

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee
October 23, 2015

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Friday, October 23, 2015, at 11:00 A.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:
Jeanne Downs, Chair
Barb Fletcher

Also Present:
Stephen Cass

The meeting was convened at 11:05 p.m. and it was announced that the meeting was being recorded on WayCam.

1. **Comments from the Public:**

There were no public comments.

2. **Approval of October 9, 2015 Policy Subcommittee Minutes**

Upon a motion made by Barb Fletcher, seconded by Jeanne Downs, the Policy Subcommittee voted unanimously 2-0 to approve the October 9, 2015 Policy Subcommittee minutes, as amended.

3. **Review of Existing Policies:**

- **Physical Restraint (JKAA):** Barb confirmed that the “medically contraindicated” reference in the MASC version of the policy is included in the regulations. And Gini Tate recommended that the Principals sign a form acknowledging receipt of the Physical Restraint regulations. Therefore, the Committee agreed to bring the MASC version to the School Committee for consideration and possible approval.
- **Bullying Prevention (JICFB):** Barb reported that Gini Tate confirmed that training of volunteers is not included in the regulations. She is also comfortable adding the following statement from the MASC version of the policy: “Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home.” The Committee reviewed the other proposed changes to Wayland’s current policy that primarily relate to including “school staff members” in the definition of bullying. The Committee then agreed to bring the revised Wayland policy to the School Committee for consideration and possible approval.
- **Gift and Fundraising (KCD and JJE):** The Committee agreed to defer discussion of these topics until Agenda Topic #5.
- **Budget Transfer Authority (DBJ):** Barb noted that Susan Botton recommended that the threshold at which transfers would take place between accounts be initially raised to 4 digit accounts ending in “000” rather than “00” in order to avoid any unnecessary reviews (e.g. between curriculum materials and equipment). Once certain budget realignments are made, this threshold may be lowered. This policy as recommended would be in line with the School Committee’s current practice. The Committee then agreed to bring this policy to the School Committee for consideration and possible approval.
- **Gifts To and Solicitations by Staff (GBEBC):** Barb reported that Gini Tate prefers the MASC version of this policy as it is more specific, specifically about the issue of solicitation. Barb will review the Solicitation section with Paul. The Committee then agreed to bring the MASC version of the policy to the School Committee for consideration and possible approval.
- **Non-Resident (JFABA):** The Committee confirmed that this policy should be put out for public comment. Jeanne agreed to follow up with Paul to determine if any further changes should be made based on his review of Weston’s policies and procedures.

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4. **Review of Policies Related to Signing Authority of School Committee Chair:**
 - **School Committee Authority (BBAA), School Committee Member Ethics (BCA), School Committee Officers (BDB), School Attorney (BDG) and Authorized Signatures (DGA):** Jeanne agreed to speak with Mike Gilbert at MASC about whether there are other districts who specifically address when the Chair signs documents other than the payroll warrant, as well as whether this issue is handled as a policy matter or as a procedure. The purpose of this effort is to provide clarity as to when the Chair needs to receive School Committee approval in order to sign documents. The Committee will discuss this matter at either the next Subcommittee or School Committee meeting.
5. **Continued Discussion/Review of KJA (Relationship with Boosters) and Support Organization Regulations:**
 - **Gift Policy (KCD):** The Committee reviewed the revised policy with the new language regarding the support organizations. Jeanne agreed to clarify with Mike Gilbert the definition of cash as to whether it includes checks and whether cash and/or checks are considered of educational value. The Committee will discuss this matter at either the next Subcommittee or School Committee meeting.
 - **Fundraising (JJE):** Jeanne reported that this policy does not apply to fundraising conducted by support organizations and she has collected certain fundraising forms. The Committee agreed to add “or his designee” to exceptions #3, #4 and to the last paragraph. Jeanne will review this policy with Paul. The Committee agreed to bring to the School Committee the Gift, Fundraising and Relations with Booster Organizations policies and related regulations.
 - **Relations with Booster Organizations (KJA) and Related Regulations:** The Committee agreed to change the word “Booster” to “Support” throughout the policy and related regulations. The Committee reviewed the comments they received from the PTO, Boosters and the Wayland Public Schools Foundation, which included whether the WPSF Spelling Bee is considered a school-related event, whether these regulations should cover the domain of the Board of Health, a broader definition of support organization, and the impact of language regarding capital improvements to facilities or property. The Committee also agreed to make an additional change to the Gift Policy (KCD) related to the timing of the receipt of the budget by the various support organizations. Another question, asked by a support organization, involved compliance, specifically who would be responsible for ensuring that the support organizations are in compliance. Barb agreed to follow up with Paul. Overall, the support organizations understood the purpose of these policies and procedures but expressed caution. The Committee agreed to meet before the next School Committee to continue its discussions related to this matter.
6. **Review of Potential New Policies:**
 - **Concussion (JJIF):** Barb explained that Wayland has a current policy regarding concussions. It is not clear that any changes are necessary. However, the Committee agreed to have Gini Tate review the current policy to ensure it is in compliance.
 - **Response to Anonymous Requests:** Jeanne agreed to ask Mike Gilbert whether there are any other model or examples of policies related to this matter. The Committee discussed including the agreed upon practice in the School Committee’s Protocols rather than in a policy.
7. **Review of Other Existing Policies:**
 - **SC Meetings (BE), Agenda Format (BEDB), Quorum (BEDC), Voting Method (BEDF), Special Procedures for Conducting Hearings (BEE), Use of Electronic Messaging by SC Members (BHE), SC Member Compensation and Expenses (BID), Entrance Age (JEB):** These policies were reviewed as part of the MASC Health Check. However, it is not clear as to whether the School Committee approved these revisions. Therefore, the Committee reviewed the proposed changes and agreed to bring them to the School Committee for its approval.

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8. **Review/Discussion of Introduction for Policy Manual:**

This topic is in response to a public comment that was made at a prior meeting. Jeanne reported that Wayland's Policy Manual has a long introduction in paper format but not online. Jeanne agreed to review Wayland's intro and bring back with a recommendation for a version to post online.

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

The Committee agreed to bring back the following policies at a future meeting: Staff Ethics, Use of Tobacco by Students, Alcohol and Drug Use by Students and Tutoring for Pay.

10. **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 12:55 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Draft October 9, 2015 Policy Subcommittee Minutes
3. JKAA (Physical Restraint Policy)
4. JICFB (Bullying Policy)
5. KCD (Gift Policy)
6. Revised KCD (Gift Policy)
7. JJE (Fundraising Policy)
8. DBJ (Budget Transfer Authority Policy)
9. GBEB (Gifts and Solicitation Policy)
10. JFABA (Non Resident Students Policy)
11. BBAA (School Committee Member Authority Policy)
12. BCA (School Committee Member Ethics Policy)
13. BDB (School Committee Officers Policy)
14. BDG (School Attorney Policy)
15. DGA (Authorized Signature Policy)
16. KJA (Relationship with Boosters Policy) and Support Organization Regulations
17. BE (SC Meetings Policy)
18. BEDB (Agenda Format Policy)
19. BEDC (Quorum Policy)
20. BEDF (Voting Method Policy)
21. BEE (Special Procedures for Conducting Hearings Policy)
22. BHE (Use of Electronic Messaging by SC Members Policy)
23. BID (SC Member Compensation and Expenses Policy)
24. JEB (Entrance Age Policy)