

Wayland School Committee's steps taken related to future compliance with the Open Meeting Law.

As presented by Chair Ellen Grieco
on *Wayland Weekly Buzz*, May 14, 2017

1. Attended or viewed an Open Meeting Law training session conducted by Lauren Goldberg from Kopelman and Paige
2. Developed a routine practice of holding discussion of OML matters in open session unless there is an unrelated legal reason for keeping them in Executive Session
3. Reviewed the Attorney General's Open Meeting training video on executive sessions and certified in writing to the Division of Open Government that this was done
4. Conducted an Open Meeting Law forum to hear community members' concerns
5. Contracted with an administrative assistant to take more detailed meeting minutes, as well as having the public cable station record every public meeting, broadcasting them and posting them online
6. Developed procedures for declassification of Executive Session minutes in a timely manner
7. Developed a template for making Executive Session motions
8. Developed a template and written procedures for responding to Open Meeting Law complaints
9. Reached out to a community member who has expressed a great interest in this area to enlist his assistance
10. Encouraged Committee members to take an active role in monitoring the meeting notices and the minutes and to ask questions of the Chair
11. The Chair's practice is to contact the Attorney General's Office with any Open Meeting Law questions
12. Sought legal advice when necessary



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