

MINUTES – WAYLAND SCHOOL COMMITTEE

SPECIAL MEETING – June 23, 2017

A special meeting of the School Committee was held at 2:00 pm in the School Committee Room of the Wayland Town Building.

Present were:

Jeanne Downs, Vice Chair
Nate Buffam
Kim Reichelt
Kathie Steinberg

Absent:

Ellen Grieco, Chair

Also in attendance:

Susan Bottan, Business Administrator
Leisha Simon, Technology Director
Paul Stein, Superintendent (*arrived 2:06 pm*)

Jeanne Downs convened the meeting at 2:01 pm and noted the meeting was being recorded by Way Cam.

1. Public Comment

Carole Plumb, Bald Rock Road, asked if the School Committee would be putting together a policy on data privacy.

2. Discussion regarding the High School and Middle School 1:1 Computer Lease Agreements and Possible Vote to Approve Lease Agreements

Leisha updated the Committee on the leases for the high school and middle school computers. Three bids were received for the High School lease (Macbook Air computers) and the Technology department has chosen to move forward with Ontario whom has been used in the past and was also the lowest bid. Four bids were received for the middle school lease (HP Chromebook computers) and the Technology department has chosen to move forward with Hewlett Packard. A discussion ensued about putting the audio visual equipment on a leasing cycle.

Kim moved to approve the Macbook Air and Chromebook lease agreements as recommended by Leisha Simon. Kathie seconded the motion and it was unanimously approved (4-0).

Kathie, Susan, Leisha and Paul left the meeting at 2:17 pm.

3. Possible Vote to Appoint Chris Ryan to the Audit Committee

This item was passed over.

4. Approval of Minutes

Kim moved to approve the Policy Subcommittee 3/9/17 minutes. Nate seconded the motion and it was unanimously approved by the subcommittee (2-0).

5. Discussion and Review of Policy Subcommittee Role & Responsibilities

Jeanne reviewed role and responsibilities of the Policy Subcommittee including the history of the subcommittee and school committee policies, the logistics for subcommittee meetings and updating of policies, and the resources available for policy update/review. A discussion ensued about simplifying the process to find School Committee policies online.

Kim accepted the role of chair of the subcommittee and will ask Diane to add both Nate and her to the shared subcommittee folder.

6. Curriculum Adoption (IGD)

Jeanne updated the subcommittee on the status of policy IGD. The last paragraph, which refers to the approval of curriculum changes, is pending. Jeanne noted Paul's concern of annual approval of the High School course of studies and his thoughts about other ways to potentially approve significant curriculum changes. Kim and Nate will follow up on this policy.

7. Emergency Plans (EBC)

Jeanne will follow up with MASC as to what their policy is referring to as far as information to be submitted to DESE.

8. Internet Publication (IJNDC)

Jeanne reported that Leisha Simon is working on a draft of this policy. Kim and Nate will follow up.

9. Non-Resident Students (JFABA)

Jeanne updated the subcommittee on the public comment received about this policy, specifically the portion referring to non-resident students. A discussion ensued about adding a link to the residency guidelines referred to in the policy to simplify finding the guidelines. Kim will follow up on adding the link.

10. Policies Out for Comment

Jeanne noted that IJND (Access to Digital Resources) and IJNDB (Empowered Digital Use Policy) were voted to be put out for public comment at the last School Committee meeting.

11. Discussion and Review of Policies Needing SC Approval/Updating in Policy Manual

Jeanne noted that the approved versions of policies DJE (Bidding Requirements) and DIB (Fee Based Revenue Funds) were not in the Policy Manual. Jeanne will follow up with Barb Fletcher to get the approved versions of the policies.

12. Policy Manual Review

Jeanne reviewed the status of the Policy Manual review noting that she and Barb had begun reviewing the manual section by section. MASC recently sent out a recap of their year long review of the model policy manual. A discussion ensued about reviewing the Wayland Policy Manual against the MASC list of revised policies. Nate and Kim will work out a schedule to do so. Specifics discussed regarding each manual section include:

- Section A – Nothing to report. This section still needs to be reviewed.
- Section B – Nothing to report. This section still needs to be reviewed.
- Section C – Policy CM (Annual Report) and CBI (Superintendent Evaluation). Jeanne will follow up with Paul on these policies and update Kim.
- Section D – Jeanne will pass on to Kim the policies from this section with changes so that they can be reviewed against the MASC changes and brought to the School Committee.
- Section E – This section still needs to be reviewed. Susan Bottan has drafted a Food Service Debt policy (Charge and Collection for School Meals) for this section. The subcommittee will follow up with Susan who offered to come to a future meeting and discuss the policy.
- Section F – This section has been reviewed and no changes are needed at this point. The subcommittee will review any MASC changes.
- Section G – Nothing to report. This section still needs to be reviewed.
- Section H – This section has been reviewed and only HF (School Committee Negotiating Agents) was to be brought before the School Committee for updating. The subcommittee will revisit this as MASC has suggested this policy be deleted.
- Sections I through L – These sections have not yet been reviewed. A discussion took place about the review of policy IIB (Class Size) which will be put on a future agenda.

13. Matters Not Reasonably Anticipated by the Chair

There were none.

14. Future Agenda Topics/Next Meeting Date

Kim and Nate will determine a next Policy Subcommittee meeting date.

16. Adjournment

Upon a motion made by Kim and seconded by Nate, the School Committee voted unanimously (3-0) to adjourn at 4:05 pm.

Respectfully submitted,

Jeanne Downs

Observers:

Carole Plumb, Bald Rock Road

Corresponding Documents

- Draft Minutes 3/9/17
- Policy IGD
- Policy EBC
- Policy IJNDC
- Policy JFABA
- Draft Food Services Policy