

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee

May 26, 2016

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Thursday, May 26, 2016, at 2:00 P.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 2:05 p.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 Barb Fletcher, seconded by Jeanne Downs, the Policy Subcommittee voted unanimously 2-0 to approve the April 1, 2016 Policy Subcommittee minutes, as amended.

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

- ***JICH (Alcohol and Drug Policy)***

Jeanne provided the MASC version of this policy and noted the new language per the recent legislation. Paul reviewed the proposed new language and he had no concerns. Jeanne will follow up with Paul regarding the execution of this policy. The Subcommittee agreed to bring the revised policy to the School Committee to put out for public comment. Barb will make the revisions to the policy.

- ***JH (Student Absences & Excuses Policy)***

Jeanne reviewed her conversation with Mike Gilbert at MASC. He cautioned about deleting the word “exceptional” because it may take away some of the administration’s control. Jeanne will follow up with Paul to understand which language he would prefer from an administrative standpoint. The Subcommittee agreed to bring the policy to the School Committee to put out for public comment if there are changes.

- ***JJF (Student Activity Accounts Policy):***

The Business Administrator, Susan Bottan, confirmed that this policy is in compliance with the law. However, she would like to follow up with Town Counsel about the provision that requires Principals to provide a bond to the Treasurer. She would also like to consider adding language to clarify the annual audit. She will provide her suggested changes for a future meeting.

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

Jeanne reported that Mike Gilbert reviewed the third paragraph and recommended that we have legal counsel review the language. He had no concerns with the changes recommended in the fourth paragraph. Jeanne agreed to review the changes with Town Counsel.

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

Gini Tate reviewed the policy, the residency guidelines and the eligibility requirements. She recommended removing the phrase “in his or her parent/legal guardian’s home” in the guidelines. Since no changes to the policy were recommended, the Subcommittee agreed to simply inform the School Committee of the one recommended change to the guidelines.

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

Gini Tate reviewed this policy and noted what other districts do with regard to paid versus unpaid leave.

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee
May 26, 2016

Jeanne will review the possible revisions with Paul and the Assistant Superintendent, Brad Crozier and then bring the suggested changes back to the Policy Subcommittee.

- **GCRD (Tutoring for Pay Policy):**
Jeanne reported that Paul had no concerns with adding to the policy “in the near future”, which relates to when teachers may tutor students. The Subcommittee agreed to bring the revised policy to the School Committee to put out for public comment.
- **KCD (Public Gifts to the Schools Policy):**
Jeanne asked Mike Gilbert about how this policy would impact gifts, such as a memorial bench. He discouraged the acceptance of such gifts and recommended the MASC model policy. The Subcommittee discussed possible changes to the policy. Jeanne agreed to review MASC’s model policy with Paul and will bring the policy back to either the Subcommittee or to the School Committee.
- **DIB (Fee Based Revenue Funds Policy):**
The Subcommittee reviewed Kathie Steinberg’s comments and made certain revisions accordingly. Jeanne agreed to follow up with Kathie to clarify some of her comments. Barb agreed to make changes to the policy that the School Committee approved at its last meeting and post the revised policy.
- **JRA & JRA-R (Student Records Policy):**
The Subcommittee agreed not to put a specific dollar amount in the policy related to the cost of copying student records. Jeanne will follow up with the Director of Student Services, Marlene Moskowitz–Dodyk.
- **BDA (School Committee Organizational Meeting Policy):**
The Subcommittee confirmed that the current policy gives the School Committee flexibility in the timing of the election of its officers.
- **BDB (School Committee Officers Policy) & BEDH (Public Participation at School Committee Meetings):**
The Subcommittee drafted new language to address how to handle questions asked by the public. Jeanne agreed to review the agreed upon protocols with Ellen for the next School Committee meeting (e.g. provide the public with copies of Policy BEDA). The Subcommittee agreed to bring the revised policy to the School Committee to put out for public comment.
- **DBJ (Budget Transfer Authority Policy):**
The Subcommittee reviewed the changes made to further clarify the definition of “major accounts”. The Subcommittee drafted new language to address transfers between personnel and non-personnel accounts and between buildings. Barb agreed to review these changes with Susan Bottan and then bring back to the School Committee to put out for public comment.

4. **Review List of Policies/Procedures to be Brought Back to School Committee:**

- **JJIF (Head Injury & Concussions in Extracurricular Athletic Activities Policy):**
This agenda topic was passed over.
- **BEDF (Voting Method)**
Jeanne spoke with Mike Gilbert about why remote participation was not included in this policy. He explained that the decision to use remote participation lies with the Board of Selectmen and applies to all boards. Therefore, it is not included in the School Committee or MASC’s model policy.

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee

May 26, 2016

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

Barb reported that Mark Lanza, Paul Stein, and Susan Bottan reviewed the policy and had certain questions. Boosters also reviewed the agreement and responded to these questions. Barb will confirm with Paul Stein and Susan Bottan that they are comfortable executing the agreement and then will bring it to the School Committee for consideration.

6. **Discussion of Future Agenda Items:**

There were no future agenda topics discussed.

7. **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 3:38 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. JICH (Alcohol and Drug Policy)
3. JH (Student Absences and Excuses Policy)
4. GBEA (State Ethics Policy)
5. JFABA (Nonresident Students Policy) & Residency Guidelines and Eligibility Requirements
6. GCCD (Domestic Violence Leave Policy)
7. GCRD (Tutoring for Pay Policy)
8. FFA (Memorials Policy)
9. JRA (Request for Copies of Student Records Policy)
10. BDA (School Committee Organizational Meeting Policy)
11. BDB (School Committee Officers Policy)
12. BEDH (Public Participation at School Committee Meetings Policy)
13. DBJ (Budget Transfer Policy)
14. Draft Wayland Boosters General Fund – Funding Request Guidelines, Team/Project – Funding Guidelines and Fiscal Sponsor Agreement