

**Greenfield School Committee
School Committee Handbook Sub-Committee
Meeting Minutes
February 9, 2024**

I. Roll Call

Present: Elizabeth DeNeeve (ED) (Sub-Committee Chair), Kathryn Martini (KM), Stacey Sexton (SS)

Call to Order: 6:10 p.m.

II. Public Comment

There were no public members present for comment.

III. Create an outline of the handbook

A motion was made by SS, 2nd by ED, to create a timeline for the handbook. The vote was unanimous.

Proposed timeline:

- Sub-Committee to meet in early April
- Bring updates to the full GPS School Committee at their April meeting – Input from members due at the end of May
- Sub-Committee to reconvene in June

A review of the sample handbooks from various Massachusetts school districts ensued. Prospective headers from those sample handbooks were documented for the GPS School

Committee Handbook:

Belchertown Public Schools:

- Professional Development
- How to Respond to Constituent Complaints
- Acronyms
- Useful Resources
- Operating Protocols
- Goal Setting
- Exit Interviews

Berlin Public Schools (Connecticut):

- Board Members Visiting Schools

Framingham Public Schools:

- Budget Calendar

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Sandwich Public Schools:

- MASC (Massachusetts Association of School Committees)
- Academic Data Dashboard
- Budget Calendar

Randolph Public Schools:

- Organizational Chart
- Types of Meetings/Workshops

In addition to these proposed headers, it was discussed to start with the following:

- Preamble/Mission/Table of Contents
- Useful Resources
- Acronyms Breakdown
- Operating Protocols
- Goal Setting (when/how)

IV. Begin to create a list of operational procedures

It was the consensus of the sub-committee to conduct a working session to create the *Table of Contents* and *Operating Protocol* sections, prior to bringing an outline to the full GPS School Committee.

On a motion by ED, 2nd by KM, the sub-committee voted to conduct an in-person meeting on March 25, 2024 from 6:00-8:00 p.m. at the new Greenfield Public Library.

KM amended the motion to include the meeting would be a working session, pending verification of the posting procedures by ED and venue availability. The vote was unanimous.

V. Adjournment

On a motion by ED, 2nd by KM, the meeting adjourned at 7:00 p.m. The vote was unanimous.

Approved: