

MINUTES – WAYLAND SCHOOL COMMITTEE
Special Meeting – December 11, 2015

A Special Meeting of the Wayland School Committee was held on Friday, December 11, 2015, 10:30 A.M. in the School Committee Room of the Wayland Town Building.

Present were:

Ellen Grieco, Chair (was contacted by remote at 10:35 a.m.)
Barb Fletcher, Vice Chair
Donna Bouchard
Jeanne Downs
Kathie Steinberg

Also:

Paul Stein
Superintendent

Susan Bottan,
Business Administrator

Marlene Dodyk
Director of Student Services

Vice Chair Barb Fletcher convened the Special Session at 10:34 A.M. and noted that the meeting is being recorded by WayCAM. Barb commented that Ellen is participating remotely due to geographic reasons, and she has provided the remote participation form.

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

John Flaherty was prepared to make a public comment, but he postponed for a meeting at which Ellen Grieco was present.

2. **Administrative Matters:**

(a) Update and Possible Vote to Put Support Organization Policies (KCD, JJE, KJA) and Guidelines Out for Public Comment:

Barb informed the School Committee that although it has approved Policies KCD, JJE, and KJA, they have not been put out for public comment. The Policy Subcommittee is requesting that the School Committee vote to put out these policies and guidelines out for public comment. Barb noted that the Policy Subcommittee will meet with the support organizations regarding these policies and guidelines, gather any public feedback regarding these policies, and will report back to the School Committee.

Upon a motion duly made by Jeanne Downs, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to put Policies KCD, JJE, and KJA, including the Guidelines, out for public comment. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	By remote	
Barb Fletcher, Vice Chair	X	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

(b) Distribution of Kathie Steinberg's 3R Article for Town Crier:

This agenda topic was passed over.

3. **Review and Possible Approval of Policies Revised as Part of Health Check:**

Barb noted that as part of the MASC's health check 4 or 5 years ago, it recommended changes to the following policies, particularly related to legal references. The Policy Subcommittee reviewed these policies and has brought them to the School Committee for approval.

- BE (School Committee Meetings) – Change the legal references to the current legal references
- BEDB (Agenda Format) – Add legal references and two language changes regarding posting of agendas online and timing of distribution of materials to the School Committee

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- BEDC (Quorum) – Deleting this policy; MASC does not have this one.
- BEDF (Voting Method) – Recommended changes puts it in line with MASC’s policy. (Policy Subcommittee will check on the remote participation piece).
- BEE (Special Procedures for Conducting Hearings) – Add legal references.
- BHE (Use of Electronic Messaging by School Committee Members) – Legal reference has changed.
- BID (School Committee Member Compensation and Expenses) – In line with MASC’s policy, but their language states that the School Committee can get compensated at Town Meeting. That was not added.
- JEB (Entrance Age) – The School Committee references the guidelines that accompany this policy. The guidelines describe the limited circumstances in which families may petition to waive this requirement. This policy applies to first grade as well; a change was made to reflect this.

These policies do appear on the Wayland website and, in some cases, on the MASC website. Barb will recheck the policies to determine the differences, if any, between Wayland’s and MASC’s policies. During its discussion and review of these policies, the Committee members had suggestions in terms of changes and/or additions to the policies.

Barb asked for a motion to include the above-referenced policies, which Barb recited.

Upon a motion duly made by Kathie Steinberg, seconded by Jeanne Downs, the School Committee voted unanimously (5-0) to approve Policies BE (School Committee Meetings), BEDB (Agenda Format), BEDC (Quorum), BEDF (Voting Method), BEE (Special Procedures for Conducting Hearings), BHE (Use of Electronic Messaging by School Committee Members, BID (School Committee Member Compensation and Expenses), and JEB (Entrance Age) as amended. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ellen Grieco, Chair	By remote	
Barb Fletcher, Vice Chair	X	
Donna Bouchard	X	
Jeanne Downs	X	
Kathie Steinberg	X	

The Committee discussed whether these policies should be out for public comment. The motion stands.

4. **Review and Possible Approval of Revised Policies:**

- GBEA (Staff Ethics)
- JICFB (Bullying Prevention)
- DBJ (Budget Transfer Authority)
- GBEC (Gifts and Solicitations to Staff)
- JICH (Alcohol and Drug Use)
- JJIF (Head Injury and Concussions in Extracurricular Activities)
- GCRD (Tutoring for Pay)
- JH (Student Absences and Excuses)
- GCF (Professional Staff Hiring)

Although the School Committee voted to approve Policy GBEA (Staff Ethics) and put out for public comment at a prior meeting, a substantive change was noted. A paragraph was added since the vote. A discussion ensued in terms of the school staffs’ understanding of this added paragraph that reads, *“Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.”*

Paul commented that this paragraph is related to another policy developed specifically related to tutoring. He elaborated further regarding personal gain of a staff member and his/her family in terms of unauthorized use of information. One example given was a staff member’s use of information to develop a data base for his/her personal use. Donna recommended that the Policy Subcommittee review Weston’s policy relative to identifying immediate family members of staff. The Policy Subcommittee will review this policy again and will also refer to the Conflict of Interest statute.

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Ellen left the meeting remotely at 11:05. The call was dropped.

The Committee discussed Policy JICFB (Bullying Prevention). The Policy Subcommittee reviewed this policy and compared it to the MASC policy. Gini Tate also reviewed it, which resulted in changes in terms of the law to cover school staff members. Barb reviewed the redlined changes with the Committee, some made by MASC. A discussion followed in terms of bullying/cyber bullying regarding staff to staff, staff to student, and student to student. Marlene noted that these are student policies.

Kathie questioned adding language about the reasonableness and timeliness of expectations of actions related to this policy. Barb commented that much of the language is dictated by the law. However, Wayland's policy is more detailed than MASC's. Barb noted Wayland's additional language that is different from MASC's.

A discussion ensued regarding whether information can be given to the School Committee of any bullying or hazing incidents in the schools. In most cases, there are privacy issues, which could deem providing any information inappropriate.

Upon a motion duly made by Jeanne Downs, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve the Bullying Prevention Policy JICFB as amended.

Upon a motion duly made by Jeanne Downs, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to put Policy JICFB out for public comment.

Policy DBJ (Budget Transfer Authority) was reviewed and edited by the Policy Subcommittee to be in line with MASC and the School Committee's practices. Barb noted that there was a lower threshold for transfers in the MASC in its policy. However, Wayland chose to implement a higher level for the next year because of the way MUNIS is set up. A suggestion was made to define the procedure in more detail.

Upon a motion duly made by Donna Bouchard, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to put the revised Budget Transfer Authority Policy (DBJ) as presented out for public comment.

The Committee reviewed Policy GBEC (Gifts and Solicitations to Staff). Jeanne noted the update regarding gifts to staff not to exceed \$50 and a limit on school gifts of \$200. It was recommended that the school websites be reviewed for uniformity in their postings in this regard.

Upon a motion duly made by Kathie Steinberg, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve the revised Gifts to and Solicitations by Staff Policy GBEC as amended.

The changes made to Policy JICH (Alcohol and Drug Use) are verbatim to the MASC policy. A discussion ensued regarding the addition of language citing "other drugs," including prescribed medication. The difference between "illegal vs. illicit" was noted. The Policy Subcommittee will review this policy again.

Upon a motion duly made by Donna Bouchard, seconded by Jeanne Downs, the School Committee voted unanimously (4-0) to put out for public comment the revised Alcohol and Drug Use Policy JICH.

Policy JJIF (Head Injury and Concussions in Extracurricular Activities) must be reviewed periodically and confirmation must be sent to the State. Upon a compliance review by Gini Tate, she recommended a second footnote at the bottom of the first page. Marlene explained that the footnote states that in certain situations a concussion can become a disability in terms of the law. This footnote is not in the MASC policy. Marlene noted what the district reports to the State regarding concussions as a matter of procedure. Marlene will look at information related to the protocol followed in terms of athletic and non-athletic concussions.

Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to put out for public comment the revised Policy JJIF (Head Injury and Concussions).

The School Committee reviewed the MASC version of Policy GCRD (Tutoring for Pay). This policy was previously reviewed by Paul and Gini Tate as a new policy to the district.

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Upon a motion duly made by Jeanne Downs, seconded by Kathie Steinberg, the School Committee voted unanimously (4-0) to put out for public comment Policy GCRD (Tutoring for Pay).

Donna noted that Weston prohibits tutoring for pay, except in the case of private tutoring. In response, Paul commented that more guidance is needed in this regard given there can be many interpretations to this policy.

Policy JH (Student Absences and Excuses) includes MASC changes to its version with the exception of one change, which refers to the reasons for absenteeism to include “approved school-related activity.” The law requires that an absent notification program must be in place.

Kathie questioned absences due to personal reasons, such as travel while school is still in session and what is expected of the student in terms of class assignments. A discussion ensued in terms of language in the policy in this regard. The Policy Subcommittee will look at this policy again.

Upon a motion duly made by Kathie Steinberg, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve and to put out for public comment the revised Student Absences and Excuses Policy JH as revised today.

Policy GCF (Professional Staff Hiring) was reviewed as a result of the health check by MASC and Paul’s recommendations after his review of the policy. Barb noted the changes and the Committee discussed the changes. A discussion ensued regarding requirements of licensure/certification when hiring staff.

Upon a motion duly made by Jeanne Downs, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve the Professional Staff Hiring Policy GCF as revised today.

5. **Status of Policies out for Comment:**

- DGA (Authorized Signatures)
- JFABA (Non-resident Students)
- DIB (Fee-Based Revenue Funds)

Jeanne commented that Policy DGA (Authorized Signatures) is out for public comment and will also be reviewed by Gini Tate. Regarding Policy JFABA (Non-resident Students), she and Paul reviewed Weston’s policy and new language will be added. Policy JFABA and Policy DIB (Fee-Based Revenue Funds) was put out for public comment for 30 days and will be brought back to the School Committee for its review. Kathie also provided comments regarding Policy JFABA.

6. **Review of Incorporation of Anonymous Requests Verbiage into School Committee Protocols:**

Jeanne noted that Paul is reviewing this matter currently regarding language options. The Policy Subcommittee did look into this, and the MASC suggested that the verbiage regarding anonymous requests be included in the School Committee protocols.

7. **Status of Policy Manual Introduction:**

As reviewed by the Policy Subcommittee and in response to questions from some residents, an Introduction to the Policy Manual defining the difference between policies and procedures was posted online.

Upon a motion duly made by Kathie Steinberg, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to approve including the Policy Manual Introduction as presented today at the beginning of the Policy Manual.

8. **Adjournment:**

Upon a motion duly made by Kathie Steinberg, seconded by Donna Bouchard, the School Committee voted unanimously (4-0) to adjourn at 12:02 p.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

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Corresponding Documentation:

1. BE (SC meetings)
2. BEDB (Agenda Format)
3. BEDC (Quorum)
4. BEDF (Voting Method)
5. BEE (Special Procedures for Conducting Hearings)
6. BHE (Use of Electronic Messaging by SC Members)
7. BID (SC Member Compensation and Expenses)
8. JEB (Entrance Age)
9. GBEA (Staff Ethics)
10. JICFB (Bullying Prevention)
11. DBJ (Budget Transfer Authority)
12. GBEB (Gifts and Solicitations to Staff)
13. JICH (Alcohol and Drug Use)
14. JJIF (Head Injury and Concussions In Extracurricular Activities)
15. GCRD (Tutoring for Pay)
16. JH (Student Absences and Excuses)
17. GCF (Professional Staff Hiring)
18. DGA (Authorized Signatures)
19. JFABA (Nonresident Students)
20. DIB (Fee Based Revenue Funds)