

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee  
November 5, 2015

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Thursday, November 5, 2015, at 2:00 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 2:10 p.m. and it was announced that the meeting was being recorded on WayCam.

1. **Comments and Written Statements from the Public:**

There were no public comments.

2. **Approval of October 23, 2015 and October 29, 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 23, 2015 and October 29, 2015 Policy Subcommittee minutes, both as amended.

3. **Review of Policies/Procedures:**

- **Gift Policy (KCD):** Barb reviewed the changes that had been suggested at the Finance Subcommittee meeting. The Policy Subcommittee also discussed adding language that if a gift increases the school's annual operating costs then School Committee approval would be required. The Subcommittee also discussed Susan Bottan's question about whether the policy required a separate account for each cash gift or a separate account for all cash gifts received. The Subcommittee understands the policy to require a separate account for all cash gifts not a separate account for each cash gift received. Barb will make the changes, as discussed, and bring back the revised version to the School Committee at its next meeting.
- **Fundraising Policy (JJE):** Barb reviewed the changes that had been suggested at the Finance Subcommittee meeting. The Policy Subcommittee discussed Susan's comments about whether this policy would impact Tripships. The Subcommittee believes exception #3 of the policy addresses Tripships, which requires approval by the Superintendent or his/her designee. Barb will bring this version of the policy to the School Committee at its next meeting.
- **Relationship with Booster Organizations Policy (KJA):** Barb reviewed the changes that had been suggested at the Finance Subcommittee meeting. The Subcommittee agreed to add the names of certain Support Organizations to the policy for clarity. Barb will make the changes, as discussed, and bring back the revised version to the School Committee at its next meeting.
- **Support Organization Guidelines:** Barb reviewed the changes that had been suggested at the Finance Subcommittee meeting, as well as some formatting changes. Barb also distributed to the Policy Subcommittee a draft of a Support Organization application. Barb will bring this version of the Application, along with the revised Guidelines, to the School Committee at its next meeting.
- **Gifts To and Solicitations from Staff Policy (GBEBC):** The Policy Subcommittee reviewed Paul Stein's comments, which included changing the title, "Class Gifts" to "Gifts from the Class" and adding the sentence "No individual may give a gift of \$50 or more as part of a class gift. He also suggested adding the sentence "However, such gifts are limited to a total value of \$200" to the Gifts for School Use section. The Subcommittee agreed, at Paul's suggestion, to send the draft policy to the school staff to understand its impact, when and if the School Committee votes to put the policy out for public comment.
- **Authorized Signatures Policy (DGA):** Jeanne reported that Mark Lanza reviewed the revised version of this policy and recommended two changes to provide additional clarity around when School Committee approval is required in circumstances related to the signing of any instrument that results in the expenditure of funds or the settlement of a lawsuit settled in a court of law. Jeanne will ask Paul to review the revised policy and then bring it to the School Committee.

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee  
November 5, 2015

- **Tobacco Use by Students Policy (JICG):** Barb reported that School Legal Counsel, Gini Tate, reviewed this policy and recommended adding e-cigarettes and other vapor devices to the policy. Barb also noted that she and Marlene recommend that WaylandCares review this policy and provide their comments to the Policy Subcommittee. The Subcommittee will then review the policy and their comments at a subsequent meeting.
  - **Alcohol and Drug Use Policy (JICH):** Based on feedback from Gini Tate, Barb clarified that this policy does apply to organizations using school facilities. Specifically with regard to drug use, Marlene and Barb recommended that the MASC version be brought to the School Committee for consideration since drugs are illegal according to Federal law.
  - **Head Injuries and Concussions in Extracurricular Athletics Activities Policy (JJIF):** The Policy Subcommittee discussed Gini Tate's recommendation to add language to the policy that, in certain cases, concussions may be considered a disability under Section 504. The Subcommittee agreed to bring the revised policy to the School Committee.
  - **Tutoring for Pay Policy (GCRD):** The Policy Subcommittee reviewed Gini Tate's recommendation to add language that teachers not provide tutoring services to students who are in their classes under any circumstances. Jeanne will review the revised policy to Paul to understand the practical implications of this policy, as well as another policy that relates to using school facilities to provide tutoring services.
  - **Student Absences and Excuses Policy (JH):** The Policy Subcommittee reviewed the differences between the MASC and the Wayland versions of this policy. Gini Tate is in the process of reviewing these two policies.
  - **Student Discipline Policy (JIC):** Jeanne reported that Wayland does not have this policy but has a set of procedures. Gini Tate reviewed MASC's policy but views them as procedures and, therefore, one that Wayland doesn't need to adopt. The Subcommittee agreed to keep Wayland's procedures in place.
4. **Follow up on Policies/Procedures re: Response to Anonymous Requests:**  
Jeanne reported that Mike Gilbert at MASC knows of no model policy for responses to anonymous requests. He suggested we develop procedures for this topic. So Jeanne agreed to review the School Committee's Protocols for possible incorporation.
5. **Review/Discussion of Introduction to Policy Manual:**  
The Policy Subcommittee discussed the possible approaches for including an introduction to the online Policy Manual, such as making the paper version shorter, describing the differences between policy and procedures and including an index.
6. **Discussion of Future Agenda Items:**  
The Committee agreed to bring back the following policy at a future meeting, in addition to the ones discussed at today's meeting: Professional Staff Hiring (GCF). Barb noted that it was determined that a policy regarding Surplus Equipment was not needed as MASC does not have a model policy and procedures are in place.
7. **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 3:10 p.m.

Respectfully submitted,

Barb Fletcher  
Wayland School Committee

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November 5, 2015

Corresponding Documentation:

1. Agenda
2. Draft October 23 2015 and October 29, 2015 Policy Subcommittee Minutes
3. KCD (Gift Policy)
4. JJE (Fundraising Policy)
5. KJA (Relationship with Boosters Policy)
6. Support Organization Guidelines
7. Draft Application for Support Organizations
8. GBEB (Gifts and Solicitation Policy)
9. DGA (Authorized Signature Policy)
10. JICG (Tobacco Use by Students Policy)
11. JICH (Alcohol and Drug Use Policy)
12. JJIF (Head Injuries and Concussions in Extracurricular Athletics Activities Policy)
13. GCRD (Tutoring for Pay Policy)
14. JH (Student Absences and Excuses Policy)
15. JIC (Student Discipline Policy)