

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee  
September 2, 2015

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Wednesday, September 2, 2015, at 9:00 A.M. in the School Committee Conference Room on the Second Floor of the Wayland Town Building.

Present:

Jeanne Downs, Chair  
Barb Fletcher

Also:

Marlene Moskowitz-Dodyk  
Director of Student Services

The meeting was convened at 9:11 a.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 August 7, 2015 Policy Subcommittee Minutes**

Upon a motion made by Barb Fletcher, seconded by Jeanne Downs, the Policy Subcommittee voted unanimously to approve the August 7, 2015 Policy Subcommittee minutes, as amended.

3. **Review of Physical Restraint Policy (JKAA):**

This agenda topic was taken out of order given Marlene's attendance. Given new regulations that will go into effect January 1, 2016, the Subcommittee reviewed the current policy, the MASC model policy and the Physical Restraint and Behavior Support policy. Marlene explained that the new regulations articulate specifically what you can and cannot do in certain situations, as well as make reporting more comprehensive.

The Subcommittee agreed that the School's legal counsel, Gini Tate, should review the MASC policy, along with the Physical Restraint and Behavior Support policy, to determine whether any changes should be made to the current Wayland policy. The Subcommittee will review this policy again at a future meeting before any revisions go before the School Committee.

4. **Review of Staff Ethics/Conflict of Interest Policy (GBEA):**

Jeanne noted that, at its August 17<sup>th</sup> meeting, the School Committee approved a revised Staff Ethics/Conflict of Interest policy (GBEA) to include language from the MASC model policy. The Subcommittee agreed to have Diane make the approved revisions, replace the policy with the amended version in the policy manual and put the policy out for public comment.

Jeanne agreed to follow up with Paul and Jim Hardy at MASC to understand the potential unintended consequences of the third paragraph in the MASC model policy, that relate to employees not engaging in work "where information concerning customer, client, or employer originates from any information available to them through school sources". The Subcommittee will review this policy again at a future meeting.

5. **Review of Policies for Future Consideration – Bullying Prevention Policy (JICFB):**

This item was taken out of order given Marlene's attendance. Given changes to the State's regulations, the Subcommittee reviewed the current policy, the MASC model policy and the policy found in the Loker student handbook. Barb agreed to mark up the current policy to mirror the MASC model policy for Gini Tate then to review. The Subcommittee will review this policy again at a future meeting.

6. **Review of School Gift/Fundraising Policy (KCD):**

The Subcommittee reviewed the draft procedures for the Wayland PTO and for the Creative Arts and Parents Association (CAPA). Barb indicated that the procedures for Boosters and the Wayland Public Schools Foundation were not available yet.

The Subcommittee then discussed the Wayland Gift Policy (KCD) and Town Counsel's concerns, which included that Principals and teachers should not accept gifts and that there is a distinction between tangible and intangible

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gifts. Jeanne indicated that Town Counsel, Mark Lanza, is reviewing the Wayland's revised policy. Jeanne agreed to follow up with Mark Lanza for his comments related to the MASC model policy, as well as with Jim Hardy at MASC to ask several questions which included:

- What is the distinction, if any, between cash and non-cash gifts (or tangible and intangible gifts)?
- What would be the practical procedure for a Superintendent to accept gifts, such as classroom supplies?
- What would be the practical procedure for a Superintendent to accept gifts from support organizations?
- Does the MASC model policy require School Committee approval for the expenditure of funds related to gifts?

The Subcommittee also discussed fundraising and Jeanne agreed to ask Jim Hardy how MASC handles fundraising in their policies.

The Subcommittee agreed to meet on Tuesday, September 8<sup>th</sup>, at 2PM to continue its discussion regarding the Gift Policy in advance of the School Committee meeting later that night.

**7. Review of Budget Transfer Authority Policy (DBJ)**

The Subcommittee raised the question as to whether the policy should be more specific (e.g. reflect the current practice) than it is currently written, which is identical to the MASC model policy. Barb will consult with Susan Bottan and the Subcommittee will discuss this policy again at a future meeting.

**8. Discussion/Review of Disposition of Surplus Equipment Policy (DN):**

Barb shared with the Subcommittee a policy that was given to her from Jim Hardy. However, this policy is not one of MASC's model policies. Barb agreed to follow up with Jim Hardy to understand why it is not included in their model policy manual. She will also consult with Susan Bottan. Barb will also clarify whether the disposition of surplus equipment requires Board of Selectmen approval, a question that has been raised in the past. The Subcommittee will discuss this policy again at a future meeting.

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

The Subcommittee passed over this agenda topic, as it wasn't in a position to take any action.

**10. Discussion of Future Agenda Items:**

The Subcommittee agreed to put on a future agenda the following policies:

- Non-Resident Students (JFABA)
- Gifts To and Solicitations by Staff (GBEBC)
- Tutoring for Pay (GCRD)
- Bidding Requirements (DJE)
- Domestic Violence Leave (GCCD)
- Student Absences and Excuses (JH)
- Student Discipline (JIC)
- Student Complaint and Grievances (JII)
- Student Conduct (JK)
- Security Cameras (ECAAF)
- Emergency Plans (EBC)
- Access to Digital Resources (IJND)
- Empowered Digital Use (IJNDB)
- Internet Publication (IJNDC)

The Subcommittee agreed to consult with the appropriate administrator before bringing these policies back to the Subcommittee. Barb also agreed to review the recommendations from MASC's Health Check conducted in 2012 and confirm that the changes were made and posted online. She will also confirm that the updated Student Activity Account policy is posted online and then take down the policy that is out for public comment.

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The Subcommittee briefly reviewed the process for putting policies out for public comment, which included posting them online and sending out a notification via various communication channels. The Subcommittee also discussed creating a document that would keep track of the policies under review and the status of any revisions.

**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 10:44 a.m.

Respectfully submitted,

Barb Fletcher  
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Draft August 7, 2015 Policy Subcommittee Minutes
3. Wayland Physical Restraint Policy of Students (JKAA)
4. MASC Physical Restraint Policy of Students (JKAA)
5. Physical Restraint and Behavior Support Policy
6. MASC Staff Ethics/Conflict of Interest Policy (GBEA)
7. Wayland Staff Ethics/Conflict of Interest Policy (GBEA)
8. Wayland Public Schools Bullying and Cyber-Bullying Policy
9. Wayland Bullying Prevention Policy (JICFB)
10. MASC Bullying Prevention Policy (JICFB)
11. Wayland Gift Policy (KCD)
12. CAPA Budgeting/Expenditure Summary
13. PTO Budgeting/Expenditure Summary
14. Wayland Budget Transfer Authority Policy (DBJ)
15. Disposition of Surplus Equipment/Books (DN)