

POLICY AND CURRICULUM SUBCOMMITTEE MEETING

Monday, July 6, 2015

Oliver Administration Building

PRESENT

Subcommittee: Erin Schofield, Chair; John Saviano and Lynn Wainwright

School Committee, Administration & Guests: Diane Sanna, Assistant Superintendent; Sheila Ellsworth, Colt Andrews PTO; Amy Bratsos, Colt Andrews PTO; Heather Harley, Guiteras PTO; Amy Marino, Rockwell PTO; Melanie Michaud, Hugh Cole PTO; Kristen Quinn, Cory Kallfelz and Jill Fernandes

Meeting called to order by Erin S. at 6:05 p.m.

APPROVAL OF MINUTES

MOTION: John S. motioned to approve the minutes of the June 1, 2015 meeting; Lynn W. seconded.

The motion passed unanimously.

FUNDRAISING POLICY

Erin S. opened the discussion to the School Committee requesting input regarding the Fundraising Policy. The PTO members present also participated in the conversation.

A discussion ensued regarding the proposed policy's prohibition against door to door solicitation for students in grades Kindergarten through eight. During the last meeting, a request was made to add an exception which would allow door to door solicitation for students in grades K-8 with parent/guardian accompaniment.

MOTION: John S. made a motion to add the phrase, "except when accompanied by a parent or guardian" to the sentence prohibiting door to door solicitation for students in kindergarten through grade eight; seconded by Lynn W.

The motion passed unanimously.

The following items/issues were discussed at length:

- Concern regarding why 501C3 groups are being included with other fundraising groups regarding Fundraising – Sales and Solicitation Policy requirements.**
- Legal counsel received by parent stating that the School Committee has no authority to regulate any operations of 501C3 groups including parent groups.**
- Concern that the proposed Fundraising – Sales and Solicitation Policy has strong authoritarian language**
- Spirit of transparency and sharing of information**
- Lack of communication to PTOs and building principals regarding**

policy requirements related to Parent Groups

- **Communication between the building principal and the PTOs**
- **District liability concerns**
- **Importance of policy to provide guidance and accountability**
- **Panhandling reference within proposed policy**
- **Procedures for processing student activity account transactions**
- **Cash Submissions Form**
- **Administration review of Fundraising – Sales and Solicitation Policy**
- **Protocol for annual fundraising activities request forms**

A discussion ensued regarding revisions to the current draft of the Fundraising – Sales and Solicitations Policy.

Diane S. stated that a new Fundraising – Sales and Solicitation Policy draft will be crafted based on tonight's input and discussion which will include guidance document forms with recommended practices.

MOTION: Lynn W. made a motion to review the Fundraising – Solicitation and Sales Policy and make changes based on comments heard this evening for review at a future meeting; seconded by John S.

Once the Fundraising – Sales and Solicitation Policy is in place, the Director of Administration & Finance will meet with each fundraising group to review the policy.

PARENT ORGANIZATIONS (includes PTOs)

The Parent Organizations (includes PTOs) addendum was reviewed.

The following items were discussed in detail:

- Parent Organization Request Form**
 - Building principal's roles & responsibilities toward parent organizations**
 - Formal recognition and by-laws of parent organizations**
 - School Personnel/Expenses**
 - Review of accounting principles and protocols with building principals**
 - Relationship with District Employees**
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- Redundancy within Parent Organization (includes PTOs) Addendum and Fundraising – Sales and Solicitation Policy**

A discussion ensued regarding the mandate contained within the Parents Organizations (includes PTOs) Addendum stating that BWRSD employees may not be involved in financial activities of the organization. Current PTO presidents are BWRSD employees. A consensus was reached to remove that requirement from the policy.

A consensus was reached to combine portions of the Parent Organization (includes PTOs) addendum into the Fundraising – Sales

and Solicitations Policy, creating one policy.

MOTION: John S. made a motion to incorporate the Parent Organizations (includes PTOs) Addendum into the Fundraising – Sales and Solicitations Policy, making changes based on tonight’s discussion and administration’s feedback, to be reviewed at a future meeting; seconded by Lynn W.

The motion passed unanimously.

PROPOSED DUAL ENROLLMENT POLICY

Diane S. stated that the Proposed Dual Enrollment Policy was placed on the agenda for the purpose of an initial Policy & Curriculum Subcommittee FYI. Currently, the State has provided no guidance for crafting a Dual Enrollment Policy. More information is required from the State before moving forward with the policy.

POLICY DEVELOPMENT POLICY

The Policy Development Policy draft was reviewed by the Subcommittee. Several additional changes were recommended by the Subcommittee.

Sheila Ellsworth, Colt Andrews PTO, asked whether it was possible to conduct workshops with PTO members for the purpose of writing School Committee policies together.

A discussion ensued.

MOTION: John S. made a motion to recommend to the full School Committee for a first reading the Policy Development Policy which incorporates School Committee policies: BFA, BFB, BFC, BFD, BFE and BFF to include revisions recommended this evening; Lynn W. seconded.

The motion passed unanimously.

POLICY REVIEW LIST

Several items on the Policy Review List were highlighted.

FUTURE AGENDA ITEMS

Whistle Blower Policy

Threats of Violence or Harms Policy

ADJOURNMENT

MOTION: Lynn W. made a motion to adjourn the meeting at 8:55 p.m.; seconded by John S. The motion passed unanimously.

/kd