

Greenfield School Committee
Policy, Program, and School Committee Handbook Sub-Committee
Meeting Minutes
April 27, 2026

1. Call to Order:
The meeting was called to order via Zoom at 6:30 p.m.
2. Roll Call of Members:
Present: Elizabeth DeNeeve (ED) Sub-Committee Chair, Ann Childs (AC), Jeffrey Diteman (JD)

Also present: Roland Joyal, Interim Superintendent (RJ)
3. Public Comment:
No public members were present for comment.
4. Policies for discussion, review, and revision:
 - A. Policy IJNDB: Empowered Digital Use Policy:
 - B. Policy BEDH-E: Guidelines for Public Comment
 - C. Policy KF-R: Community Use of School Facilities
 - D. ADDA-E: Fingerprint Based CORI Checks

On a motion by AC, 2nd by JD, the sub-committee voted to suspend Robert's Rules of Order for the purpose of conducting a working session. The roll call vote was unanimous.

- A. Policy IJNDB: Empowered Digital Use Policy:
(Stephen Sullivan, Asst. Superintendent (SS) and Ian Edwards, Director of Technology (IE) also joined this discussion.)
SS noted that this is an existing GPS School Committee Policy, but that revisions were made to our existing procedures, based on review by our legal counsel, related to AI use for staff, AI use for students, and AI general procedures.

A review of the updated policy, which includes tabs that outline how the policy may be carried out or shared throughout the district, ensued.

It was the consensus of this sub-committee to include language associated with academic integrity/ prioritizing learning goals, focusing on the importance and understanding of using AI to advance those goals in this policy.

On a motion by JD, 2nd by AC, the sub-committee voted to bring this amended policy before the full GPS School Committee for discussion and input. The roll call vote was unanimous.

- B. Policy BEDH-E: Guidelines for Public Comment:
AC requested a review of this policy as the result of their recent training.

AC proposes to change the language in the policy to read, "...Any member of the public wishing to speak before the Committee shall identify themselves by name and their relationship to the district....." This change is being proposed as a means to

protect their privacy and longer require the individual to reveal their address, but allow them to provide more pertinent information. The word “citizen” should also be replaced by “individual” throughout the remainder of the document.

On a motion by AC, 2nd by JD, the sub-committee voted to bring the revised policy forward to the full GPS School Committee. The roll call vote was unanimous.

C. Policy KF-R: Community Use of School Facilities:

The request to review this policy was made by Chair Sexton as the result of an inquiry that was made relative to the costs associated with use of a facility for profit and non-profit groups.

A review of our current policy rates ensued, including those rates for profit and non-profit groups.

Upon completion of the review, a motion was made by JD, 2nd by AC, to leave policy KF-R as is. The roll call vote was unanimous.

D. Policy ADDA-E: Fingerprint Based CORI Checks:

ED noted this policy review resulted from an email she received relative to our current parent volunteer process. CORI background checks and fingerprinting are necessary to volunteer in the district. Since the Greenfield *Staples* store no longer conducts fingerprinting, it has been a hardship for most to travel to Athol, or even Springfield or Westfield to accomplish that task.

The suggestion was to review and possibly simplify the process for which to volunteer in the district, upon advisement from our legal counsel.

After much discussion, a motion was made by JD, 2nd by AC, to keep policy ADDA-E as is, but that the superintendent create a more relaxed practice for volunteers in the schools. The roll call vote was unanimous.

5. Approval of Minutes – March 30, 2026:

On a motion by AC, 2nd by JD, the sub-committee voted to approve the minutes as presented. The roll call vote was unanimous.

6. Discuss and approve the description and charge of the sub-committee:

On a motion by AC, 2nd by JD, the sub-committee postponed discussion on this item until their next meeting. The roll call vote was unanimous.

7. Create a resolution template for the School Committee handbook:

ED stated that she has always struggled with the use of wording for a resolution, where to file it, and how the actions and labor associated with it is performed. It is her hope that the sub-committee can create a template to include in the School Committee handbook so that all members can utilize one uniform document.

ED provided a sample template for review and discussion. Upon review, it was the consensus of this sub-committee to move forward with the format provided.

**Greenfield School Committee
Policy, Program, and School Committee Handbook Sub-Committee
Meeting Minutes - April 27, 2026
Page 3**

On a motion by JD, 2nd by AC, the sub-committee voted to accept the instruction and format for the resolution, and to bring it forward to the full GPS School Committee at their May meeting. The roll call vote was unanimous.

8. Discuss and add chair and vice chair roles to the School Committee handbook:
A review of additional roles for each position, in addition to those currently posted in the handbook, ensued.

On a motion by AC, 2nd by JD, the sub-committee voted to forward the amended executive duties to the full GPS School Committee for handbook adoption. The roll call vote was unanimous.

The following items were suggested for New Business:

- Academic Integrity Policy (ED/AC/JD)
- Vaping (ED per outcome of recent YELO student conference)

RJ left the meeting at 8:19 p.m.

9. Adjournment:
On a motion by AC, 2nd by JD, the meeting was adjourned at 8:20 p.m. The roll call vote was unanimous.

Approved: