

MINUTES – WAYLAND SCHOOL COMMITTEE  
Special Meeting – May 21, 2015

A Special Meeting of the Wayland School Committee was held on Thursday, May 21, 2015, at 7:00 P.M. in the Large Hearing Room of the Wayland Town Building.

Present were:

Barb Fletcher, Vice Chair  
Donna Bouchard  
Jeanne Downs  
Kathie Steinberg (arrived 7:40PM)

Also:

Paul Stein (arrived 8:05PM)  
Superintendent

Absent:

Ellen Grieco, Chair

Vice Chair Barb Fletcher convened the Regular Session at 7:07 p.m.

1. **Special Matter:**

(a) Open Meeting Law Training

Lauren Goldberg, from Kopelman and Paige conducted a training of the Open Meeting Law, at which the School Committee attended (see slide handout). She answered various questions asked by participants during her presentation.

Ms. Goldberg began the session with a brief summary of the background of the Open Meeting Law (OML), including its purpose, which is to “eliminate much of the secrecy surrounding deliberations and decision on which public policy is based”. She provided an overview of the revised OML as of July 1, 2010, which centralizes the enforcement in the Attorney General’s office, alters important statutory definitions, imposes new requirements for notices, minutes, executive sessions, exemptions, member participation and other administrative matters. She recognizes that the new OML makes it more difficult for committees to conduct business and to be 100% correct all of the time because of the many new administrative procedures that need to be followed. She noted that there are many more violations now and most are unintentional or misinformed. She planned to provide “best practices” to avoid the “gotcha” moments.

Ms. Goldberg then reviewed definitions, exclusions, practical considerations and OML determinations for Meetings, Deliberations, and Public Body. Included in the discussion about deliberations, there were examples given about potential violations related specifically to email communications. She continued the training by discussing requirements, practical considerations and exemptions related to scheduling meetings, including notices and location, and conducting meetings, including public session, remote participation, recordings, and executive session. She also reviewed the new executive session requirements, which included changing the process for entering executive session and the timeline for review and release of minutes. For this section of the training, Ms. Goldberg also provided practical implications, such as the “public body must still limit discussion in executive session to matter(s) stated in the meeting notice (unless it was not reasonably anticipated by the Chair) and included in the vote to enter executive session”. She reviewed certain of the exemptions to the OML for executive sessions, as well as the elements required for minutes including the time, date, place, members present and absent, summary of the discussion on each subject, decisions made and actions taken, and a list of documents and other exhibits used at the meeting. Ms. Goldberg spent some time discussing what constitutes “sufficiently detailed” for minutes and what documents need to be listed and attached to the minutes.

Kathie Steinberg left the meeting at 8:50PM.

Ms. Goldberg concluded the presentation by reviewing the role of the Attorney General, the enforcement process and resources available to committees. She recommended that all public officials download and review the new Attorney General’s OML Guide, recently updated in March 2015. She ended the training

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by answering any questions that had been submitted during tonight's session.

2. **Adjournment:**

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the School Committee voted unanimously (3-0) to adjourn the Regular Session at 9:20 p.m.

Respectfully submitted,

Barb Fletcher, Vice Chair  
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Copy of Presentation Slides
3. Evaluation