

**Greenfield School Committee**  
**School Committee Executive Sub-Committee**  
**Meeting Minutes**  
**March 6, 2025**

---

- I. Roll Call  
Present: Glenn Johnson-Mussad (GJM - Chair), Elizabeth DeNeeve (ED), Stacey Sexton (SS)
- Call to Order: 5:32 p.m.
- II. Approve Minutes – Executive Sub-Committee Meeting Minutes - April 2, 2024  
On a motion by ED, 2<sup>nd</sup> by GJM, the minutes were approved via roll call vote. The vote was 2-0-1. (SS abstained).
- III. Review and Discussion of Yearlong Agenda  
This item was discussed later in the agenda.
- IV. Mentorship of Vice Chair  
Discussion ensued relative to identifying the essential elements of a mentorship program and next steps in leadership roles. This would allow Committee officers to mentor one another in these roles.

Various the roles of the Chair were outlined, in no particular order, by GJM as follows:

- Approves the bi-weekly payroll warrant
- Addresses and responds to emails on behalf of the Committee and in collaboration with the Superintendent and Town Council
- Conducts weekly meetings with the Superintendent relative to District updates and time-sensitive needs
- Represents the Committee in ceremonial tasks: Signing diplomas, attending graduation and addressing our graduates, attending Grinspoon Award Dinner, etc.
- Builds the School Committee meeting agendas with the Superintendent, and now recently with the Vice Chair as well
- Represents the School Committee at City Council meetings
- Keeper of the keys for access to the John Zon Center for School Committee and other required meetings\*
- Monitors remote/Zoom participation at School Committee meetings
- Administrative liaison for the following:
  - Reorganization of the School Committee tab on the District website
  - Ensure Chromebook availability to School Committee members\*
  - Provide District communication instruction to School Committee members
  - Supervisor to the School Committee Recording Secretary
  - Enforce the Open Meeting Law as it pertains to School Committee meetings, etc.
  - Coordination of sub-committee assignments

\*GJM noted some of these tasks do not necessarily need to be assigned to the Chair.

**Greenfield School Committee**  
**Executive Sub-Committee Meeting Minutes**  
**March 6, 2025**  
**Page 2**

ED offered to assume the role of monitoring remote/Zoom participation at School Committee meetings. GJM welcomed the offer and accepted.

ED will also include the above-mentioned Chair roles in the School Committee Handbook as to provide the public with a better understanding of the role.

Discussion ensued relative to mentorship of the Vice Chair:

- As of recent, the Vice Chair has been included in the creation of the School Committee meeting agendas
- More training/involvement by Vice Chair in the warrants process
- Vice Chair's desire to build relationships with the City and community
- Include Vice Chair in conversations between Chair and Superintendent, when applicable

V. School Committee Procedures List

This item was discussed in collaboration with item IV of this agenda.

Item III of the agenda – Review and Discussion of Yearlong Agenda was addressed at this time:

- Budget Hearing took place at the end of February
- Superintendent to bring the GPS 2025-2026 School Calendar to the School Committee at upcoming meeting for review and a vote
- ED will be providing a Legislative Report to be included on the next School Committee agenda
- Setting up a get-together with the Collaborative
- Dates for Summer Institute
- School Committee professional development in April?
- Postponed Yelo Conference

VI. New Business: Email correspondence

SS requested this item be included on the agenda as to inquire if an update was available regarding the number of emails recently received by School Committee members. GJM noted he received an update from our Counsel earlier today and would be sharing it with the full School Committee.

VII. Adjournment

On a motion by SS, 2<sup>nd</sup> by ED, the meeting adjourned at 6:04 p.m. The roll call vote was unanimous.

Approved: July 2, 2025