

**Greenfield School Committee
Policy & Program Sub-Committee
Meeting Minutes
December 3, 2025**

1. Call to Order:
The meeting was called to order at 10:04 a.m.
2. Roll Call of Members:
Present: Glenn Johnson-Mussad (GJM) Sub-Committee Chair, Elizabeth DeNeeve (ED), Stacey Sexton (SS)
3. Public Comment:
No public members were present for comment.
4. Approval of Minutes – July 11, 2024:
On a motion by ED, 2nd by SS, the sub-committee voted to approve the minutes as presented. The roll call vote was unanimous.

5. Review and discussion of revising the “Meeting” section of the School Committee Handbook:
This item is the result of open meeting law discussion at a recent full School Committee meeting, specifically with regard to how items are placed on an agenda.

On a motion by SS, 2nd by ED, the sub-committee voted to suspend Robert’s Rules of Order to allow them to conduct this meeting in a workshop format to look at any potential revisions to the handbook. The roll call vote was unanimous.

A review of the current handbook content related to this topic ensued:

- Is there recourse available to a member if they request an item on the agenda and the request is refused?
- Although not our past practice, would we add an item to “New Business” on the agenda to be voted on at the beginning of the session?
- It seems unlikely that it would be the practice of the Chair to continuously refuse the addition of items to an agenda without cause
- Include a model agenda in the handbook and toolkit as a reference for members

As a result of the discussion, it was the consensus of this sub-committee to recommend the following to the full School Committee:

- To include a model agenda in the handbook, including “items not anticipated” under new business on the agenda
- Add a template form for agenda requests

6. Adjournment:
On a motion by SS, 2nd by ED, the meeting was adjourned at 10:29 a.m. The roll call vote was unanimous.

Approved:

File: IJNDB - EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

Approved by the Greenfield School Committee February 14, 2024

File: IJOA - FIELD TRIPS

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better

The School Committee will encourage field trips as an integral part of the instructional programs in the schools.

The Superintendent will establish regulations to assure that:

1. All students have permission from a parent or guardian for all trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.
5. All trips allow student access without regard to the family's ability to pay.

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

CROSS REF.: JJH, Policy Relating to Field Trips Involving Late Night or Overnight Travel

Approved by the Greenfield School Committee February 14, 2024

File: BBA - SCHOOL COMMITTEE MEMBER AUTHORITY

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.
11. To accept fiscal responsibility and act in the best interest of the Greenfield Public School system by signing and approving warrants and other necessary documents in a timely manner.

Approved by the Greenfield School Committee: November 8, 2023

File: JIB - STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio non-voting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

LEGAL REF.: M.G.L. 71:38M

CROSS REF.: BDE, Advisory Committees to the School Committee

Approved by the Greenfield School Committee: April 10, 2024