

MINUTES – WAYLAND SCHOOL COMMITTEE POLICY SUBCOMMITTEE

December 8, 2016

A meeting of the School Committee's Policy Subcommittee was called to order at 1:24 pm by Jeanne Downs.

Present were:

Jeanne Downs

Barb Fletcher

The meeting was recorded by Waycam.

1. Public Comment

There was none.

2. Approval of Minutes

Barb moved to approve the 11/2/16 minutes as written. Jeanne seconded the motion and it was unanimously approved (2-0),

3. Fee Based Revenue Funds (DIB)

One public comment was received from Kathie Steinberg. The policy and accompanying guidelines will be taken to School Committee for approval.

4. Class Size (IIB)

Jeanne reported on her discussion with Corrie Dretler. The Class Size document that was referred to in an earlier School Committee meeting is actually an archived document. Jeanne will ask Rose Dunn to remove it to avoid any confusion.

5. Curriculum Adoption (IGD)

Jeanne will follow up with MASC on the questions raised by the School Committee including when and how electives need to be approved by the School Committee as well as approval of curriculum at all levels.

6. Emergency Plans (EBC)

Jeanne reported on Paul's discussion with Fire Chief Houghton. Jeanne will follow up with Paul as to whether he has discussed the policy with Chief Irving as well. Jeanne will also check with MASC as to what their policy is referring to as far as information to be submitted to DESE.

7. Public Gifts (KCD)

Barb reported that Susan Bottan attended a MASBO conference where she learned that many School Committees, as opposed to Superintendents, approve gifts from support organizations. Susan reached out to school counsel who said that our current support organization gift approval policy is defensible but it would be better to be more conservative and have the School Committee accept the gifts. Barb presented a new gift approval process to both Susan

and the PTOs in which the School Committee would approve support organization's budgets and expenditures in its consent agenda. Jeanne will follow up with MASC to understand how they determined that it is an appropriate delegation of duties to have the Superintendent approve gifts from support organizations. Barb will defer further discussion with the PTOs until we speak to MASC.

8. Security Cameras (ECAAF)

Jeanne reported on her meeting with Paul. Paul is researching options on how to update the policy.

9. Empowered Digital Use Policy (IJNDB) & Access to Digital Resources (IJND)

Both policies are out for public comment. Jeanne will follow up with Leisha as to any public comments from her department and then put it on a future School Committee agenda.

10. Internet Publication (IJNDC)

Leisha is working on this policy. Jeanne will follow up as to the status.

11. Physical Exams (JLCA)

Jeanne reviewed school counsel's suggested changes and noted that Marlene is fine with the changes. The next step is to send the policy to Ruth Mori for review.

12. Service Animals (IMG)

Jeanne reported that she had updated the policy with school counsel's suggested changes and will make one remaining edit. The policy will be put on a future School Committee agenda to send out for public comment.

13. Student Discipline (JK)

Jeanne reported on the review of this policy by school counsel who had no changes. The policy will be taken to School Committee to send out for public comment.

14. Discussion and Review of Policies Out for Comment

Policies GBEA, DJE, DIB and AC are on Monday's School Committee agenda for approval. Only one public comment has been received in total on all the policies which is the comment referred to above under policy DIB. Barb will send Diane the guidelines that accompany DIB and Jeanne will have Diane update the policy manual once the policies are approved.

15. Policy Manual Review

The committee reviewed various portions of the policy manual including:

- Section A – Jeanne will bring back substantive changes or policies to delete.
- Section B – The subcommittee skipped over this section.
- Section C – Policy CM (Annual Report) and CBI (Superintendent Evaluation). Jeanne will follow up with Paul as to whether he does an annual report each year.

- Section D – Barb reviewed the policies in this section and recommended some minor changes/review of policy DA (Fiscal Management Goals), DB (Annual Budget), DBC (Budget Deadlines and Schedules), DBD (Budget Planning), DD (Funding Proposals and Applications), DH (Bonded Employees), DI (Fiscal Accounting and Reporting), DIE (Audits), DJ (Purchasing), DJA (Purchasing Authority), DJG (Vendor Relations), DJGE (Sales Calls and Demonstrations), DK (Payment Procedures) and DKC (Expense Reimbursements). The committee will follow up with these policies at its next meeting.
- Section F – Barb reported that Ben Keefe had reviewed policies FA (Facilities Development Goals), FA-E (Facilities Development Goals), FB (Facilities Planning) and FCB (Retirement of Facilities). The Wayland and MASC versions of Policy FF (Naming School Properties) will be compared. All these policies will be discussed at the committee's next meeting.
- Section H – Barb reported that Brad reviewed policies HA (Negotiations Goals), HB (Negotiations Legal Status) and HF (School Committee Negotiating Agents). He had no changes for HA and HB but did make a suggested change for HF. A discussion ensued about the town's role in negotiations. Barb will follow up on this change.

16. Matters Not Reasonably Anticipated by the Chair

There were none.

17. Future Agenda Topics/Next Meeting Date

The next meeting is scheduled for Thursday, 1/12/17 at 2:30 pm. Topics will include all D, F and H policies that Barb distributed. Also included will be suggested policy changes in sections A, C and E of the policy manual.

18. Adjournment

Upon a motion made by Barb and seconded by Jeanne, the subcommittee voted unanimously (2-0) to adjourn at 2:45 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents

- Draft Minutes 11/2/16
- Policy DIB
- Policy IIB
- Policy IGD
- Policy EBC
- Policy KCD
- Policy ECAF
- Policy IJNDB
- Policy IJND

- Policy IJNDC
- Policy JLCA
- Policy IMG
- Policy JK
- Policy DA
- Policy DB
- Policy DBC
- Policy DBD
- Policy DD
- Policy DI
- Policy DIE
- Policy DJA
- Policy DJG
- Policy DK
- Policy DKC
- Policy FA
- Policy FA-E
- Policy FB
- =Policy FCB
- Policy HA
- Policy HB
- Policy HF