

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee
December 16, 2015

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Wednesday, December 16, 2015, at 10:00 A.M. in the Small Conference Room on the Second Floor of the Wayland Town Building.

Present:
Jeanne Downs, Chair
Barb Fletcher

Also Present:
Cindi Lewis – CAPA
Deb Cohen – CAPA
Maureen Tillet – Boosters
Amy Simmons – PTO
Liza Knapp – Wayland Publics Schools Foundation
Sheila Brown – Wayland Public Schools Foundation

The meeting was convened at 10:07 a.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. **Review of Policies/Procedures:**

Jeanne reviewed with the representatives of the various support organizations the process the School Committee and Policy Subcommittee followed in its review of the policies and procedures related to gifts and fundraising, which included a review of the School Committee's existing policies, Massachusetts Association of School Committee's (MASC) model policies and other school district's policies and guidelines. She also noted that the School Committee had approved the policies and guidelines to be discussed at this meeting but had also put them out for public comment. Jeanne described the balancing act the School Committee is trying to achieve, between ensuring that funds are being spent appropriately and not discouraging the generous support these organizations provide to the schools and the students.

The Subcommittee reviewed with the representatives of the various support organizations each of the following policies and the related guidelines and answered any questions they had, such as whether reimbursements of expenses would be considered gifts. It was noted what changes had been made since the support organizations last reviewed the policies and guidelines.

The Subcommittee agreed to review certain suggested comments, noted under each policy or guideline, at its next meeting.

- ***Gift Policy (KCD):***

It was suggested that the word "required" be added to describe recurring annual operating costs. The word "required" would help determine when gifts would need to come before the School Committee for approval.

- ***Student Fundraising Policy (JJE):***

It was pointed out that "fundraising" is one word.

- ***Relationship with Booster Organizations Policy (KJA):***

No suggested changes were made.

- ***Support Organization Guidelines and Related Application:***

It was suggested that the names of the signatories of the support organizations' checking accounts be listed on the applications rather than have a box to check certifying that no Wayland employee is a

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signatory on these accounts. This way the School Department would be responsible for confirming that no Wayland employee is a signatory on the support organizations' checking accounts.

Maureen asked that the Boosters' fiscal agent agreement be signed and Barb agreed to follow up with the Business Manager.

The Subcommittee agreed that once the 30-day comment period is over, any comments are considered and the School Committee has given its final approval, an email with the final version of the policies and guidelines, along with the application to be completed, will be sent to each of the support organizations.

Last, the Subcommittee discussed with the representatives of the support organizations what information should be included in the budget submitted to the Superintendent at the beginning of each year for approval. It was noted that certain expenses would not be considered a gift, such as administrative costs for an audit, and therefore would not be required for submission. It was also discussed as to whether the Boosters' jackets would be considered a gift since Boosters only funds a portion of the jacket and the student takes ownership of it once full payment is made.

3. 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 10:52 a.m.

Respectfully submitted,

Barb Fletcher
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. KCD (Gift Policy)
3. JJE (Student Fundraising Policy)
4. KJA (Relationship with Boosters Policy)
5. Support Organization Guidelines
6. Application for Support Organizations