

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee
December 18, 2015

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Wednesday, December 18, 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

Also Present:
Mark Lucier – Boosters

The meeting was convened at 2:05 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. **Review of Policies/Procedures:**

Jeanne reviewed with Mark Lucier, the Treasurer of Boosters, 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 Mark each of the following policies and the related guidelines and answered any questions he had, such as who would be responsible for enforcing the completion of the fundraising forms. Barb indicated that the Business Office had put in place a process for completing the fundraising form, which included approvals from Building Principals and the Athletic Director, in certain cases. It was also noted what changes had been made since Mark 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):***
No suggested changes were made.
- ***Student Fundraising Policy (JJE):***
No suggested changes were made.
- ***Relationship with Booster Organizations Policy (KJA):***
No suggested changes were made.
- ***Support Organization Guidelines and Related Application:***
It was suggested that for changes to the physical plant/site the dollar threshold be replaced with the word "significant" in order to give the School Committee more flexibility and avoid having to change the amount each time conditions change.

Barb explained that she provided a copy of the Booster Fiscal Agent Agreement to the Business Manager and will follow up with her. Mark noted that the purpose of the agreement is to understand each party's roles and responsibilities. He also noted that there has not been a legal review of the document. Barb will look into having Town Counsel review it.

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The Subcommittee reported 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.

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 2:37 p.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