

MINUTES – WAYLAND SCHOOL COMMITTEE POLICY SUBCOMMITTEE

April 1, 2016

A meeting of the School Committee's Policy Subcommittee was called to order at 11:22 am by Jeanne Downs.

Present were:

Jeanne Downs

Barb Fletcher

The meeting was recorded by Waycam.

1. Public Comment

There was none.

Paul Stein, Superintendent joined the meeting.

2. Student Absences and Excuses (JH)

Policy JH was reviewed. Discussion took place around what an "excused absence" is. Jeanne will follow up with MASC to see if the word "exceptional" as it relates to absences can be taken out of the current policy.

3. Alcohol and Drug Use (JICH)

Paul discussed the recent MASC Policy Newsletter (March 2016) that discussed among other things policy JKAA (Physical Restraint), the new Opioid legislation, and policy JJF (Student Activity Accounts).

Paul Stein left the meeting.

Jeanne will review the recent policy changes mentioned in the MASC Policy Newsletter against the district's current policy JICH and bring the comparison to the next subcommittee meeting. Barb will review policy JLCD (Administering Medicine to Students) against MASC's updated policy and bring any changes to the next subcommittee meeting. Barb will also add the cross reference discussed in the February meeting to policy JLCD. Barb will also review policy JJF (Student Activity Accounts) and follow up with Susan Bottan to make sure we have addressed the issues noted in the MASC Policy Newsletter.

4. Approval of Minutes

Barb moved to approve the 2/24/16 minutes as amended. Jeanne seconded the motion and the subcommittee voted unanimously (2-0) in favor of the motion.

5. Staff Ethics (GBEA)

Jeanne spoke to Mike Gilbert from MASC about the changes made to the policy. Mike will get back to Jeanne next week with his comments.

6. Tutoring for Pay (GCRD)

Jeanne reported on her conversation with Mike Gilbert. Wayland is processing tutoring payments correctly through WSCP by issuing one paycheck to teachers who also tutor. Jeanne will follow up with Paul concerning additional language to the policy clarifying that teachers should not be tutoring students who may be in their class in the near future.

7. Non-resident Students (JFABA)

Jeanne reported that this policy is currently out to Gini Tate for her review.

8. Bullying Prevention (JICFB)

This policy will be brought back to the School Committee for final review. Barb will follow up with Katie Steinberg before the next School Committee meeting to make sure her concerns regarding expectations of those witnessing bullying activity have been addressed.

9. Domestic Violence Leave (GCCD)

Jeanne reported that both Paul and Gini have reviewed this policy. Paul is currently reviewing Gini's comments. Jeanne will follow up with Paul.

10. Public Gifts to Schools (KCD)

The most recent approved policy KCD has been posted on the website. Jeanne will follow up with Mike Gilbert to ask how school districts handle gifts that are not necessarily "of educational value" such as a memorial bench. Barb will follow up with Diane to make sure the Support Organization Guidelines are not posted on the website since they are not policy.

11. Fee Based Revenue Funds (DIB)

This policy was reviewed. The third bullet point on page two concerning the use of surplus funds will be deleted per the Department of Revenue. Barb will make the change and the policy, along with the associated guidelines, will be brought back to the School Committee for review.

12. Discussion of Policies to be Brought Back to School Committee

Jeanne will talk to Ellen about putting policies that the School Committee needs to review on upcoming School Committee agendas. The updated School Committee protocols will also be put on an upcoming School Committee agenda. As part of the School Committee protocols, the subcommittee agreed that the School Committee should be informed of how anonymous requests would be handled. The subcommittee discussed policy BEDF (Voting Method). The MASC and Wayland versions of the policy are very similar although neither mention remote participation. Jeanne will ask Mike Gilbert if both the MASC and Wayland policies should be updated to include remote participation.

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

Barb reported that she has not heard back from the Boosters regarding these documents. She will follow up.

14. Discussion of PTO Question re: Support Organization Guidelines

The subcommittee discussed a recent question from the PTO regarding a new item they would be funding and whether approval was needed from the superintendent for this change in their budget. The subcommittee determined that the activity falls within their current budget guidelines and does not need special approval, but since it is a slight change in philosophy, it should be mentioned to the business administrator and superintendent.

15. Future Agenda Topics

There were no future agenda topics discussed.

21. Adjournment

Jeanne moved to adjourn the meeting at 12:10 pm. Barb seconded the motion and it passed unanimously (2-0).

Respectfully submitted,

Jeanne Downs

Corresponding Documents

- Draft Minutes 2/24/16
- MASC Policy Newsletter
- Policy JH
- Policy JICH
- Policy GBEA
- Policy GCRD
- Policy JFABA
- Policy JICFB
- Policy GCCD
- Policy KCD
- Policy DIB
- Policy BEDF