

## **MINUTES – WAYLAND SCHOOL COMMITTEE POLICY SUBCOMMITTEE**

October 9, 2015

A meeting of the School Committee's Policy Subcommittee was called to order at 11:12 am by Jeanne Downs.

Present were:

Jeanne Downs

Barb Fletcher

Marlene Dodyk

Barb noted that the meeting was being taped by WayCam.

### **1. Public Comment**

There was no public comment.

### **2. Approval of 10/1/15 Minutes**

This item was passed over until later in the meeting.

### **3. Review of Physical Restraint Policy (JKAA)**

Marlene reported that the new physical restraint regulations go into effect as of January 2016. She sent the MASC updated version of the policy to Gini Tate for review who is comfortable with it. Barb compared the MASC version to Wayland's existing policy and the differences were discussed. Barb will check to see if the Wayland's "medically contraindicated" and "signed receipt" references are part of the regulations. The revised policy will be passed by Marlene for review and taken to School Committee.

### **4. Bullying Prevention (JICFB)**

Barb compared the MASC version of the updated policy to Wayland's existing policy and noted the only new change in paragraph two. A discussion ensued about the differences such as the reference to "home" vs. "location outside school" and the reference to "volunteers". Barb will check the regulations in regards to the differences in Wayland's policy. The revised policy will be passed by Marlene for review and taken to School Committee.

### **5. Policies for Future Consideration**

The subcommittee and Marlene discussed policies for future consideration including:

- Concussions (JJIF) – Barb will compare updated Wayland procedures against the current policy
- School Examinations – Marlene will work with Ruth Mori (Wayland Health Department) to review.
- Medicines and Epi-Pens Administration (JLCD) – Marlene will work with Ruth Mori (Wayland Health Department) to review.
- Discipline Policies (JIC, JIII, JH) – Jeanne will work with Marlene to review.
- Use of Tobacco and Alcohol (JICG, JICH) – Barb will review.

It was noted that as policies are revised, the student and employee handbooks need to be updated accordingly.

*Marlene left the meeting.*

**6. Approval of 10/1/15 Minutes**

Barb moved and Jeanne seconded that the 10/1/15 minutes be approved as amended. The motion was passed 2-0.

**7. Gift Policy (KCD)**

Jeanne reviewed the feedback received from both Mark Lanza and Mike Gilbert (MASC). The amended MASC policy was discussed and Jeanne will send it to both Mark Lanza and Mike Gilbert for another review. Jeanne will also check about the acceptance of gifts of cash with MASC.

**8. Fundraising Policy (JJE)**

Jeanne reviewed her discussion with Mike Gilbert. A discussion ensued about team fundraisers. Jeanne will check with Paul Stein about the approval process for school and team fundraisers. She will also ask MASC if the policy applies to support organizations and students fundraising as part of those organizations.

**9. Budget Transfer Authority (DBJ)**

Barb reviewed the differences between the revised MASC policy and the existing Wayland policy. She will work with Susan Bottan to develop an intermediary step before the Wayland policy is revised so that there are no unintended consequences from the revision.

**10. Surplus Equipment**

There is no MASC model policy for this. Barb will work with Susan Bottan to develop a policy.

**11. Gifts and Solicitations to Staff (GBEBC)**

Barb distributed both the MASC and Wayland versions of the policy. The only difference between the two was the solicitations section which Barb will review with Paul and bring back to the subcommittee.

**12. Policies Out for Comment**

The Staff Ethics revised policy (GBEA) went out for comment on 9/24/15. Jeanne will follow up with Paul regarding paragraph 3 of the MASC model policy. The subcommittee will put the Fee Based Funds policy out for comment. Barb will contact MASC to confirm the lettering of the policy.

**13. Policies for Future Consideration (continued)**

Jeanne and Barb reviewed future policies the subcommittee will review including:

- BBAA (School Committee Member Authority)
- BCA (School Committee Member Ethics)

- BDB (School Committee Officers)
- BDG (School Attorney)
- DGA (Authorized Signatures)
- KJA (Relationship with Booster Organizations and accompanying regulations)
- BHC (School Committee-Staff Communications)
- GCRD (Tutoring for Pay)
- GCCD (Domestic Violence)
- JH (Student Absences & Excuses)
- JIC (Student Discipline)
- JIII (Student Complaints and Grievances)
- JK (Student Conduct)
- ECAP (Security Cameras)
- EBC (Emergency Plans)

Barb passed out the KJA model MASC policy and accompanying regulations. Jeanne will review the regulations with CAPA and the PTO and Barb will review them with Boosters and WPSF.

#### **14. Adjournment**

Barb moved and Jeanne seconded to adjourn the meeting at 1:00 pm. The motion passed 2-0.

Respectfully submitted,

Jeanne Downs

#### **Corresponding Documents**

- 10/1/15 Draft Minutes
- Physical Restraint Policy (JKAA)
- Bullying Prevention Policy (JICFB)
- Gift Policy (KCD)
- Fundraising Policy (JJE)
- Gifts and Solicitations to Staff Policy (GBEBC)
- KJA model MASC policy and accompanying regulations