

MINUTES – WAYLAND SCHOOL COMMITTEE
Regular Meeting – November 16, 2015

A Regular Meeting of the Wayland School Committee was held on Monday, November 16, 2015, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (arrived at 8:32 p.m.)
Barb Fletcher, Vice Chair
Donna Bouchard
Jeanne Downs
Kathie Steinberg

Also:

Paul Stein
Superintendent

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Susan Bottan
Business Administrator

Vice Chair Barb Fletcher convened the Regular Session at 7:00 p.m. and announced that the meeting is being recorded by WayCAM.

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

Roger Horine read the letter he published in the Town Crier last week regarding the arrest of the former Athletic Director and compared it to the letter received from the Inspector General related to the matter of the METCO Director.

Barb read a public comment from Marana Kern (Connaughton) regarding the Boston parent meeting on October 26, 2015. First, Marana thanked the METCO Director for her commitment and dedication to the METCO program. Marana noted that at the October 26th meeting, one member of the School Committee monopolized the discussion regarding the findings of the Inspector General related to the METCO program, adding that this discussion could have taken place at a more appropriate meeting. *Donna noted that this topic was on the October 26th agenda.*

John Flaherty commented on Stephen Cass's dismissal, the missing computer, including its age, Mr. Cass's arrest and the events leading up to it, and the inability to access school documents. He accused the School Department of retaliation as an abuse of power. He urged the Committee and the administrators to focus on education.

George Harris commented on the recent public records request related to the Stephen Cass matter. In Mr. Harris's opinion, there was no request for the computer before his non-rehire and he questioned the value of the computer. He also questioned how the search warrant was obtained and, if good records were kept, how did Mr. Cass have two computers? Mr. Harris gave his rendition of what he thinks happened and why. He asked the School Committee to comment; there were no comments by the Committee.

Debra Goldman addressed Jeanne Downs about her husband's alleged online comments and if she can remain unbiased as a member of the School Committee.

Rick Green questioned the events leading up to Stephen Cass's recent arrest, including how and on what information the decision was made.

Jeanne Downs addressed the allegations toward her husband and her family, as recently published in the Town Crier.

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2. **Special Financial Matter:**

(a) Discuss and Possible Vote to Approve the Revised CIP for Food Service Equipment:

Barb distributed a revised CIP for food service equipment that includes the following two purchases at the Middle School: 1) \$50,000 for a refrigerator/walk-in freezer and 2) \$10,000 for an oven. Barb noted that the School Committee approved \$60,000 for food service equipment at Claypit Hill and the Middle School, but the school and the type of equipment being purchased has changed, per Ben Keefe.

Suggestions were made in terms of a stabilization fund for food service equipment when the need arises as a result of a break down. Kathie noted that the food service equipment is currently over 17 years old, but has a life span of 8 to 12 years old. She suggested aggregating the smaller items together much like the school furniture. Barb will ask the Finance Committee what they would recommend.

Upon a motion duly made by Barb Fletcher, seconded by Kathie Steinberg, the School Committee voted (3-0-1) (Donna abstained) to approve the revised CIP for FY17 for the food service equipment.

Donna noted that she is abstaining until an answer comes in from the Finance Committee regarding this matter.

Barb left the meeting at 7:24 p.m. to attend the Finance Committee meeting. Jeanne took over the meeting.

3. **Educational Matters:**

(a) Discuss Recommendations made in the Special Education Report regarding the Special Education Program:

Jeanne asked Marlene and Paul for an update regarding this report. Marlene commented that it would take about a year to get through some of the recommendations. However, the recommendation about getting information out to parents will be done in January, and she noted that she has met with SEPAC chairs in this regard. Marlene commented that in terms of the Middle School program, she will be asking the Middle School staff for its input. She asked the School Committee if they had any ideas in terms of moving forward with the recommendations, as this process is not a quick fix and will take time. Paul noted that the administrators are discussing plans to make changes over time in an effort to build the program. However, some of these changes will depend on the FY17 budget. The teacher assistants' professional development was discussed.

Paul addressed the 0.4 FTE psychological staff member hired last year at the Middle School for those students who have emotional challenges to address the ever-growing issue of mental issues not exclusive to Wayland. Paul commented that there is a growing need for more staff at the Middle School and possibly at the elementary level. Also, Marlene noted that a social worker might be needed at the high school level to work with the families of these students in terms of accessing the necessary resources.

In response to Kathie's question regarding out-of-district placements, Marlene commented that these placements have leveled off and more programs will hopefully be built within the school district. Wayland is unique in that there isn't a critical mass of students and there isn't enough staff to support all the different needs of the students; thus, there are placements outside of Wayland. In terms of creating more in-district programs, Marlene commented on the state regulations that dictate a four-year age span limit for any given program to allow for a continuum of services. If one more year is added, then it necessitates hiring another staff member. Paul commented that a smaller school system requires more creativity in terms of the programs. Marlene is receptive to working with other communities in terms of sharing resources, but many factors have to be considered, such as tuition and transportation costs.

Paul responded to a question regarding the succession of Marlene's job in preparation for her retirement.

Marlene will provide updates to the School Committee periodically regarding the Special Education Program.

A discussion ensued regarding keeping The Children's Way sustainable and competitive. Marlene noted the importance of maintaining the quality of the program and the staffing ratio, as they anticipate a high spike in referrals for early intervention. Marlene stressed the importance of the School Committee's support for parents, as it is critical in terms of inclusion for the growth of students and to keep the program going. Marlene commented on the importance of early intervention, as all children need a good foundation to grow. The outcomes for all children at The Children's Way have been very positive.

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(b) Superintendent's Report, including Curriculum Spotlight #4:

Paul attended the high school musical "Just So." It was a fun musical for all in attendance. In accordance with the School Committee Ethics Policy, Paul announced that he intended to appoint Ben Downs as a volunteer assistant swim coach; he also informed the Town Clerk of this pending appointment.

Paul noted that, during one of its meetings, the Administrative Council will soon view a film entitled, "Most Likely to Succeed," as recommended by Peter Gossels. If appropriate, the faculty will also view it as part of professional development.

Curriculum Spotlight – Grade 8 New York Geology Trip: Paul noted that the 8th grade geology trip has been in existence for over 18 years and exemplifies how the Middle School integrates its field trips into the curriculum. Paul described the unit objectives in terms of the curriculum. The general theme of the 8th grade is carried across the content areas which instruct the students to come up with a theory and describe the evidence that supports the theory. On this particular trip to the Connecticut Valley, the students test out the theory that land has changed over time by completing an extensive set of field measurements and related worksheets. Some of the findings can include changes made by volcanoes and indications of once-present mountains. The students also study dinosaur tracks and fossils. Paul correlated the age of the middle school students and how their brain functions when receiving, processing, and interpreting this type of information.

(c) Initial Review of Superintendent's FY17 Goals:

Paul presented his FY17 goals to the School Committee and commented that he will develop a set of action steps over the year after the School Committee's input and recommendations, if any. Paul commented that his goals are developed from the State's requirements/the evaluation tool from which he will be evaluated. Paul reviewed each required goal.

- Goal 1 – Student Learning Goal: Paul, together with the administrators, is focusing this year on how we measure student growth in the district and identify what we do and how we build on those programs, strategies, and/or teaching methodologies that foster growth in academic achievement resulting in all students, regardless of skill level, to move toward higher, more challenging levels of work.
- Goal 2 – District Improvement Goal: Follows up on the goal "Exploration" of which there are many moving parts having to do with long-range strategic planning in the district for World Language in K-6, Early Childhood Education, Full-Day Kindergarten, Student Information Systems, and Instructional Technology, etc.
- Goal 3 – District Improvement Goal: Related to RTI and the Achievement Gap goals in terms of Paul's role as an instructional leader. He will focus on showcasing curriculum and engaging staff in dialog about skill development across the grade levels.
- Goal 4 – Professional Practice Goal: Paul will enhance and encourage professional dialog about teaching and learning, including providing support for the integration of meaningful student feedback into teacher self-assessment and self-improvement (mandated by the State). Paul elaborated on one tool that is used to obtain student feedback.

Paul elaborated on the process that the School Committee follows in terms of his evaluation.

A discussion ensued in terms of incorporating curriculum benchmarking with other high-performing districts into Paul's Student Learning Goal, including courses offered that have seen waning interest. Paul noted that Brad meets regularly with Department Chairs to review and analyze other district's curriculum in comparison to Wayland's. However, because the State periodically changes its standards, the staff does not regularly rotate its curriculum reviews. Donna described Weston's process in this regard. Paul suggested inviting school staff to resume their rotation in updating curriculum reporting to the School Committee.

Jeanne suggested that the School Committee consider this topic for a future meeting at which time the Committee members can inform the administrators of the areas/topics that they would like reported. The Committee and Paul discussed his Student Learning Goal as it relates, or not, to Donna's recommendation. Donna also asked Paul to add the Northeastern Study and possibly Community Relationship to his District Improvement Goal. Paul commented that Community Relationship would be a separate Professional Practice Goal.

Barb returned to the meeting at 8:26 p.m.

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Barb recommended that the School Committee have its own set of goals different from the District Goals and Paul's goals, still working closely with the administration to achieve the goals. Paul commented on the state's requirements/instruments regarding the evaluation process. A discussion followed in this regard.

Ellen arrived at 8:32 p.m.

Donna updated Ellen and Barb regarding the discussions this evening regarding Paul's goals. Paul asked the Committee to prioritize the areas in which they are interested, and, as a collective effort, and it will be reported back to the Committee in terms of what is being done based on the meeting schedule. Ellen noted that her preference would be to benchmark in the long term and to report on the curriculum's development and improvement in identified areas.

- (d) Review of and Potential Vote to Approve to Send Draft Article regarding Maker Spaces by Jeanne Downs and Distribution of Draft Article by Barb Fletcher regarding Financial Overview:

Jeanne distributed Barb's article regarding Instructional Rounds, which was a topic change. Jeanne suggested that the students write future articles about the administrators, and Barb recommended that the interviews take place after the budget cycle due to time constraints.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Maker Spaces article as written to submit to the Town Crier.

4. **Financial Matters:**

- (a) Discuss and Possible Vote to Co-Sponsor with Recreation Commission FY17 CIP for Happy Hollow Playground Equipment:

Although the School Committee discussed and voted to support this CIP for Happy Hollow playground equipment, the Recreation Commission has requested that the School Committee co-sponsor the CIP with them. This CIP will be brought before Town Meeting for approval. A discussion ensued about fast tracing the process, if approved, to ensure that the work is completed prior to the start of school in September 2016. The timing will be confirmed by the Finance Subcommittee after meeting with Ben Keefe. Paul commented on the process in terms of the design and installation. Existing capital funds of the Recreation Commission is being used for a preliminary design before July 1 to expedite the process. Barb described the process in terms of the RFP from design companies. The equipment will be similar to the other elementary schools to ensure that all students have the same experience.

Upon a motion duly made by Ellen Grieco, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to co-sponsor with the Recreation Commission the FY17 CIP for the Happy Hollow playground equipment.

- (b) Receive FY16 Q1 Financial Report:

Susan noted that she will present the FY16 Q1 Financial Report to the Finance Subcommittee at its next meeting on November 19th and will present it to the School Committee at its next meeting on November 30th. Susan highlighted a few points from the report, such as the staffing exchange savings and the significant increase in electricity and delivery charges. She is projecting an end-of-the-year balance of about \$87,000 and this balance does not include the 2017 SPED prepayment. There was a staffing exchange savings of \$259,000; however, a deficit in utilities is projected to be about \$170,000 and Susan noted the significant increase in delivery charges. There is an increase in the White Water septic expenses, and about \$6,700 was used to cover the warranty of the phones at the High School. Susan also commented that additional staffing for Special Education will be funded through savings through the delay in hiring and the Circuit Breaker.

- (c) Provide Finance Subcommittee Update:

Barb updated the Committee on the Finance Committee meeting she attended this evening. She noted that the Finance Committee recommended that the School Committee's food service equipment capital request for \$60,000 become a more general request by not specifying any particular school. In terms of aggregating pieces of equipment, Ben Keefe's goal is to have the replacement of equipment to be constant over 3 or 4 years. Barb explained this process. Barb noted two follow-up items by the FinCom regarding the Happy Hollow phone upgrade and its impact on annual operating costs and the FinCom's request for a prioritization of the School Committee's capital requests.

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- (d) Update and/or Changes to FY17 Budget Schedule and Process:
There are no changes in the budget schedule and process.

5. **Administrative/Procedural Matters:**

- (a) Review Proposed Supplement to Response Submitted to Attorney General related to George Harris's Open Meeting Law Complaint filed on July 20, 2015 Citing Insufficient Detail in July 6, 2015 Meeting Notice:
Ellen explained the reason for this OML complaint and distributed a clearer statement/supplement to the first response of the OML complaint in terms of what the School Committee's understands regarding the non-compliance of the Open Meeting Law. The Committee reviewed the additional statement. The Committee discussed the posted agenda on July 6, 2015 in terms of the statute and/or guidelines. Kathie cited her conversation with the Attorney General's office in this regard. Some changes were made to the document.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (4-1) (Kathie opposed the creation of additional supplements) to authorize Ellen Grieco to submit to the Attorney General the communication as amended tonight.

- (b) Review Proposed Supplement to Response Submitted to Attorney General related to George Harris's Open Meeting Law Complaint filed on August 11, 2015 Claiming the Committee Failed to Notice and Record Meetings:

Ellen noted that this supplemental response to the OML Complaint filed on August 11, 2015 is related to the Jamieson lawsuit and is unchanged since the Committee reviewed it at a prior meeting. She informed the Committee that she did not send the response yet, because of her concern that it contained legal advice from her related to the shifting of burden of proof. After consulting with Mark Lanza, she will send the response as it exists tomorrow morning.

- (c) Continued Discussion of Proposed Topics and Titles for School Communication Plan for the 2015-2016 School Year:

This topic was discussed earlier in the meeting (4d).

- (d) Discussion of Meeting Schedule, Agenda and Future Agenda Items:

The following are topics for future meetings:

- School Start Times
- School Committee members becoming liaisons for each school
- Ramp Up Courses
- Staff Deployment Report

Paul noted that the committees have begun exploring the topics identified under the Exploration goal, including defining the task at hand and the charge for each committee. He invited the Committee members to join a committee of their choice.

Donna asked about the public records request by Philip Cohen and if the Committee should discuss at a future meeting in terms of providing clarity regarding the steps taken to retrieve the computer from Mr. Cass, including the value of the computer and the search warrant process. Paul will send the public records request to the School Committee.

Ellen distributed her response to the Open Meeting Law Complaint of August 5, 2015 for which Ellen did not respond in a timely manner and resulted in George Harris's OML Complaint to the Attorney General. The Committee will discuss this topic at the next meeting.

6. **School Policy Matters:**

- (a) Policies/Procedures for Review and Possible Acceptance:

- KCD (Public Gifts to the Schools)
- JJE (Student Fundraising Activities)
- KJA (Relations with Booster Organizations)
- Guidelines/Procedures for Support Organizations
- GBEB (Gifts and Solicitations by Staff)

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- GBEA (Staff Ethics/Conflict of Interest)
- DGA (Authorized Signatures)

The Committee reviewed the policies noted on this agenda. Barb commented that the Policy Subcommittee and the Finance Subcommittee have also reviewed them. She and Jeanne have met with the support organizations (PTO, CAPA, WPSF, and Boosters) regarding Policies KCD, JJE, KJE and the Guidelines/Procedures. The changes incorporated in the policies are a result of the organizations' and subcommittees' feedback. Barb explained the changes in MASC's Model Policy KCD (Public Gifts to the Schools). Subsequently, if gifts are given to the school district and are of educational value, this policy gives the Superintendent the authority to accept them. If a gift is a cash donation or is a gift that would result in a recurring annual cost, the School Committee must accept them.

Further, each support organization at the beginning of the school year would give Paul their budget that describes how their funds will be spent during the year and at year end, they will provide an account of actual expenditures. Barb elaborated on the distinction of gifts, including the amount of gifts that are subject to School Committee approval. The Committee discussed the difference between cash and check donations; checks can be tracked. This was confirmed with MASC by the Policy Subcommittee.

Kathie expressed her concern regarding the presentation of the organizations' budgets to the School Committee, given that they are separate organizations and following their own bylaws and their sole mission is to support the schools. Kathie believes that the levels of control should not be within the Committee's jurisdiction. A discussion ensued regarding the policies and the process. Jeanne noted that the organizations are fine with the process put forward as are the administrators. Also discussed were the type of gifts that would cost the district money over the long term and what value would be deemed a significant amount.

The Committee continued reviewing the policies and the guidelines. Policy JJE (Student Fundraising Activities) is MASC's model policy. There are exceptions of fundraising to this policy to ensure that the fundraising activities are well thought out and worthwhile. A more clarifying change regarding types of fundraising was made to the policy.

Policy KJA (Relations with Support Organizations) is also MASC's policy and ensures that the support organizations and the district are all on the same page in terms of process. A discussion ensued in terms of the tone of the policy regarding the acceptance of gifts by the School Committee and the fairness and equity for all the schools. The Policy Subcommittee will discuss this issue at its next meeting.

The Guidelines were largely based on North Reading's guidelines.

Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the School Committee voted (4-1) (Kathie voted no) to approve Policies KCD (Public Gifts to the Schools), JJE (Student Fundraising Activities), KJA (Relations with Support Organizations), and the Guidelines for Support Organizations as amended tonight.

Policies GBEC, GBEA, and DGA will be discussed at the November 30, 2015 meeting.

- (b) Provide Policy Subcommittee Update:
There was no Policy Subcommittee update.

7. **School Committee's Report and Concerns:**

- (a) Discuss and Potentially Vote to Approve Proposal Related to Time Management, Conduct of Meetings and Delegation of Matters:
Ellen noted that she would like to revisit the matter of delegating the work related to the Open Meeting Law to a member of the School Committee. Due to time constraints, this matter will be discussed on November 30th.

Barb asked that "Policy Matters" be put on the agenda before "Administrative Matters."

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

None.

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9. **Consent Agenda:**

- Wayland Public Schools Accounts Payables warrant, dated November 16, 2015, in the amount of \$319,647.06
- Wayland Public Schools Accounts Payables Student Activities warrant, dated November 16, 2015, in the amount of \$6,325.18
- Wayland Public Schools Payroll warrant, dated November 12, 2015, in the amount of \$1,296,084.50

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Accounts Payables and Payroll warrants and the regular session minutes of October 19, 2015, as amended.

The Robotics donations and the Wayland High School trip will be reviewed at the November 30th meeting.

10. **Comments from the Public:**

Tom referred to the written comment that he sent to the School Committee earlier in the day. Tom commented that he disagrees with many of the comments that are being made by the public in reference to the METCO Director. In Tom's opinion, the METCO Director's skills don't include financial skills. However, in terms of the former Athletic Director, he asked if the Committee could divulge more information to the public so that it can reach a general understanding of the situation. Tom believes that the Athletic Department has had its problems for the past 15 years.

11. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Barb Fletcher, the School Committee voted unanimously (5-0) to enter Executive Session at 10:06 p.m. for the purpose of continuing to discuss strategy related to negotiations with the custodians, 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 permitted by M.G.L. c. 30A, §22 as listed on the agenda, reviewing executive session minutes related to Attorney General's decision 2015-99 regarding George Harris's Open Meeting Law complaint dated September 15, 2014 and Richard Lodge's Open Meeting Law complaint dated November 24, 2014 both claiming improper redaction of material in executive session minutes, and possible declassification of related minutes, as permitted by M.G.L. c. 30A, §22, reviewing executive session minutes of July 6, 2015 related to George Harris's Open Meeting Law complaint filed on July 20, 2015 citing insufficient detail in July 6, 2015 meeting notice and possible declassification and/or release to Attorney General in camera of related minutes, as permitted by M.G.L. c. 30A, §22, approving minutes from prior executive sessions, as permitted by M.G.L. c. 30A, §22, for the following meeting: November 2, 2015 - #1 and #2. 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	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

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.

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

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

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted (4-1) (Donna opposed) to release and declassify the September 3, 2013 and September 6, 2013 Executive Session Minutes as discussed in Executive Session.

Donna noted that she wanted to release more detail in the minutes.

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to declassify the remaining sets of minutes as discussed in Executive Session and listed on

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the agenda, including the minutes related to the Attorney General's Decision 2015-99 regarding an Open Meeting Law Complaint.

- (b) Possible Vote to Declassify Executive Session Minutes related to Attorney General's Decision 2015-99 regarding Open Meeting Law Complaint as Listed on the Meeting Agenda:

The vote to declassify minutes related to the Attorney General's Decision 2015-99 was taken in combination with the second motion made above.

- (c) Possible Vote to Declassify and/or Release to Attorney General in Camera Minutes of July 6, 2015 Executive Session related to George Harris's Open Meeting Law Complaint filed on July 20, 2015 Citing Insufficient Detail in July 6, 2015 Meeting Notice:

Upon a motion duly made by Barb Fletcher, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to release the July 6, 2015 Executive Session Minutes as discussed in Executive Session.

13. **Adjournment:**

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 11:04 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Tom Sciacca, WVN
Robert Horine, Wayland
John Flaherty, Wayland
George Harris, Wayland
Linda Segal, Wayland
Rick Greene, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Public Comment by Marana (Kern) Connaughton
3. Superintendent's Goals re: the 2015-2016 Evaluation
4. Draft Makerspace Article by Jeanne Downs
5. Draft Instructional Rounds Article by Barb Fletcher
6. CIP Form 2017 for Food Service Service Equipment
7. CIP Form 2017 for Happy Hollow Playground Equipment
8. Draft Supplemental Response to OML Complaint Filed on July 20, 2015
9. Draft Response to OML Complaint Filed on August 5, 2015
10. Policies:
 - KCD (Public Gifts to the Schools)
 - JJE (Student Fundraising Activities)
 - KJA (Relations with Booster Organizations)
 - Guidelines/Procedures for Support Organizations
11. Notice of Appointment for Assistant Swim Coach
12. Regular Session Minutes of October 19, 2015
13. Payroll and Accounts Payables Warrants
14. Executive Session Motions
15. Executive Session Minutes

2013

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September 16

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