

MINUTES – WAYLAND SCHOOL COMMITTEE POLICY SUBCOMMITTEE

November 17, 2015

A meeting of the School Committee's Policy Subcommittee was called to order at 2:08 pm by Jeanne Downs.

Present were:

Jeanne Downs

Barb Fletcher

Observers:

Kathie Steinberg

The meeting was not taped by Waycam.

1. Public Comment

Kathie Steinberg shared her thoughts on the Fee Based Revenue Policy. She asked that the committee consider changes to the policy that included being consistent with the use of "fund" or "account", being consistent with the use of "program" or "activity", adding a third type of fund such as "supplemental", reviewing what is included in "source of funds", using an average of the last three years for annual expenses, and reviewing the language around "retained balances".

2. Review and Approval of Minutes

Barb moved to approve the 11/5/15 minutes as written. Jeanne seconded the motion. The motion was approved (2-0).

3. Review of Gift Policy (KCD)

Changes to the policy were discussed including adding the word "significant" before "recurring annual costs". The committee will determine how to quantify "significant". MASC will be contacted to clarify the use of the term "discretion" in the policy. Barb will update the policy and send it to Diane to put out for public comment.

4. Fundraising Policy (JJE)

The phrase "or except as set forth below" will be added in the first paragraph. Barb will update the policy and send it to Diane to put out for public comment.

5. Relationship with Boosters (KJA)

Barb will contact MASC about understanding the last sentence in the policy and if appropriate, will rewrite in a more positive manner. Barb will update the policy and send it to Diane to put out for public comment.

6. Support Organization Regulations/Guidelines

Barb will update the guidelines and send them to Diane to put out for public comment. Jeanne will contact all the support organization presidents and treasurers and schedule a meeting to review the guidelines as well as policies KCD, JJE and KJA.

7. Gifts and Solicitations to Staff (GBEBC)

This policy will be taken to School Committee for approval.

8. Authorized Signatures (DGA)

Jeanne reported on Paul Stein's and Mark Lanza's comments. "Superintendent" will be taken out of the first paragraph. Jeanne will update the policy and it will be taken to School Committee for approval.

9. Tobacco Use by Students (JICG)

Barb sent the policy to Wayland Cares for their review. The policy will be discussed again once their comments are received.

10. Tutoring for Pay (GCRD)

Jeanne reported that Paul is okay with the MASC version of this policy. The policy will be taken to School Committee for its approval.

11. Student Absences & Excuses (JH)

Jeanne reported on both Gini's and Marlene's comments concerning this policy. The MASC verbiage will be included. Jeanne will update the policy and it will be taken to School Committee for approval.

12. Professional Staff Hiring (GCF)

Paul suggested some changes to the policy. Barb will update the policy and it will be taken to School Committee for approval.

13. Domestic Violence Leave (GCCD)

Jeanne reported that Paul is reviewing the policy. Jeanne will follow up with Paul and bring his comments back to the committee.

14. Anonymous Requests

Jeanne distributed a draft of language concerning anonymous requests to add to the School Committee protocols. She also reiterated MASC's opinion that such language belongs in the protocols, as opposed to a separate policy. The committee discussed the wording of the language. Jeanne will have Paul review the proposed language.

15. Introduction to Policy Manual

Jeanne passed out a draft of the revised policy manual introduction. Jeanne will send it to Diane for posting online and adding to the hard copy policy manual.

16. Schedule of Bringing Policies to School Committee

Jeanne will contact Ellen about scheduling a separate School Committee meeting to review policies including those discussed above as well as a series of policies in the “B” section of the policy manual and JEB (Entrance Age).

17. Future Agenda Items

Policies to be discussed at a future meeting include DGE (Bidding), the Technology policies, CBI (Evaluation of Superintendent), GCO (Evaluation of Professional Staff) and AC (Non-Discrimination).

18. Adjournment

Barb moved and Jeanne seconded to adjourn the meeting at 3:09 pm. Jeanne seconded the motion. The motion passed 2-0.

Respectfully submitted,

Jeanne Downs

Corresponding Documents

- 1 1/5/15 Draft Minutes
- Gift Policy (KCD)
- Fundraising Policy (JJE)
- Relationship with Boosters (KJA)
- Support Organization Regulations/Guideline
- Gifts and Solicitations to Staff (GBEBC)
- Authorized Signatures (DGA)
- Tobacco Use by Students (JICG)
- Tutoring for Pay (GCRD)
- Student Absences & Excuses (JH)
- Professional Staff Hiring (GCF)
- Domestic Violence Leave (GCCD)
- School Committee Protocols Revision
- Policy Manual Introduction