

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee
February 24, 2016

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Wednesday, February 24, 2016, at 9:00 A.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:
Jeanne Downs, Chair
Barb Fletcher

Also Present:
Paul Stein
Superintendent of Schools

The meeting was convened at 9:08 a.m. and it was announced that the meeting was being recorded on WayCam.

1. **Comments and Written Statements from the Public:**

There were no public comments.

2. **Approval of Minutes:**

Upon a motion made by Jeanne Downs, seconded by Barb, the Policy Subcommittee voted unanimously 2-0 to approve the November 17, 2015 Policy Subcommittee minutes, as written, and December 16, 2015, December 18, 2015 and January 20, 2016 Policy Subcommittee minutes, all as amended.

3. **Review of Policies/Procedures:**

• ***KCD (Gift Policy)***

Jeanne reported that she spoke with MASC who explained that the language in the model policy gives the School Committee flexibility or discretion to spend the dollars associated with a directed donation, as the Committee deems appropriate. The Policy Subcommittee agreed to change the word “significant” to “recurring annual costs that exceed \$XX” and will determine what the level of this dollar threshold. This policy will be brought to the School Committee for review.

• ***GCRD (Tutoring for Pay Policy)***

Jeanne reported on her conversation with MASC. She will ask MASC a follow up question about whether the Wayland School Community Program (WSCP) is considered a private tutoring business and will research how teachers are paid through WSCP. She will also ask Paul Stein about the advisability of tutoring students who may have that teacher in the future.

• ***JICH (Alcohol and Drug Use Policy):***

Jeanne reported that MASC recommended not adding the word “illicit” because it does not adequately describe the use of prescription drugs without a prescription. They also recommended using this policy in conjunction with the Prescription Drug Policy. The Subcommittee agreed to add a cross reference with the Prescription Drug Policy. Barb confirmed there were no further changes suggested by WaylandCares. This policy will be brought to the School Committee for review.

• ***JJIF (Head Injuries and Concussions in Extracurricular Activities Policy):***

Gini Tate, legal counsel, recommended not expanding the policy beyond extracurricular activities because the policy should be in line with the statute. In addition, there are other supervision supports (e.g. nurse) in place during the day but not necessarily during times when athletics and extracurricular activities take place. This policy will be brought to the School Committee for review.

• ***JFABA (Nonresident Students Policy):***

Gini Tate continues to review this policy. It will come to the Policy Subcommittee after her review.

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- ***DIB (Fee-Based Revenue Fund Policy):***

Barb explained the changes made to the document based on Kathie Steinberg’s comments, such as being consistent by using the word “funds” versus “accounts” in describing fee-based revenue funds.

Paul attended the meeting and asked the Policy Subcommittee for clarification regarding his approval process for accepting donations. He also mentioned that he plans to review the “Student Absences” policy and asked about the status of the approval of the Relations with Support Organizations Policy.

- ***GBEA (Staff Ethics Policy):***

Jeanne will ask MASC to review the third paragraph for clarity and to understand the meaning of “directly related to” in the fourth paragraph. This policy will then be brought back to the Policy Subcommittee.

- ***JICFB (Bullying Prevention Policy):***

Barb will follow up with Kathie Steinberg to determine if there are any further changes to be made to the policy based on her conversation with Marlene Moskowitz-Dodyk, the Director of Student Services, regarding the expectations of people’s actions to report bullying. This policy will then be brought back to the Policy Subcommittee.

- ***DBJ (Budget Transfer Policy):***

The Subcommittee agreed to add the name of the Chart of Accounts and the website address to the policy. This policy will be brought to the School Committee to put out for public comment.

- ***GCCD (Domestic Violence Leave Policy):***

Paul Stein reviewed this policy and expressed an interest in having certain language be more specific. Jeanne will review the policy with Paul Stein for his recommended changes, will consult with Gini, and will bring the policy back to the Policy Subcommittee.

- ***JII (Student Complaint and Grievances Policy):***

Gini Tate does not recommend that the School Committee adopt this MASC model policy as it is more procedural in nature and, therefore, not needed. Marlene Moskowitz-Dodyk agreed.

4. **Review List of Policies/Procedures to go to SC:**

- ***JJE (Fundraising)***
- ***Support Organization Guidelines***
- ***DGA (Authorized Signatures)***
- ***JH (Student Absences and Excuses)***
- ***JKAA (Physical Restraint)***
- ***KJA (Relationship with Boosters)***
- ***BEDF (Voting Method)***
- ***GCF (Professional Staff Hiring)***
- ***Anonymous Requests Verbiage in School Committee Protocols***

Barb agreed to review this list of policies to come before the School Committee and will report any other policies she believes should come before the School Committee. Jeanne will request that the School Committee hold a separate meeting to review these policies.

5. **Review of Policies Out for Public Comment:**

- ***GBEBC (Gifts and Solicitations)***

This policy has been put out for public comment. It will come back to the Policy Subcommittee after the 30-day

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public comment period. Jeanne will work with Paul Stein to make sure the school websites are consistent about this matter.

6. Review Draft Wayland Boosters General Fund – Funding Request Guidelines, Team/Project – Funding Guidelines and Fiscal Sponsor Agreement:

The Subcommittee reviewed the changes made to the guidelines. Barb will follow up with Paul Stein, Susan Bottan, the Business Manager, and Mark Lanza, Town Counsel, to confirm that the revised language, “funds related to a gift”, is appropriate. The related policies and these guidelines will be brought to the School Committee for final approval and then will be provided to the Support Organizations.

The comments from Susan Bottan and Mark Lanza regarding the Fiscal Sponsor Agreement were provided to Boosters. The Boosters’ Board plans to review these changes. This agreement will be brought back to the Policy Subcommittee after their review.

7. Discussion of Future Agenda Items:

- ***Student Privacy Policy***

Jeanne reported that there is no MASC policy related to this matter and MASC recommends that this topic be covered through procedures rather than as a policy. She also noted that there is a Student Privacy Committee, comprised of Leisha Simon, Bethann Monahan, Mark Hayes, Aina Lagor and Jeanne.

8. Adjournment:

Upon a motion duly made by Barb Fletcher, seconded by Jeanne Downs, the Policy Subcommittee voted unanimously (2-0) to adjourn the Regular Session at 10:43 a.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. KCD (Gift Policy)
3. GCRD (Tutoring for Pay Policy)
4. JICH (Alcohol and Drug Use Policy)
5. JJIF (Head Injuries and Concussions in Extracurricular Activities Policy)
6. JFABA (Nonresident Students Policy)
7. DIB (Fee-Based Revenue Fund Policy)
8. GBEA (Staff Ethics Policy)
9. JICFB (Bullying Prevention Policy)
10. DBJ (Budget Transfer Policy)
11. GCCD (Domestic Violence Leave Policy)
12. JII (Student Complaint and Grievances Policy)
13. Support Organization Guidelines