

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee
October 1, 2015

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Thursday, October 1, 2015, at 12:30 P.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:
Jeanne Downs, Chair
Barb Fletcher

The meeting was convened at 12:42 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 September 8, 2015 Policy Subcommittee Minutes**

Upon a motion made by Barb Fletcher, seconded by Jeanne Downs, the Policy Subcommittee voted unanimously to approve the September 8, 2015 Policy Subcommittee minutes, as amended.

3. **Review of School Gift Policy (KCD):**

Jeanne provided to the Subcommittee draft language about the support organizations to add to the MASC policy. Town Counsel is reviewing this language and Mike Gilbert from MASC will provide his view on the threshold dollar amount, as well as the outstanding questions (e.g. difference between tangible and intangible gifts). The Subcommittee agreed to ask the various support organizations their threshold amounts for receiving approval for budget changes.

Barb provided to the Subcommittee the Wayland Public Schools Foundation (WPSF) procedures for purchasing items funded by WPSF grants and the grant application showing the required approvals by the Principals, Curriculum Directors and Technology Specialists, where appropriate. Barb noted that Susan Bottan recommended that the Henley Foundation be added to the list of support organizations. Jeanne agreed to document the purchasing procedures for this organization.

Barb suggested adding the MASC model policy KJA related to relationships with Boosters and other support organizations, along with guidelines she found in another district. She will bring a draft policy and set of guidelines to a future Subcommittee meeting.

4. **Discussion/Review of the Fee-Based Fund Policy:**

Jeanne asked a question about the timing of the approval of fees and the review of financials to determine if any adjustments are needed to fees/tuitions. The Subcommittee discussed adding the clause, “or as close to zero as possible”, to the paragraph that relates to the fee-based funds where the fees don’t cover all of the expenses related to the underlying program. Barb agreed to confirm with Susan Bottan whether this language is appropriate.

The Subcommittee agreed to make other changes to the policy, such as deleting the third bullet on the second page as it is duplicative and changing the last paragraph of the second page to include other possible sources of funding to cover any deficits. The Subcommittee also agreed to add Section 71:71E to the list of referenced statutes. The Subcommittee will bring these changes to the School Committee at its next meeting.

5. **Discussion/Review of the Fundraising Policy:**

The Subcommittee reviewed the MASC model policy (JJE). Jeanne agreed to reach out to MASC to understand the premise underlying the policy and whether student solicitations made through support organizations require the Superintendent’s approval.

6. **Discussion/Review of Non-Resident Students Policy (JFABA):**

The Subcommittee reviewed the residency guidelines that are related to this policy. The Subcommittee agreed to add the clause, “in accordance with the Residency Guidelines”, at the end of the first sentence of the policy.

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Jeanne will review this change with Paul Stein and then bring to the School Committee for its review.

7. Discussion of Policies for Future Consideration:

The Subcommittee agreed to consider the following policies at a future meeting:

- Budget Transfer Authority (DBJ)
- Physical Restraint (JKAA)
- Bullying
- Surplus Equipment
- Gifts to and Solicitations by Staff (GBEBC)
- And any other policies that are ready for the Subcommittee to review

8. Discussion of Policies Out for Public Comment:

Currently, the policy that is out for public comment is the Staff Ethics/Conflict of Interest (GBEA) policy. Jeanne plans to confer with Paul Stein and Jim Hardy from MASC about the unintended consequences of the third paragraph from the MASC model policy. Once the 30-day comment period is over, she will bring this policy back to the Subcommittee for further review.

9. Matters Not Reasonably Anticipated by the Chair:

Barb noted that the website for the Policy Subcommittee needs to be updated. She will follow up on this matter.

10. Discussion of Future Agenda Items:

There were no additional agenda topics.

11. 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 1:40 p.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Draft September 8, 2015 Policy Subcommittee Minutes
3. Draft Language re: Support Organizations
4. Wayland Public Schools Foundation Payment Procedures and Grant Application Guidelines
5. MASC Student Fundraising Policy (JJE)
6. Non-Resident Student Policy (JFABA)