

MINUTES – POLICY SUBCOMMITTEE OF Wayland School Committee  
September 20, 2016

A meeting of the Policy Subcommittee of the Wayland School Committee was held on Tuesday, September 20, 2016, at 2:00 P.M. in the Large Hearing Room of the Wayland Town Building.

Present:  
Jeanne Downs, Chair  
Barb Fletcher

The meeting was convened at 2:01 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 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 September 2, 2016 Policy Subcommittee minutes, as amended.

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

- **GBEA (Staff Ethics Policy):**

Jeanne reported that she reached out to Jim Hardy at MASC and he agreed to review the policy.

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

Jeanne suggested adding more detail to the guidelines associated with the Fee Based Revenue Funds Policy (e.g. the timing of the review of the direct and indirect cost methodology document). She will reach out to Susan Botton, the School Business Administrator, to determine the review cycle of this document and will then add this detail to the guidelines. Changing the guidelines does not require the School Committee approval.

- **BEDH (Public Participation at School Committee Meetings Policy):**

The Subcommittee reviewed the School Committee's recent discussion and Superintendent Paul Stein's reservations with regard to adding a "response to public comment" agenda to each meeting. The Subcommittee discussed the risks of violating the Open Meeting Law if such responses become deliberations. The current practice allows for the correction of misinformation. The Subcommittee agreed to make no changes to the policy and to inform the School Committee at a future meeting.

- **JFABA (Non-Resident Students Policy):**

Jeanne noted that the only non-resident students currently attending the Wayland Public Schools are children of teachers (included in WTA contract) and administrators, METCO students, and anyone who falls within this policy. Paul plans to ask Murphy, Hesse, Toomey & Lehane (MHTL) whether a student who doesn't fall into these categories triggers School Choice if the School Committee chooses to accept them into the Wayland Public Schools.

In response to a comment made at the last School Committee meeting, Jeanne will follow up with Paul about amending the policy to stipulate that the student must begin his/her senior year in order to be eligible to remain within the Wayland Public Schools.

- **IMG (Service Animals – Guide or Assistance Dogs Policy):**

Jeanne noted that the current policy is similar to MASC's model policy. The Subcommittee reviewed the revisions proposed by Gini Tate, formerly of MHTL and Marlene Dodyk, the Director of Student Services. The Subcommittee agreed to have the new legal team at MHTL review the revised policy.

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

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- **GCRD (Tutoring for Pay Policy) & FFA (Memorials Policy):**

Jeanne reported that both policies are out for public comment and none has been received to date.

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

- Jeanne reported that Paul is in the process of review the Education Alert from MHTL and she will reach out to MASC for their comments.

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 following policies were suggested for consideration at a future meeting:
  - IIB – Class Size Guidelines (also compare against 2012 document)
  - SAA – Student Activity Accounts
  - JLCA – Physical Examinations
  - IGD – Curriculum
  - DJE – Bidding
  - AC – Non-Discrimination
  - Technology Policies
  - Opiod Policy
  - EBC – Emergency Plans
  - ECAP – Vandalism?
  - JK – Student Discipline
- The Subcommittee agreed to hold its next meeting on Thursday, October 6<sup>th</sup> at 1PM.

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 2:59 p.m.

Respectfully submitted,

Barb Fletcher  
Wayland School Committee

Corresponding Documentation:

1. Agenda
2. Draft September 2, 2016 Policy Subcommittee Minutes
3. GBEA (State Ethics Policy)
4. DIB (Fee Based Revenue Funds Policy)
5. BEDH (Public Participation at School Committee Meetings Policy)
6. JFABA (Nonresident Students Policy)
7. IMG (Service Animals Policy)
8. Murphy, Hesse, Toomey & Lehane Education Alert April 2016