

MINUTES – WAYLAND SCHOOL COMMITTEE POLICY SUBCOMMITTEE

January 20, 2016

A meeting of the School Committee's Policy Subcommittee was called to order at 9:20 am by Jeanne Downs.

Present were:

Jeanne Downs

Barb Fletcher

The meeting was recorded by Waycam.

1. Public Comment

There was none.

2. Minutes

Jeanne distributed the 11/17/15 minutes and Barb distributed the 12/16/15 and 12/18/15 minutes. All three will be put on the agenda for the next Policy Subcommittee meeting for approval.

3. Review of Procedures to Put Policies Out for Comment

Barb reviewed the process for putting policies out for comment. In general a new or revised policy goes from the Policy Committee to the School Committee and then out for public comment. After the 30 day comment period, the policy comes back to the Policy Committee for any changes and then to the School Committee for final approval. However, there are instances where the policy is approved the first time it goes to the School Committee.

4. Public Gifts to the School (KCD)

Jeanne reported that no public comments were received for this policy. Several changes were discussed including replacing the word "significant" with "recurring annual costs that exceed XXXX". Barb will research what the dollar amount should be. Jeanne will contact MASC for clarity on the term "discretion". Once the changes are made, the policy will be brought back to the School Committee.

5. Student Fundraising Activities (JJE)

Jeanne reported that no public comments were received for this policy. The policy will be updated to change "fund-raising" to "fundraising". School Committee will be notified of the update.

6. Support Organization Regulations/Guidelines

Jeanne reported that no public comments were received for the guidelines. Changes to the guidelines were discussed including a few word additions, making the policy consistent with policy KCD, and adding language to the support organization application. Barb will update the guidelines and they will be brought back to the School Committee.

7. Authorized Signatures (DGA)

Jeanne reported that no public comments were received for this policy. Jeanne will update the approval date. School Committee will be notified of the update.

8. Tutoring for Pay (GCRD)

Jeanne reported that no public comments were received for this policy. Donna Bouchard's suggestion of looking at Weston's policy GCRD and its differences was discussed. Jeanne will contact MASC regarding whether tutoring in school buildings is okay and she will contact Paul Stein regarding tutoring in Wayland and how payments are handled. The policy will be brought back to the Policy Subcommittee.

9. Student Absences and Excuses (JH)

Jeanne reported that no public comments were received for this policy. Language regarding homework assignments for known absences was added. Jeanne will bring the revision by Paul Stein and then bring the policy back to the School Committee.

10. Alcohol and Drug Use (JICH)

Jeanne reported that no public comments were received for this policy. Jeanne will contact MASC and ask about adding the term "illicit" to the policy as well as ask for clarification of the definition of "drugs". If MASC agrees with the revision, the policy will be brought back to the School Committee.

11. Head Injury & Concussion in Extracurricular Athletic Activities (JJIF)

Jeanne reported that no public comments were received for this policy. She also reported on her discussion with Marlene about the inclusion of non-extracurricular athletic activities in the policy. Barb will ask Gini Tate about including such language and then bring the policy back to the Policy Subcommittee.

12. Physical Restraint (JKAA)

Jeanne reported that no public comments were received for this policy. The policy was approved by the School Committee on 11/30/15. Jeanne will update the approval date and inform the School Committee of the update.

13. Nonresident Students (JFABA)

Jeanne reported that no public comments were received for this policy. Jeanne distributed the Eligibility document that she and Paul Stein created to supplement the Residency Guidelines. Jeanne will send the document to Gini Tate to review and then the policy and guidelines will be brought back to the Policy Subcommittee.

14. Fee Based Revenue Funds (DIB)

Jeanne reported that no public comments were received for this policy. Comments received from School Committee member Kathie Steinberg were discussed. Barb will contact Kathie and

clarify some of her questions and make appropriate changes to the policy. The policy will be brought back to the School Committee.

15. Status of Recently Approved Policies

- Barb will get Diane the approved versions of policies BE, BEDB, BEDC, BEE, BHE, BID and JEB to post.
- Jeanne will contact MASC regarding the last sentence in KJA (Relationships with Boosters) and bring it back to School Committee.
- Jeanne will contact MASC regarding whether it is appropriate to add language regarding remote participation in BEDF (Voting Method) and update School Committee.
- Jeanne will update GBEA as discussed to make the third paragraph easier to understand and to define “directly related to” in the fourth paragraph and then run it by both Paul Stein and MASC. The policy will be brought back to the Policy Subcommittee.
- Policy JICFB (Bullying Prevention) will be put out for public comment. Barb will contact Kathie Steinberg about her comments.
- Barb will work with Susan Bottan to add an example of a major account to policy DBJ (Budget Transfer Authority) and put it out for public comment.
- Jeanne will make the changes to policy GBEC and put it out for public comment. She will work with Paul on reviewing the various school websites for uniformity.
- Jeanne will make the changes to GCF (Professional Staff Hiring) and update the School Committee.

16. Incorporation of Anonymous Requests Verbiage into School Committee Protocols

Jeanne reviewed Paul Stein’s preference for appropriate verbiage and will update the School Committee Protocols. She will put in on a future School Committee agenda for the committee to receive.

17. Review of New Policies

- Jeanne reported on her conversation with Paul Stein regarding policy GCCD (Domestic Violence Leave) and is awaiting Gini Tate’s response.
- Jeanne will follow up with Marlene Dodyk regarding policy JIII (Student Complaints and Grievances) and whether it is a policy Wayland should adopt.

18. Draft Boosters General Fund – Funding Request Guidelines, Team/Project – Funding Guidelines and Fiscal Sponsor Agreement

Barb passed out comments on the guidelines and agreement from both Susan Bottan and Mark Lanza. Barb will review the comments with Boosters and bring the documents back to the Policy Subcommittee.

19. Review of Schedule of Policies to be Brought to the School Committee

This item was passed over as it was already discussed earlier.

20. Future Agenda Topics

Future agenda items were discussed including the review of minutes and policies IGD, IL, JICG, DJE, CBI, GCO and those relating to Technology.

21. Adjournment

Barb moved to adjourn the meeting at 11:05 am. Jeanne seconded the motion and it passed unanimously (2-0).

Respectfully submitted,

Jeanne Downs

Corresponding Documents

- Draft Minutes 11/17/15
- Draft Minutes 12/16/15
- Draft Minutes 12/18/15
- Nonresident Eligibility Guideline
- Policy KCD
- Policy JJE
- Support Organization Guidelines
- Policy DGA
- Policy GCRD
- Policy JH
- Policy JICH
- Policy JJIF
- Policy JKAA
- Policy JFABA
- Policy DIB
- Policy KJA
- Policy GBEA
- Policy JICFB
- Policy DBJ
- Policy GBEB
- Policy GCF
- School Committee Protocols
- Policy GCCD
- Policy JIII
- Draft Boosters General Fund – Funding Request Guidelines, Team/Project – Funding Guidelines and Fiscal Sponsor Agreement