

**Wayland School Committee**  
**Special Meeting**  
**9/27/23**  
**Minutes**

**Attending:**

Erin Gibbons, Chair  
Jeanne Downs, Vice Chair  
Ellen Grieco (via remote participation)  
Erin Mueller  
Christina Rodrigo

**Also Attending:**

David Fleishman, Acting Superintendent  
Betsy Gavron, Interim Assistant Superintendent  
Susan Bottan, Director of Finance and Operations  
Debbie Dixson, Interim Director of Student Services  
Eva Thompson, Facilitator

The meeting began with dinner. At 6:20 pm, Eva began the training with an exercise about effective communication. The group, split into three groups for most of the exercise, came together to debrief noting various components of effective communication including staying in lanes, working together, bringing people along, and persistence.

Eva reviewed the agenda for the evening including the community expectations of the group. David further introduced the evening, noting the importance of building teams and spending time on the roles of team members.

The group reviewed communication structure. Ellen noted the importance of trust and a free flow of information. Reference was made to Susan's tracking and responding to budget questions from the School Committee. Debbie discussed how parent complaints to School Committee members are handled and the Committee agreed that such complaints should follow the appropriate chain of command. The Committee agreed to let David know when wanting to reach out to other Central Office staff. Updating the website regarding communication flow, as well as in general, was discussed.

*David, Betsy, Susan, and Debbie left the meeting at 7:27 pm.*

The group discussed how the School Committee interacts as a team with Eva reviewing the ideas from the August training as well as the School Committee Protocols. Jeanne mentioned the meetings that took place during the 2022-23 school year with representatives from the School Committee, administration, and WTA members. A "to do" from those meetings was developing a document outlining the roles of the three groups. Jeanne will work with Erin Gibbons on a first draft.

The group discussed the role of the School Committee members as liaisons to the various schools. Erin Mueller will draft a description of the liaison role. Liaisons will let David know when they are visiting their liaison schools.

The group continued its discussion on the flow of information between School Committee members. Committee members agreed to assume positive thoughts and intentions. If an issue arises with how a Committee member handles something, constructive feedback will be given and the issue discussed further as needed. Committee members will notify the chair when wanting to reach out to the Superintendent. Discussions with the Superintendent or other Central Office staff will be shared with the Committee if actionable and/or something the Committee should address.

The group reflected on the training and the importance of good communication. Upon a motion made by Erin Gibbons, seconded by Erin Mueller, the School Committee voted unanimously (5-0) to adjourn at 8:29 pm. A roll call vote was taken as follows:

	<u>YES</u>	<u>NO</u>
Erin Gibbons, Chair	X	
Jeanne Downs, Vice Chair	X	
Ellen Grieco	X	
Erin Mueller	X	
Christina Rodrigo	X	

Respectfully Submitted,

Jeanne Downs

Corresponding Documents

--Agenda