

## MINUTES WSC Policy Subcommittee

Date: Friday, September 14, 2012  
Location: School Committee Room  
Time: 10:35 AM  
Present: Beth Butler, Barb Fletcher, Jim Hardy Field Officer MASC

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

The subcommittee met with Jim Hardy from MASC to review his recommended amendments as part of the “health check” or audit of the WSC Policy Manual.

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

Jim Hardy noted that most of the changes are housekeeping in nature (e.g. citing the appropriate legal references and being in compliance with the new OML). As part of this review, he also referenced the recent MASC policy newsletter that provided updates to several policies, which included gender identity, Executive Session and Michael’s Law. The Committee then reviewed the suggested changes made by Jim Hardy (see attached document). In certain cases, Jim Hardy agreed to provide sample policies for the Committee to review (e.g. gift policy).

### **III. Minutes of Subcommittee Meetings of April 26, 2012 and July 27, 2012**

After review of the draft minutes of the April 26<sup>th</sup> and July 27<sup>th</sup> meetings, a motion was made by Barb Fletcher, seconded by Beth Butler, to approve the minutes, as written. The vote was unanimous , 2-0.

### **IV. Next Steps**

The Committee agreed to modify the policies identified by MASC and to bring them back to the next meeting of the Policy Subcommittee for review. They also agreed to review additional policies identified by the Committee and to bring back any potential revisions to the next Policy Subcommittee meeting for further discussion. Once the changes recommended by MASC are considered and acted upon, if deemed appropriate, the Committee then agreed to have the Administrators review certain sections of the policy manual to ensure practice and policy are in line with each other. These sections will be determined at a future Policy Subcommittee meeting.

### **V. Adjournment**

Motion was made by Beth Butler, seconded by Barb Fletcher to adjourn at 1:00PM. The vote was unanimous, 2-0.

Respectfully submitted,

Barb Fletcher    Beth Butler

**LIST OF DOCUMENTS:**

- Memo from Jim Hardy to Wayland School Committee, including MASC Policy Newsletter.
- Draft April 26, 2012 and July 27, 2012 minutes
- Current SC Policy Manual  
[http://wayland.sharpschool.net/school\\_committee/policy\\_information/policy\\_manual/](http://wayland.sharpschool.net/school_committee/policy_information/policy_manual/)