

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee  
November 2, 2016

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Wednesday, November 2, 2016, at 2:00 P.M. in the Small Conference Room of the Wayland Town Building.

Present:  
Jeanne Downs, Chair  
Barb Fletcher

Also:  
Kathie Steinberg

The meeting was convened at 2:12 p.m. and it was announced that the meeting was being recorded on WayCam.

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

Kathie Steinberg suggested that the Fee-Based Revenue Fund policy be revised to reflect that certain fund balances are greater than 10% of their operating expenses and may be for the foreseeable future. She also suggested that the policy be revised to reflect that surplus funds can only be spent on the program underlying the fund and proportionate to its use.

2. **Review and Approval of 9/2/16 Minutes:**

Upon a motion made by Barb Fletcher, seconded by Jeanne Downs, the Policy Subcommittee voted unanimously 2-0 to approve the October 18, 2016 Policy Subcommittee minutes, as amended.

3. **Discussion and Review of Policies:**

• ***DIB (Fee Based Revenue Funds Policy):***

The Subcommittee discussed Kathie Steinberg's comments. With regard to certain balances being greater than 10% of their operating expenses, the Subcommittee agreed to add language to the guidelines related to this policy. The Subcommittee also agreed to revise the policy to reflect that surplus funds can only be spent on the program underlying the fund and proportionate to its use. Barb will make these changes and bring the revised policy to the School Committee for consideration and possibly to put out for public comment.

• ***IIB (Class Size):***

Jeanne provided the Subcommittee with an update. She contacted the resident who referred to a 2012 document related to class size and is waiting to hear back as to its source.

• ***JLCA (Physical Exams):***

Jeanne reported that she has provided this policy to the School's legal counsel for review.

• ***IMG (Service Animals):***

Jeanne reported that she has provided this policy to the School's legal counsel for review.

• ***IGD (Curriculum Adoption):***

Barb provided the Subcommittee with language from DESE's Advisory regarding School Committee governance as it relates to curriculum approval. Jeanne agreed to ask MASC at what level of curriculum change (e.g. adding an elective at the high school level vs adding a French immersion program at the elementary level) requires School Committee approval, the process and timing for School Committee approval and what happens at each level.

• ***EBC (Emergency Plans):***

Jeanne reported that Paul will review this policy with the Youth Officer and will consider digitizing the emergency plans. She will also follow up with MASC to understand the process for filing this policy with

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DESE.

- ***JK (Student Discipline):***  
Jeanne reported that she has provided this policy to the School's legal counsel for review.
- ***KCD (Public Gifts to Schools):***  
Barb reported that, based on the School's legal counsel's review of this policy, the School Committee must approve all gifts given to the schools before they are expended, including gifts given by Support Organizations. Barb agreed to work with Susan Bottan to develop a process for approving gifts from School Support Organizations.
- ***ECAF (Security Cameras in Schools):***  
Jeanne reported that Wayland does not have this policy. Paul will continue to review the MASC version of this policy.
- ***IJND (Access to Digital Resources):***  
Barb reviewed MASC's version of this policy with Leisha Simon and made changes to customize the policy for Wayland's use. The Subcommittee reviewed the revised policy and agreed to bring it to the School Committee for approval to put out for public comment.
- ***IJNDB/IJNDB-E/IJNDB-R (Empowered Digital Use Policy):***  
Barb reported that IJNDB-E and IJNDB-R have already been removed from the Policy Manual since they are not policies. Barb reviewed MASC's version of this policy with Leisha Simon and made changes to customize the policy for Wayland's use. The Subcommittee reviewed the revised policy and agreed to bring it to the School Committee for approval to put out for public comment. Jeanne suggested that she speak with Leisha about the portion of this policy that relates to the privacy of student information.
- ***IJNDC-R (Internet Publication):***  
Barb reported that IJNDC-R has already been removed from the Policy Manual since it is not a policy.

4. **Discussion and Review of Policies Out for Comment:**

- ***GBEA (Staff Ethics); DJE (Biding Requirements); AC (Nondiscrimination); IHAMB (Teaching About Alcohol, Tobacco and Drugs):***

The Subcommittee agreed to add the date the policy was put out for public comment to the agenda, in an effort to keep track of the status of these policies.

5. **Discussion of Education Alert re: School District Website Accessibility:**

- Jeanne reported that she reviewed the Education Alert from MHTL with Paul and plans to ask the School's Legal Counsel to define the legal requirements for website accessibility. The Subcommittee also agreed to coordinate the review of MASC's version of IJNDC (Internet Publication) with the review of MHTL's Education Alert related to website accessibility.

6. **Matters Not Reasonably Anticipated by the Chair:**

- There were no matters not reasonably anticipated by the Chair.

7. **Future Agenda Topics/Next Meeting Date:**

- The Subcommittee agreed to review the Policy Manual for any other policies to be considered at a future meeting. Each member will review one section of the manual and the first 6 sections will be reviewed for the next Subcommittee meeting.

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- The Subcommittee agreed to hold its next meeting on Wednesday, November 16<sup>th</sup> at 2PM.

8. **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 3:24 p.m.

Respectfully submitted,

Barb Fletcher  
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Draft October 18, 2016 Policy Subcommittee Minutes
3. DIB - Fee Based Revenue Funds Policy
4. IIB – Class Size
5. JLCA – Physical Examinations
6. IMG - Service Animals Policy
7. IGD – Curriculum Adoption
8. EBC – Emergency Plans
9. JK – Student Discipline
10. KCD – Public Gifts to Schools
11. ECAF - Security Cameras in Schools
12. IJND - Access to Digital Resources
13. IJNDB - Empowered Digital Use