East Bridgewater.

The Committee discussed the strengths of this candidate, some of which included her positive attitude, her long-term experience in finance, her accounting skills, her strong attention to detail, her certification and experience in the procurement process, her experience in working with the MSBA for building projects, her experience regarding outsourcing, her knowledge regarding student activities accounts, her willingness to put in the time necessary to perform the duties of the job, and her willingness and promptness in answering all of the questions sent to her.

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The School Committee discussed areas of concern of this candidate. Concerns included her ability to elaborate during the interview on the procurement of more revenue, to bring into the conversation a new prospective and/or creativity to the job, to articulate her knowledge of and comments regarding Wayland and the bigger issues that exist currently in Wayland, and to display leadership qualities.

The Committee took a brief break at 7:50 p.m. The meeting resumed at 7:53 p.m.

3. **Interview Susan Bottan and Provide Feedback to Superintendent:**

For the most part, the same questions that were posed to Patricia Lugo were also asked of Susan Bottan by the School Committee.

Malcolm disclosed that he had worked with Susan in Lexington.

Susan continued to answer the Committee's questions in areas such as zero-based budgeting, the challenges facing a Business Administrator, her current weekly hours as a consultant, and her familiarity with MUNIS.

Susan asked the School Committee what the top priorities are for the Business Administrator. Some of the priorities that the Committee agreed upon are detail and accuracy, familiarity and comfortability with standards and regulations on the local level, as well as at the office level, a broader view to assist with the revenue problem, the ability to find ways to save money and/or generate more revenue, a high level of creative achievement in terms of the budget, and the ability to achieve strong fiscal management and strong internal controls.

The School Committee discussed the strengths of this candidate, which include her direct and long-term relevant experience, she has worked in a larger school system, she has experience with MUNIS, she is certified for procurement, she is focused on the education of students, she has a Master's degree, she has both public and private sector experience, she is thoughtful and articulate when speaking, she is detail oriented, she understands the hours and time needed for this position, she has a sincerity and commitment to what she does, she approaches training of staff in a practical sense, she has worked in school systems similar to Wayland, she has outsourcing experience, and has good ideas about increasing revenue.

The School Committee also discussed areas of concern regarding this candidate. Concerns included her accounting experience, as well as her readiness to take on such time consuming work given her recent part-time position.

The School Committee thanked the Search Committee for their work and efforts during the search process. Further comments were made in terms of what is expected of the new Business Administrator.

Paul invited the School Committee to communicate with him about any and all aspects of the two candidates before he makes his final recommendation to the Committee.

4. **Approval of Payroll Warrant:**

Upon a motion duly made by Donna Bouchard, seconded by Ellen Grieco, the School Committee voted unanimously (4-0) to approve the Wayland Public Schools payroll warrant, dated May 29, 2014, in the amount of \$1,336,847.41.

5. **Comments from the Public:**

Cliff Lewis commented on the interview process and the questions that were asked, commenting that he would have asked the questions differently. He recommended that the new Business Administrator seek out the

biggest critics of the town's financial issues in order to understand where improvements could be made. Cliff asked Paul if either candidate could step into a much bigger role than they have now. Paul confirmed that they could and that his reference checks are very important in this process. Cliff praised the search process.

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7. **Executive Session:**

A motion was duly made by Barb Fletcher, seconded by Ellen Grieco, to enter Executive Session at 8:53 p.m. for the purposes of discussing 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 discussion in open meeting may have a detrimental effect on the litigation position of the School Committee and an Executive Session is necessary to protect the litigation position 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).

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.

A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Malcolm Astley	X	
Ellen Grieco	X	
Donna Bouchard	X	
Jeanne Downs	absent	

8. **Adjournment:**

Upon a motion duly made by Donna Bouchard, seconded by Ellen Grieco, the School Committee voted unanimously (3-0) to adjourn the Regular Session at 9:47 p.m.

Respectfully submitted,

Paul Stein, Clerk  
Wayland School Committee

Observers:

Kent George, Wayland  
Cliff Lewis, Wayland  
Beth Butler, Wayland  
Carla McCauliffe, WPS  
Dale Gudejko, WPS  
Rose Dunn, WPS

Corresponding Documentation:

1. Agenda & Backup Information
2. Interview Packet for Patricia Lugo
3. Interview Packet for Susan Bottan
4. Payroll Warrant & Summary
5. Executive Session Motion