

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.

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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:

File: ADC - TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF: M.G.L. [71:37H](#); [270:6](#)

CROSS REFS.: [GBED](#), Tobacco use on School Property by Staff Members Prohibited

[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

Approved by the Greenfield School Committee: July 10, 2019

File: GBEC - DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS.: 41 US code subsection 8102

CROSS REFS.: [JICH](#), Drug and Alcohol Use by Students

[IHAMB](#), Teaching about Drugs, Alcohol, and Tobacco

Approved by the Greenfield School Committee April 12, 2023

File: GBED - TOBACCO PRODUCT USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

Staff members who violate this policy will be referred to their immediate supervisor.

LEGAL REF.: M.G.L. [71:37H](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

Approved by the Greenfield School Committee April 12, 2023

File: IHAMB - TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. [71:1](#) ;[71:96](#)

CROSS REF.: [GBEC](#), Drug Free Workplace Policy

[JICH](#), Drug and Alcohol Use by Students

Approved by the Greenfield School Committee February 14, 2024

File: JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district s website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L.[71:2A](#); [71:96](#); [71:97](#); [272:40A](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[GBEC](#), Drug Free Workplace Policy

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

[IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco

Approved by the Greenfield School Committee: April 10, 2024