

## MINUTES WSC Policy Subcommittee

Date: Thursday, March 21, 2012  
Location: School Committee Room  
Time: 8:15 AM  
Present: Beth Butler, Barb Fletcher

### **I. PURPOSE OF MEETING**

The subcommittee reviewed the following topics and discussed whether further action, if any, was needed.

#### **A. Minutes of Subcommittee Meeting of March 1, 2012**

After review of the draft minutes of the March 1<sup>st</sup> meeting, Motion was made by Beth Butler, seconded by Barb Fletcher, to approve the minutes. as amended. The vote was unanimous , 2-0.

#### **B. Community Use of School Facilities Policy - KF, KF-R**

The Committee reviewed the discussion from the last meeting and the status of the next steps. Barb had sent an email with a revised draft Policy to John Moynihan, Public Buildings Director, to circulate to the building principals and others for their review. We are waiting for their comments. Beth had sent an email to John Moynihan concerning several questions about the proposed draft rules and regulations.

Once we receive and review the administrators' input, the Committee will bring the revised draft policy and revised draft rules and regulations to the full School Committee at a future meeting for further discussion.

Beth will continue to review the Massachusetts Code of Regulations concerning any applicable regulations.

#### **C Bullying Policy - JICFB**

The Committee reviewed the latest draft of the Bullying Policy. Beth will review the DESE regulations regarding any requirement to provide updated policies to the DESE. The Committee made several minor changes to the document. Barb will follow up with Paul Stein regarding the reporting requirements and with Deb Cohen regarding volunteer training. After receiving such input, the Committee will bring the revised policy to the School Committee for discussion and approval.

#### **D. MASC Health Check of SC Policy Manual**

Beth has contacted Jim Hardy from the MASC to schedule a date to meet with the Committee to conduct a Health Check of the SC Policy Manual.

As part of that review, the Committee discussed the policies that it would like to review/update/modify/add/delete. They include:

- Teen Dating Violence – JLDBG
- Surplus Equipment – New
- Transfer of Funds – New per TAG
- Purchasing Restrictions – New per TAG
- Student Exchange – New
- Religious Instruction – IMDC
- Revolving Accounts (cost recovery objective, refund policy) – New per TAG
- Nursing – New per Ruth Mori
- Field Trip Safety – Field Trip Regulations
- Emergency Closings – EBC
- School District/Committee Records Retention - New
- Board Governance and Operations – Section B

In the meantime, Beth will ask Jim Hardy about any available policies related to Student Exchange programs and Visiting Students as these issues are time sensitive.

In addition, all policies will be reviewed to ensure they are in compliance with any existing or new/revised legal statutes, including citation of the appropriate legal references. For example, all policies should be reviewed to be in compliance with the new OML.

Once a date has been scheduled with MASC, Barb will establish a deadline for the School Committee to provide input as to any policies it would like reviewed as part of this Health Check. Administrator input will also be sought.

Barb will discuss with Leisha Simon to understand whether a search engine could be added to the SC policy manual.

#### **E. Adjournment**

Motion was made by Barb Fletcher, seconded by Beth Butler to adjourn at 9:45 AM. The vote was unanimous, 2-0.

Respectfully submitted,

Barb Fletcher    Beth Butler

#### **LIST OF DOCUMENTS:**

- Draft March 1, 2012 minutes
- Revised Draft of Bullying Policy – JICFB
- Current SC Policy Manual  
[http://wayland.sharpschool.net/school\\_committee/policy\\_information/policy\\_manual/](http://wayland.sharpschool.net/school_committee/policy_information/policy_manual/)