

**Greenfield School Committee
School Committee Executive Sub-Committee
Meeting Minutes
April 2, 2024**

I. Roll Call

Present: Glenn Johnson-Mussad (GJM - Chair), Elizabeth DeNeeve (ED - Secretary)

Call to Order: 11:30 a.m.

GJM noted they would be suspending Robert's Rules of Order in order to conduct a working session. They will not be adhering to regular Robert's Rules of Order.

A motion was made by GJM, 2nd by ED, to suspend the Robert's Rules of Order to conduct a working session. The vote was unanimous.

Kathryn Martini (KM - Vice Chair) joined the meeting via teleconference at 11:33 a.m.

II. Public Comment

There were no public members present for comment.

III. Working Session

A. School Committee Goals

B. Sub-Committee Goals

C. Year-long Agenda

D. Protocols and Best Practices for Effective School Committee Meetings

The following topics of discussion were addressed during the working session:

- School Committee Goals
 - GJM thanked ED for drafting the goals for use as a working template
 - Some of the goals may be items GJM, as Chair, can address, but others may require the attention from the full Committee or may be addressed in an administrative capacity
- Student Outcome Goals
 - Set goal/timeline on where we want to be
 - Put student achievement at the center of what we are doing
 - Superintendent to provide a presentation:
 - Where are we with student outcomes/achievements?
 - What goals do we currently have in place as a district?
 - What role will/can the School Committee play?

It was the consensus of the Sub-Committee to continue using data on a consistent basis (quarterly in packets and bi-annual presentations)

KM left the session at 11:39 a.m., but noted she would shortly rejoin the meeting.

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- Open Working Sessions/Open Meeting Law/Parliamentary Procedures
 - Conducting working sessions -Working sessions have been going well - We have an upcoming working session around the Superintendent Evaluation process, which is needed by all members
 - There may be the need to create/conduct a Professional Development /Needs-Assessment Plan for the current Committee
 - There may be the preference for a Parliamentary Procedure training (online) by some members, but not all; however Parliamentary Procedure has not been an issue for this Committee – We will research available trainings and then poll the full Committee relative to interest
 - PD needs assessment topics: Budget/Open Meeting Law/Robert’s Rule of Order
- Forensic Audit
 - We have the need for budget trainings to better understand the budget/process
 - Make budget more user-friendly by public
 - Need for year-long budget calendar?
- Capital Funding for Textbooks

Capital funding is available for textbooks and does not need to be funded through our budget.
- Develop Onboarding for New Members

This has since been accomplished. The new website includes all required information in one section of the site.

KM rejoined the meeting at 12:00 p.m.

- Summer Retreat
 - Should GPS School Committee conduct an individual retreat (aligned with the Summer Institute?), or join with other districts through MASC?
 - Need to first conduct a self-evaluation, then a workshop to identify the needs according to the results from the evaluation – Have an extended working session with the aim to improve School Committee roles/functions
- Discuss Increased Meeting Possibilities (for a more bite-sized experience)

This is being accomplished. Meetings are shorter and sub-committees are meeting as needed. The thought is to have a large meeting agenda with discussion, but no votes on any topics until a subsequent meeting as to allow the members the opportunity to digest the information subject to a vote. This may just be on an “as needed” basis for important topics.
- Searchable Policy Manual

The superintendent is working on this process.
- Linked Agendas on the Website

The preference would be to format viewable documents on the website without the need for download first. It seems we have the website tools available to us, but that we just aren’t utilizing them effectively or efficiently.

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It was suggested to make enrollment a School Committee goal and to join forces with Mohawk Trail/Gil Montague/Pioneer relative to conducting enrollment surveys.

The remainder of this working session was tabled to a future meeting in order to discuss the GPS School Committee vacancy.

IV. School Committee Vacancy

There have been three (3) letters of intent received for the current vacancy on the GPS School Committee. The suggestion would be to extend the current intent deadline of April 3, 2024 to a later date in May in order to obtain an increased pool of applicants. There is a need to get the word out relative to the current vacancy:

- Create flyer and place it on the Greenfield social media groups
- Press Release
- Newsletters
- Superintendent's Update
- Post online with the *Recorder*
- Advertise on the radio/talk show radio

V. Adjournment

On a motion by KM, 2nd by ED, Sub-Committee voted to adjourn the meeting at 12:33 p.m. The vote was unanimous.

Approved: