

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

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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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by ED, the meeting was adjourned at 10:29 a.m. The roll call vote was unanimous.

Approved: 3/30/2026