September Student Report
September 9, 2026

Key Club - We will be welcoming returning and new members. One of our kick off events will be the Green River Clean up Event on Saturday September 26th. We will also be planning to bring back traditional events like our Turkey Trot and trying out some new community service events. Looking forward to a fulfilling year.

Athletics - Fall sports are off!! They started August 24th and are excited to start games next week! We liked to welcome our new coaches. Coaching football is Jeff Bengtson and coaching Girls Volleyball is Brian Campbell. Get all schedules online at Arbiterlive.com Hope to see you at a game! GO WAVE!!

French Club- French Club will hold its first meeting on Monday, September 21st after school from 2:15-3:00pm in Madame's classroom. All students are welcome to come hear about all of the exciting events we have planned for this year, including French movie nights, cooking classes, Coffeehouse and Taste of World Cultures, and a trip to Montreal and Quebec during February break!

For students interested in the trip, they should plan to attend an informational meeting with an adult on Tuesday, September 29th from 6:30-7:30pm in the GHS Lecture Hall.

Trivia Team-We will start our weekly library lunch prep sessions in the next couple of weeks. We hope to have a local Franklin County trivia teams social event and begin to prepare for both the Blender Bowl and our As Schools Match Wits Match. We are always looking for new students who have memories for facts and like competing:).

Mosaic/Students of Color Club- We look forward to seeing current and new members on September 17 at 2:25 in the Fishbowl in the library. Events like the Dodge Ball tournament fundraiser, celebrating diversity throughout the school year and a possible field trip will be discussed.

To: Carol Kruser, Superintendent
Cc: Greenfield School Committee
From: Andy Paquette, SFO, CGFM, HRSM, MCPPO
Re: FY27 Update
Date: September 4, 2026

The purpose of this memorandum is to summarize the fiscal year 2027 budget report as of September 3, 2026.

FY27:
As is normal for this time of year, with the fiscal year 2026 still open, there are negative encumbrances throughout the report. Those will be addressed upon the closing of FY26. All salaries, except for the instructional assistants have been encumbered. There are still vacancies however those are budgeted. There are $485,688.98 of salaries charged district-wide in the "undefined" account. That amount is the salary amount from grants. Upon approval we will reclass those salaries to the respective grants.

FY27 REGULAR EDUCATION TRANSPORTATION UPDATE:
The transportation contract required eight buses for our regular education services. There is a driver shortage that the contractor is experiencing. They are going to run seven buses with no negative impact on the timing and services for our students. That being the case, we have agreed to run seven uses for this school year; thus, saving the district the cost of one bus. The savings for one bus we will save for anticipated fuel adjustments and other potential costs yet determined; good news.

FY27 REVOLVING ACCOUNT REPORT:
As is normal for this time of year, that report is not included due to FY26 being open. With it being so early in the fiscal year there are no areas of concerns in the revolving account activity.
AWP

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City of Greenfield

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4007 FY07 Borrowing Orders							
40073980 5820 Elem Sch Wndws 5/	14,156	0	14,156	14,155.60	.00	.00	100.0%
TOTAL FY07 Borrowing Orders	14,156	0	14,156	14,155.60	.00	.00	100.0%
TOTAL EXPENSES	14,156	0	14,156	14,155.60	.00	.00	
4012 FY12 Capital Outlay Orders							
40123980 5820 Replace Elemen Sc	1,065	0	1,065	1,065.30	.00	.00	100.0%
40123980 5824 Middle School Roo	4,836	-1,456	3,380	3,380.15	.00	.00	100.0%
TOTAL FY12 Capital Outlay Orders	5,901	-1,456	4,445	4,445.45	.00	.00	100.0%
TOTAL EXPENSES	5,901	-1,456	4,445	4,445.45	.00	.00	
4013 FY13 Capital Outlay Orders							
40133980 5826 School Bldgs Door	19,645	0	19,645	19,644.86	.00	.00	100.0%
TOTAL FY13 Capital Outlay Orders	19,645	0	19,645	19,644.86	.00	.00	100.0%
TOTAL EXPENSES	19,645	0	19,645	19,644.86	.00	.00	
4014 FY14 Capital Outlay Orders							
40143980 5820 Upgrade School Se	25,061	0	25,061	25,060.80	.00	.00	100.0%
40143980 5821 Repair Newton Sch	43,824	0	43,824	43,824.40	.00	.00	100.0%
40143980 5870 Purch Student Tra	1,845	0	1,845	1,845.00	.00	.00	100.0%
TOTAL FY14 Capital Outlay Orders	70,730	0	70,730	70,730.20	.00	.00	100.0%
TOTAL EXPENSES	70,730	0	70,730	70,730.20	.00	.00	
4015 FY15 Capital Outlay Orders							
40153980 5820 Upgrade School Se	40,000	0	40,000	40,000.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

4015 FY15 Capital Outlay Orders	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
40153980 5821 Repair Green Rive	35,000	-35,000	0	.00	.00	.00	.0%
40153980 5822 Replace Newton Sc	300,000	-92,145	207,855	207,854.52	.00	.00	100.0%
40153980 5826 Replace North Par	220,029	-3,029	217,000	217,000.00	.00	.00	100.0%
40153980 5840 Purch Modular 5/2	349,882	-80,000	269,882	269,882.40	.00	.00	100.0%
40153980 5841 Sch Admin Move -	-31,181	74,469	43,288	43,287.50	.00	.00	100.0%
40153980 5870 Purch Student Tra	70,000	0	70,000	70,000.00	.00	.00	100.0%
TOTAL FY15 Capital Outlay Orders	983,730	-135,706	848,024	848,024.42	.00	.00	100.0%
TOTAL EXPENSES	983,730	-135,706	848,024	848,024.42	.00	.00	
4016 FY16 Capital Outlay Orders							
40163980 5820 Flooring MS&Fed S	36,000	0	36,000	35,999.94	.00	.00	100.0%
40163980 5821 Refinish Gym Floo	22,000	0	22,000	22,000.00	.00	.00	100.0%
40163980 5822 Fed Street Feasib	125,000	-125,000	0	.00	.00	.00	.0%
40163980 5840 School Parking Lo	75,000	0	75,000	75,000.00	.00	.00	100.0%
40163980 5851 School Technology	44,000	0	44,000	44,000.00	.00	.00	100.0%
40163980 5852 School Tech 6/15	63,000	0	63,000	63,000.00	.00	.00	100.0%
40163980 5870 Maintenance Truck	27,000	0	27,000	27,000.00	.00	.00	100.0%
TOTAL FY16 Capital Outlay Orders	392,000	-125,000	267,000	266,999.94	.00	.00	100.0%
TOTAL EXPENSES	392,000	-125,000	267,000	266,999.94	.00	.00	
4017 FY17 Capital Outlay Orders							
40173980 5825 Elem Sch Bathroom	45,000	-20,953	24,047	24,047.00	.00	.00	100.0%
40173980 5826 Elem School Doors	45,000	-7,296	37,705	37,704.50	.00	.00	100.0%
40173980 5840 Upgr Parking Lots	85,000	0	85,000	85,000.00	.00	.00	100.0%
40173980 5841 Wireless PA Sys -	155,000	0	155,000	154,616.75	.00	383.25	99.8%
40173980 5842 MS Reno for Admin	800,000	0	800,000	800,000.00	.00	.00	100.0%
40173980 5845 Telephone System-	20,953	7,296	28,249	28,248.50	.00	.00	100.0%
40173980 5851 School Servers -	29,200	0	29,200	29,200.00	.00	.00	100.0%
TOTAL FY17 Capital Outlay Orders	1,180,153	-20,953	1,159,200	1,158,816.75	.00	383.25	100.0%
TOTAL EXPENSES	1,180,153	-20,953	1,159,200	1,158,816.75	.00	383.25	
4018 FY18 Capital Outlay Orders							
40183980 5820 Elem Sch Flooring	35,000	-598	34,402	34,402.40	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

4018 FY18 Capital Outlay Orders	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
40183980 5840 Newton Sch Stairs	75,000	-4	74,996	74,995.52	.00	.00	100.0%
40183980 5841 Elem Sch Fencing	25,000	-22,996	2,004	2,004.00	.00	.00	100.0%
40183980 5845 Telephone System	22,996	602	23,598	23,598.08	.00	.00	100.0%
40183980 5852 School Tech Serve	35,000	0	35,000	35,000.00	.00	.00	100.0%
TOTAL FY18 Capital Outlay Orders	192,996	-22,996	170,000	170,000.00	.00	.00	100.0%
TOTAL EXPENSES	192,996	-22,996	170,000	170,000.00	.00	.00	
4019 FY19 Capital Outlay Orders							
40193980 5840 Replace Auditoriu	51,000	-15,213	35,787	35,787.13	.00	.00	100.0%
40193980 5845 Telephone System	15,213	0	15,213	15,212.87	.00	.00	100.0%
TOTAL FY19 Capital Outlay Orders	66,213	-15,213	51,000	51,000.00	.00	.00	100.0%
TOTAL EXPENSES	66,213	-15,213	51,000	51,000.00	.00	.00	
4020 FY20 CAPITAL							
40203980 5840 Roof Leaks	25,000	0	25,000	.00	.00	25,000.00	.0%
40203980 5841 Asbestos Remediat	100,000	-31,750	68,250	51,217.00	.00	17,033.00	75.0%
40203980 5842 Fed Street Elevat	125,000	0	125,000	125,000.00	.00	.00	100.0%
40203980 5850 Green River Heati	460,000	-415,000	45,000	33,959.42	10,381.09	659.49	98.5%
TOTAL FY20 CAPITAL	710,000	-446,750	263,250	210,176.42	10,381.09	42,692.49	83.8%
TOTAL EXPENSES	710,000	-446,750	263,250	210,176.42	10,381.09	42,692.49	
4021 FY 21 Capital Outlay Orders							
40213980 5840 Fencing-Newton Sc	45,000	-21,175	23,825	23,829.75	.00	-4.75	100.0%
40213980 5841 Flooring - Borrow	157,500	-15,400	142,100	142,134.00	.00	-34.00	100.0%
40213980 5843 Paving Newton Sch	82,500	-8,700	73,800	73,777.45	.00	22.55	100.0%
40213980 5845 Exterior Doors NP	38,500	0	38,500	38,500.00	.00	.00	100.0%
TOTAL FY 21 Capital Outlay Orders	323,500	-45,275	278,225	278,241.20	.00	-16.20	100.0%
TOTAL EXPENSES	323,500	-45,275	278,225	278,241.20	.00	-16.20	
4023 FY23 Capital Outlay Orders							
40233980 5843 Federal St Paving	75,000	0	75,000	.00	.00	75,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

4023 FY23 Capital Outlay Orders	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
40233980 5845 Telephone System	1	0	1	1.06	.00	.00	100.0%
40233980 5858 Teachers Desktop	100,000	-1	99,999	99,998.94	.00	.00	100.0%
TOTAL FY23 Capital Outlay Orders	175,001	-1	175,000	100,000.00	.00	75,000.00	57.1%
TOTAL EXPENSES	175,001	-1	175,000	100,000.00	.00	75,000.00	
4024 FY24 Capital Outlay Orders							
40243980 5840 Energy Recovery U	195,068	0	195,068	.00	.00	195,068.00	.0%
TOTAL FY24 Capital Outlay Orders	195,068	0	195,068	.00	.00	195,068.00	.0%
TOTAL EXPENSES	195,068	0	195,068	.00	.00	195,068.00	
4025 FY25 Capital Outlay Orders							
40253980 5842 Fed St School Ele	75,000	0	75,000	75,000.00	.00	.00	100.0%
TOTAL FY25 Capital Outlay Orders	75,000	0	75,000	75,000.00	.00	.00	100.0%
TOTAL EXPENSES	75,000	0	75,000	75,000.00	.00	.00	
4026 FY26 Capital Outlay Orders							
40263980 5832 Fire Alarm	300,000	0	300,000	150,507.81	.00	149,492.19	50.2%
40263980 5872 Replace High Scho	53,497	0	53,497	9,806.00	.00	43,691.00	18.3%
TOTAL FY26 Capital Outlay Orders	353,497	0	353,497	160,313.81	.00	193,183.19	45.4%
TOTAL EXPENSES	353,497	0	353,497	160,313.81	.00	193,183.19	
4027 FY27 Capital Outlay Orders							
40273980 5840 AEL Gutters Repla	15,000	0	15,000	.00	.00	15,000.00	.0%
40273980 5845 GHS Track Mainten	50,000	0	50,000	.00	.00	50,000.00	.0%
40273980 5875 Ford Truck w Plow	90,000	0	90,000	.00	.00	90,000.00	.0%
TOTAL FY27 Capital Outlay Orders	155,000	0	155,000	.00	.00	155,000.00	.0%
TOTAL EXPENSES	155,000	0	155,000	.00	.00	155,000.00	
4304 Four Corners School Upgrade							

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

4304 Four Corners School Upgrade	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
43043000 5820 Upgrade Four Corn	17,390	-17,390	0	.00	.00	.00	.0%
TOTAL Four Corners School Upgrade	17,390	-17,390	0	.00	.00	.00	.0%
TOTAL EXPENSES	17,390	-17,390	0	.00	.00	.00	
4312 High School Construction							
43123980 5840 Key Cards/Securit	0	20,000	20,000	29,678.54	.00	-9,678.54	148.4%
43123980 5841 Signage - High Sc	0	35,000	35,000	35,000.00	.00	.00	100.0%
43123980 5842 Solar Panels/Stor	0	200,000	200,000	.00	.00	200,000.00	.0%
43123980 585001 Technology HS	0	235,562	235,562	234,902.03	.00	659.97	99.7%
43123980 585002 Furniture	0	60,000	60,000	47,804.85	.00	12,195.15	79.7%
43123980 585003 Roof Access	0	5,500	5,500	.00	.00	5,500.00	.0%
43123980 585004 Soccer Goals	0	5,000	5,000	5,000.00	.00	.00	100.0%
43123980 585005 Fiberoptics to	0	35,000	35,000	33,464.00	.00	1,536.00	95.6%
43123980 585006 Purchase Defibs	0	6,000	6,000	5,780.00	.00	220.00	96.3%
43123980 585007 Elective Equipm	0	30,000	30,000	30,012.96	.00	-12.96	100.0%
43123980 5870 Vets Field Improv	0	96,000	96,000	96,000.00	.00	.00	100.0%
43123980 5895 Admin - Legal Fee	0	8,495	8,495	8,495.45	.00	.00	100.0%
43123980 589511 Admin - Legal F	0	20	20	20.00	.00	.00	100.0%
43123980 589512 OPM - Construct	0	175,454	175,454	175,454.17	.00	.00	100.0%
43123980 589521 A&E - Construct	0	383,641	383,641	383,640.96	.00	.00	100.0%
43123980 589552 Construction Bu	0	9,385,333	9,385,333	9,385,332.52	.00	.00	100.0%
43123980 589561 Misc - Utility	0	12,488	12,488	12,488.23	.00	.00	100.0%
43123980 589562 Misc - Testing	0	16,246	16,246	24,080.71	.00	-7,835.00	148.2%
43123980 589569 Misc - Other Pr	0	97,684	97,684	114,418.28	.00	-16,734.00	117.1%
43123980 589571 Furnishings	0	287,338	287,338	287,556.03	.00	-218.00	100.1%
43123980 589573 Computer Equipm	0	44,845	44,845	44,845.00	.00	.00	100.0%
TOTAL High School Construction	0	11,139,606	11,139,606	10,953,973.73	.00	185,632.62	98.3%
TOTAL EXPENSES	0	11,139,606	11,139,606	10,953,973.73	.00	185,632.62	
4315 Green River School Constructio							
43153980 5301 Feasibility Study	3,310	-3,310	0	.00	.00	.00	.0%
43153980 5801 OPM Services	158,914	-15,521	143,393	143,393.00	.00	.00	100.0%
43153980 5802 Designer Services	33,536	13,605	47,141	47,140.63	.00	.00	100.0%
43153980 5803 General Construct	2,064,461	-776,285	1,288,176	1,288,175.57	.00	.00	100.0%
43153980 5804 Misc Expenses GR	47,725	-10,941	36,785	36,784.55	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

4315 Green River School Constructio	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL Green River School Constructio	2,307,946	-792,453	1,515,494	1,515,493.75	.00	.00	100.0%
TOTAL EXPENSES	2,307,946	-792,453	1,515,494	1,515,493.75	.00	.00	
4316 Federal St School							
43163980 5801 OPM Services - Fe	15,000	-2,000	13,000	13,000.00	.00	.00	100.0%
43163980 580102 OPM Services	317,400	-11,260	306,140	306,140.00	.00	.00	100.0%
43163980 5802 Fed Street Feasib	125,000	-70,000	55,000	55,000.00	.00	.00	100.0%
43163980 580202 Designer Servic	341,000	0	341,000	341,000.00	.00	.00	100.0%
43163980 5803 General Construct	5,750,000	-3,140,865	2,609,135	2,609,135.41	.00	.00	100.0%
43163980 5804 Misc Expenses Fed	368,200	-355,824	12,376	169.99	.00	12,205.60	1.4%
TOTAL Federal St School	6,916,600	-3,579,949	3,336,651	3,324,445.40	.00	12,205.60	99.6%
TOTAL EXPENSES	6,916,600	-3,579,949	3,336,651	3,324,445.40	.00	12,205.60	
GRAND TOTAL	14,154,526	5,936,466	20,090,992	19,221,461.53	10,381.09	859,148.95	95.7%

** END OF REPORT - Generated by Vera Ayrapetyan **

City of Greenfield

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 301 North Parish	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2210 School Bldg Leadership	150,026	0	150,026	16,181.64	88,999.02	44,845.34	70.1%
2305 Teachers Classroom	305,994	0	305,994	.00	375,713.86	-69,719.86	122.8%
2330 Paraprof/Instr Assts	328,404	0	328,404	.00	.00	328,404.00	.0%
2710 Guidance/Adjust Counselors	46,984	0	46,984	.00	.00	46,984.00	.0%
3200 Medical/Health Svcs	82,330	0	82,330	.00	82,330.04	-.04	100.0%
4110 Custodial Services	50,983	0	50,983	7,368.48	40,004.80	3,609.72	92.9%
TOTAL Salary & Wages	964,721	0	964,721	23,550.12	587,047.72	354,123.16	63.3%
5200 Contracted Services							
3300 Transportation Svcs	2,910	0	2,910	.00	.00	2,910.00	.0%
4220 Maint Of Buildings	13,570	0	13,570	1,100.00	190.00	12,280.00	9.5%
4230 Maint Of Equipment	7,416	0	7,416	150.86	3,460.12	3,805.02	48.7%
TOTAL Contracted Services	23,896	0	23,896	1,250.86	3,650.12	18,995.02	20.5%
5400 Supplies & Materials							
2400 Instr Materials & Equip	6,048	0	6,048	92.77	.00	5,955.23	1.5%
2430 General Supplies	2,543	0	2,543	1,501.90	-827.03	1,868.13	26.5%
4220 Maint Of Buildings	12,875	0	12,875	1,755.77	8,584.59	2,534.64	80.3%
TOTAL Supplies & Materials	21,466	0	21,466	3,350.44	7,757.56	10,358.00	51.7%
TOTAL North Parish	1,010,083	0	1,010,083	28,151.42	598,455.40	383,476.18	62.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 302 Federal Street	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2210 School Bldg Leadership	157,987	0	157,987	22,135.40	121,469.70	14,381.90	90.9%
2305 Teachers Classroom	1,207,771	0	1,207,771	.00	1,172,668.03	35,102.97	97.1%
2310 Teachers Specialists	78,307	0	78,307	.00	.00	78,307.00	.0%
2330 Paraprof/Instr Assts	271,172	0	271,172	.00	.00	271,172.00	.0%
2710 Guidance/Adjust Counselors	92,266	0	92,266	.00	92,265.94	.06	100.0%
3200 Medical/Health Svcs	71,500	0	71,500	.00	71,500.00	.00	100.0%
4110 Custodial Services	93,541	0	93,541	13,886.92	72,836.38	6,817.70	92.7%
TOTAL Salary & Wages	1,972,544	0	1,972,544	36,022.32	1,530,740.05	405,781.63	79.4%
5200 Contracted Services							
3300 Transportation Svcs	6,531	0	6,531	.00	.00	6,531.00	.0%
4220 Maint Of Buildings	17,530	0	17,530	549.00	5,244.00	11,737.00	33.0%
4230 Maint Of Equipment	8,961	0	8,961	7,866.70	-4,516.70	5,611.00	37.4%
TOTAL Contracted Services	33,022	0	33,022	8,415.70	727.30	23,879.00	27.7%
5400 Supplies & Materials							
2400 Instr Materials & Equip	13,574	0	13,574	1,679.98	95.81	11,798.21	13.1%
2430 General Supplies	5,707	0	5,707	3,486.40	-2,971.21	5,191.81	9.0%
4220 Maint Of Buildings	16,377	0	16,377	2,733.91	9,427.49	4,215.60	74.3%
TOTAL Supplies & Materials	35,658	0	35,658	7,900.29	6,552.09	21,205.62	40.5%
TOTAL Federal Street	2,041,224	0	2,041,224	52,338.31	1,538,019.44	450,866.25	77.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 304 Four Corners	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2210 School Bldg Leadership	144,334	0	144,334	16,923.08	93,076.94	34,333.98	76.2%
2305 Teachers Classroom	1,230,891	0	1,230,891	.00	1,113,679.07	117,211.93	90.5%
2310 Teachers Specialists	83,037	0	83,037	.00	83,036.94	.06	100.0%
2325 Substitutes	25,746	0	25,746	.00	.00	25,746.00	.0%
2330 Paraprof/Instr Assts	763,192	0	763,192	1,840.14	.00	761,351.86	.2%
2710 Guidance/Adjust Counselors	87,370	0	87,370	.00	87,369.88	.12	100.0%
3200 Medical/Health Svcs	82,330	0	82,330	.00	82,330.04	-.04	100.0%
4110 Custodial Services	93,157	0	93,157	13,600.53	72,677.76	6,878.71	92.6%
TOTAL Salary & Wages	2,510,057	0	2,510,057	32,363.75	1,532,170.63	945,522.62	62.3%
5200 Contracted Services							
3300 Transportation Svcs	6,143	0	6,143	435.63	-435.63	6,143.00	.0%
4220 Maint Of Buildings	13,194	0	13,194	.00	491.00	12,703.00	3.7%
4230 Maint Of Equipment	11,124	0	11,124	193.84	3,306.16	7,624.00	31.5%
TOTAL Contracted Services	30,461	0	30,461	629.47	3,361.53	26,470.00	13.1%
5400 Supplies & Materials							
2400 Instr Materials & Equip	12,768	0	12,768	1,789.43	1,156.70	9,821.87	23.1%
2430 General Supplies	5,368	0	5,368	5,995.95	-3,909.33	3,281.38	38.9%
4220 Maint Of Buildings	14,832	0	14,832	298.66	9,201.34	5,332.00	64.1%
TOTAL Supplies & Materials	32,968	0	32,968	8,084.04	6,448.71	18,435.25	44.1%
TOTAL Four Corners	2,573,486	0	2,573,486	41,077.26	1,541,980.87	990,427.87	61.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 305 Newton	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2210 School Bldg Leadership	140,707	0	140,707	16,993.22	91,384.70	32,329.08	77.0%
2305 Teachers Classroom	1,189,778	0	1,189,778	.00	981,373.94	208,404.06	82.5%
2310 Teachers Specialists	88,985	0	88,985	.00	87,369.88	1,615.12	98.2%
2325 Substitutes	28,419	0	28,419	.00	.00	28,419.00	.0%
2330 Paraprof/Instr Assts	266,191	0	266,191	-80.00	.00	266,271.00	.0%
2710 Guidance/Adjust Counselors	165,677	0	165,677	.00	87,369.88	78,307.12	52.7%
3200 Medical/Health Svcs	82,330	0	82,330	.00	82,330.04	-.04	100.0%
4110 Custodial Services	87,105	0	87,105	12,507.88	66,718.94	7,878.18	91.0%
TOTAL Salary & Wages	2,049,192	0	2,049,192	29,421.10	1,396,547.38	623,223.52	69.6%
5200 Contracted Services							
3300 Transportation Svcs	4,720	0	4,720	35.00	-65.00	4,750.00	-.6%
4220 Maint Of Buildings	13,378	0	13,378	.00	575.00	12,803.00	4.3%
4230 Maint Of Equipment	6,901	0	6,901	3,916.98	-566.98	3,551.00	48.5%
TOTAL Contracted Services	24,999	0	24,999	3,951.98	-56.98	21,104.00	15.6%
5400 Supplies & Materials							
2400 Instr Materials & Equip	9,811	0	9,811	397.69	-410.68	9,823.99	-.1%
2430 General Supplies	4,125	0	4,125	.00	108.79	4,016.21	2.6%
4220 Maint Of Buildings	15,244	0	15,244	.00	10,500.00	4,744.00	68.9%
TOTAL Supplies & Materials	29,180	0	29,180	397.69	10,198.11	18,584.20	36.3%
TOTAL Newton	2,103,371	0	2,103,371	33,770.77	1,406,688.51	662,911.72	68.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 309 Central Office	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5200 Contracted Services							
4220 Maint Of Buildings	3,605	0	3,605	.00	.00	3,605.00	.0%
4230 Maint Of Equipment	4,841	0	4,841	.00	.00	4,841.00	.0%
5350 Rental-Lease Buildings	20,340	0	20,340	3,390.00	14,130.00	2,820.00	86.1%
TOTAL Contracted Services	28,786	0	28,786	3,390.00	14,130.00	11,266.00	60.9%
5400 Supplies & Materials							
4220 Maint Of Buildings	1,545	0	1,545	.00	.00	1,545.00	.0%
TOTAL Supplies & Materials	1,545	0	1,545	.00	.00	1,545.00	.0%
TOTAL Central Office	30,331	0	30,331	3,390.00	14,130.00	12,811.00	57.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 311 Greenfield Middle School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2210 School Bldg Leadership	338,212	0	338,212	40,950.26	224,980.36	72,281.38	78.6%
2305 Teachers Classroom	2,594,289	0	2,594,289	.00	2,235,724.14	358,564.86	86.2%
2310 Teachers Specialists	62,493	0	62,493	.00	62,128.04	364.96	99.4%
2325 Substitutes	25,818	0	25,818	.00	.00	25,818.00	.0%
2330 Paraprof/Instr Assts	327,098	0	327,098	.00	.00	327,098.00	.0%
2710 Guidance/Adjust Counselors	215,695	0	215,695	.00	219,027.38	-3,332.38	101.5%
3510 Athletics	0	0	0	.00	5,095.00	-5,095.00	100.0%
4110 Custodial Services	189,247	0	189,247	28,080.55	139,346.62	21,819.83	88.5%
TOTAL Salary & Wages	3,752,852	0	3,752,852	69,030.81	2,886,301.54	797,519.65	78.7%
5200 Contracted Services							
3300 Transportation Svcs	10,022	0	10,022	1,306.89	-1,306.89	10,022.00	.0%
4220 Maint Of Buildings	34,032	0	34,032	2,376.96	3,601.86	28,053.18	17.6%
4230 Maint Of Equipment	21,424	0	21,424	858.40	3,109.65	17,455.95	18.5%
TOTAL Contracted Services	65,478	0	65,478	4,542.25	5,404.62	55,531.13	15.2%
5400 Supplies & Materials							
2400 Instr Materials & Equip	20,832	0	20,832	1,092.41	-453.00	20,192.59	3.1%
2415 Other Instr Materials	2,623	0	2,623	.00	.00	2,623.00	.0%
2430 General Supplies	8,758	0	8,758	6,795.19	-4,913.67	6,876.48	21.5%
3510 Athletics	10,000	0	10,000	2,295.14	4,462.49	3,242.37	67.6%
4220 Maint Of Buildings	19,776	0	19,776	7,287.54	9,887.64	2,600.82	86.8%
TOTAL Supplies & Materials	61,989	0	61,989	17,470.28	8,983.46	35,535.26	42.7%
TOTAL Greenfield Middle School	3,880,319	0	3,880,319	91,043.34	2,900,689.62	888,586.04	77.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 312 Greenfield High School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2210 School Bldg Leadership	550,071	0	550,071	65,906.91	382,868.98	101,295.11	81.6%
2305 Teachers Classroom	2,244,545	0	2,244,545	6,807.20	1,943,517.34	294,220.46	86.9%
2310 Teachers Specialists	89,735	0	89,735	.00	89,734.84	.16	100.0%
2325 Substitutes	28,196	0	28,196	.00	.00	28,196.00	.0%
2330 Paraprof/Instr Assts	460,035	0	460,035	.00	.00	460,035.00	.0%
2710 Guidance/Adjust Counselors	452,052	0	452,052	.00	452,801.58	-749.58	100.2%
3510 Athletics	128,750	0	128,750	.00	47,477.00	81,273.00	36.9%
4110 Custodial Services	197,982	0	197,982	29,420.66	148,479.04	20,082.30	89.9%
TOTAL Salary & Wages	4,151,366	0	4,151,366	102,134.77	3,064,878.78	984,352.45	76.3%
5200 Contracted Services							
2420 Instructional Equipment	8,500	0	8,500	.00	4,879.05	3,620.95	57.4%
2440 Other Instr Services	51,000	0	51,000	708.81	-666.31	50,957.50	.1%
2720 Testing And Assessment	10,000	0	10,000	.00	.00	10,000.00	.0%
3300 Transportation Svcs	11,671	0	11,671	.00	.00	11,671.00	.0%
3510 Athletics	52,000	0	52,000	10,365.00	-10,365.00	52,000.00	.0%
4220 Maint Of Buildings	91,238	0	91,238	4,403.88	45,274.93	41,559.19	54.4%
4230 Maint Of Equipment	26,105	0	26,105	1,765.00	6,233.40	18,106.60	30.6%
TOTAL Contracted Services	250,514	0	250,514	17,242.69	45,356.07	187,915.24	25.0%
5400 Supplies & Materials							
2210 School Bldg Leadership	5,000	0	5,000	.00	.00	5,000.00	.0%
2400 Instr Materials & Equip	48,518	0	48,518	6,653.24	12,607.66	29,257.10	39.7%
2415 Other Instr Materials	3,054	0	3,054	-24.31	1,537.73	1,540.58	49.6%
2430 General Supplies	10,198	0	10,198	4,105.61	-3,801.37	9,893.76	3.0%
3510 Athletics	30,000	0	30,000	5,451.92	4,496.97	20,051.11	33.2%
4220 Maint Of Buildings	24,926	0	24,926	407.66	19,502.35	5,015.99	79.9%
TOTAL Supplies & Materials	121,696	0	121,696	16,594.12	34,343.34	70,758.54	41.9%
5700 Conference / Travel							

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 312 Greenfield High School	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
2210 School Bldg Leadership	2,000	0	2,000	480.00	.00	1,520.00	24.0%
TOTAL Conference / Travel	2,000	0	2,000	480.00	.00	1,520.00	24.0%
TOTAL Greenfield High School	4,525,576	0	4,525,576	136,451.58	3,144,578.19	1,244,546.23	72.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 325 District Wide	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2800 Psychological Svcs	75,371	0	75,371	.00	75,370.88	.12	100.0%
3200 Medical/Health Svcs	10,300	0	10,300	.00	.00	10,300.00	.0%
TOTAL Salary & Wages	85,671	0	85,671	.00	75,370.88	10,300.12	88.0%
5200 Contracted Services							
1410 Business And Finance	7,500	0	7,500	.00	.00	7,500.00	.0%
TOTAL Contracted Services	7,500	0	7,500	.00	.00	7,500.00	.0%
5700 Conference / Travel							
1410 Business And Finance	3,000	0	3,000	1,525.00	.00	1,475.00	50.8%
TOTAL Conference / Travel	3,000	0	3,000	1,525.00	.00	1,475.00	50.8%
TOTAL District Wide	96,171	0	96,171	1,525.00	75,370.88	19,275.12	80.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 329 Curriculum Instruction	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
2110 Curriculum Directors (Supv)	149,247	0	149,247	22,850.16	125,675.88	720.96	99.5%
2310 Teachers Specialists	25,000	0	25,000	.00	.00	25,000.00	.0%
2325 Substitutes	257,864	0	257,864	.00	56,420.00	201,444.00	21.9%
2330 Paraprof/Instr Assts	4,000	0	4,000	.00	.00	4,000.00	.0%
2351 Prof Dev Leadership	65,755	0	65,755	10,116.16	55,638.88	-.04	100.0%
TOTAL Salary & Wages	501,866	0	501,866	32,966.32	237,734.76	231,164.92	53.9%
5200 Contracted Services							
2340 Librarians/Media Directors	25,000	0	25,000	.00	.00	25,000.00	.0%
2353 Teacher/Instr Prof Days	5,000	0	5,000	8,898.76	-5,147.63	1,248.87	75.0%
2357 Pd Stipends, Providers	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL Contracted Services	80,000	0	80,000	8,898.76	-5,147.63	76,248.87	4.7%
5400 Supplies & Materials							
2400 Instr Materials & Equip	113,079	0	113,079	89,485.15	-30,693.04	54,286.89	52.0%
2410 Texts, Software, Media	100,000	0	100,000	.00	.00	100,000.00	.0%
2455 Instructional Software	66,060	0	66,060	.00	.00	66,060.00	.0%
TOTAL Supplies & Materials	279,139	0	279,139	89,485.15	-30,693.04	220,346.89	21.1%
5700 Conference / Travel							
1220 Asst Superintendent	5,000	0	5,000	2,882.57	.00	2,117.43	57.7%
2351 Prof Dev Leadership	0	0	0	.00	453.84	-453.84	100.0%
TOTAL Conference / Travel	5,000	0	5,000	2,882.57	453.84	1,663.59	66.7%
TOTAL Curriculum Instruction	866,005	0	866,005	134,232.80	202,347.93	529,424.27	38.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 339 District Wide	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5100 Salary & Wages							
0000 Undefined	0	0	0	.00	485,688.98	-485,688.98	100.0%
1110 School Committee	50,488	0	50,488	.00	.00	50,488.00	.0%
1210 Superintendent	239,902	0	239,902	39,450.04	216,975.22	-16,523.26	106.9%
1230 Other Dw Admin	117,019	0	117,019	15,155.26	94,521.01	7,342.73	93.7%
1410 Business And Finance	280,116	0	280,116	43,094.92	237,022.06	-.98	100.0%
1420 Personnel/Benefits	71,425	0	71,425	8,446.40	133,825.08	-70,846.48	199.2%
1450 Sw Info Mgmt And Tech	435,601	0	435,601	50,894.78	312,436.30	72,269.92	83.4%
2110 Curriculum Directors (Supv)	428,864	0	428,864	54,737.11	480,116.44	-105,989.55	124.7%
2305 Teachers Classroom	1,041,719	0	1,041,719	.00	428,760.80	612,958.20	41.2%
2310 Teachers Specialists	21,060	0	21,060	.00	.00	21,060.00	.0%
2330 Paraprof/Instr Assts	21,484	0	21,484	12,453.21	.00	9,030.79	58.0%
2353 Teacher/Instr Prof Days	100,000	0	100,000	150,587.50	.00	-50,587.50	150.6%
3200 Medical/Health Svcs	10,000	0	10,000	.00	.00	10,000.00	.0%
3300 Transportation Svcs	965,417	0	965,417	86,852.19	71,534.86	807,029.95	16.4%
4110 Custodial Services	56,771	0	56,771	.00	.00	56,771.00	.0%
4220 Maint Of Buildings	133,054	0	133,054	12,307.68	67,692.24	53,054.08	60.1%
5550 Crossing Guards	16,605	0	16,605	.00	.00	16,605.00	.0%
TOTAL Salary & Wages	3,989,525	0	3,989,525	473,979.09	2,528,572.99	986,972.92	75.3%
5200 Contracted Services							
1110 School Committee	58,650	0	58,650	9,200.00	42,900.00	6,550.00	88.8%
1230 Other Dw Admin	7,930	0	7,930	4,352.49	32,870.34	-29,292.83	469.4%
1410 Business And Finance	162,073	0	162,073	.00	162,084.00	-11.00	100.0%
1420 Personnel/Benefits	4,789	0	4,789	.00	.00	4,789.00	.0%
1450 Sw Info Mgmt And Tech	268,231	0	268,231	100,677.28	82,145.60	85,408.12	68.2%
2320 Medical/Therapeutic Svcs	162,175	0	162,175	1,904.82	111,765.18	48,505.00	70.1%
2330 Paraprof/Instr Assts	14,000	0	14,000	78.75	9,921.25	4,000.00	71.4%
2440 Other Instr Services	61,560	0	61,560	.00	.00	61,560.00	.0%
2720 Testing And Assessment	10,300	0	10,300	.00	2,000.00	8,300.00	19.4%
3200 Medical/Health Svcs	6,800	0	6,800	.00	.00	6,800.00	.0%
3300 Transportation Svcs	833,019	0	833,019	25,894.80	140,484.99	666,639.21	20.0%
3510 Athletics	159,593	0	159,593	13,793.60	.00	145,799.40	8.6%
4110 Custodial Services	53,560	0	53,560	.00	.00	53,560.00	.0%
4220 Maint Of Buildings	78,011	0	78,011	11,724.00	33,895.00	32,392.00	58.5%
4230 Maint Of Equipment	0	0	0	639.69	53,867.53	-54,507.22	100.0%
TOTAL Contracted Services	1,880,691	0	1,880,691	168,265.43	671,933.89	1,040,491.68	44.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 339 District Wide	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5400 Supplies & Materials							
1110 School Committee	1,000	0	1,000	.00	.00	1,000.00	.0%
1210 Superintendent	250	0	250	86.91	.00	163.09	34.8%
1410 Business And Finance	37,331	0	37,331	148.21	2,717.50	34,465.29	7.7%
1450 Sw Info Mgmt And Tech	20,275	0	20,275	28.49	54.32	20,192.19	.4%
2415 Other Instr Materials	40,000	0	40,000	640.29	2,959.08	36,400.63	9.0%
2430 General Supplies	29,750	0	29,750	486.21	29,986.95	-723.16	102.4%
2455 Instructional Software	45,000	0	45,000	22,878.93	12,219.14	9,901.93	78.0%
3200 Medical/Health Svcs	11,330	0	11,330	2,074.89	-2,074.89	11,330.00	.0%
3300 Transportation Svcs	1,000	0	1,000	.00	499.00	501.00	49.9%
4110 Custodial Services	5,000	0	5,000	.00	4,500.00	500.00	90.0%
4220 Maint Of Buildings	10,300	0	10,300	6,457.82	1,898.40	1,943.78	81.1%
4230 Maint Of Equipment	5,120	0	5,120	1,872.12	2,536.21	711.67	86.1%
4450 Technology Maintenance	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL Supplies & Materials	209,356	0	209,356	34,673.87	55,295.71	119,386.42	43.0%
5600 Non Instructional							
9000 Prog-Other School Districts	185,549	0	185,549	868.00	35,300.00	149,381.00	19.5%
9300 Tuition Non-Public	715,227	0	715,227	253,289.44	2,416,794.00	-1,954,856.44	373.3%
9400 Tuition Collaboratives	58,231	0	58,231	9,139.50	332,757.50	-283,666.00	587.1%
TOTAL Non Instructional	959,007	0	959,007	263,296.94	2,784,851.50	-2,089,141.44	317.8%
5700 Conference / Travel							
1110 School Committee	7,000	0	7,000	6,769.00	.00	231.00	96.7%
1210 Superintendent	11,000	0	11,000	3,068.52	.00	7,931.48	27.9%
1230 Other Dw Admin	12,000	0	12,000	44.99	3,774.49	8,180.52	31.8%
1410 Business And Finance	9,276	0	9,276	3,032.00	.00	6,244.00	32.7%
1450 Sw Info Mgmt And Tech	5,000	0	5,000	.00	1,003.74	3,996.26	20.1%
2110 Curriculum Directors (Supv)	13,500	0	13,500	3,583.08	39.76	9,877.16	26.8%
4110 Custodial Services	1,030	0	1,030	.00	.00	1,030.00	.0%
TOTAL Conference / Travel	58,806	0	58,806	16,497.59	4,817.99	37,490.42	36.2%
5800 Capital Outlay							

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

ACCOUNTS FOR: 339 District Wide	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
2451 Classroom Instr Technology	100,000	0	100,000	25,716.53	-2,049.23	76,332.70	23.7%
4110 Custodial Services	15,450	0	15,450	.00	.00	15,450.00	.0%
4300 Extraordinary Maintenance	30,900	0	30,900	.00	.00	30,900.00	.0%
5300 Rental-Lease Equipment	46,275	0	46,275	3,808.23	45,666.04	-3,199.27	106.9%
TOTAL Capital Outlay	192,625	0	192,625	29,524.76	43,616.81	119,483.43	38.0%
TOTAL District Wide	7,290,010	0	7,290,010	986,237.68	6,089,088.89	214,683.43	97.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2027 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	24,416,576	0	24,416,576	1,508,218.16	17,511,349.73	5,397,008.11	77.9%

** END OF REPORT - Generated by Vera Ayrapetyan **

GREENFIELD PUBLIC SCHOOLS

CENTRAL OFFICE

195 Federal Street, Suite 100, Greenfield, MA 01301

Ph: 413-772-1326 / Fax: 413-772-1379

Carol M. Kruser, Superintendent of Schools

"The Greenfield Public School District is a place where every child is supported on their path to success."

To: Stacey Sexton, School Committee Chairperson

From: Carol M. Kruser, Superintendent

Date: September 9, 2026

RE: Superintendent Update

Convocation:

It was great to have everyone back for Convocation. Everyone began their year at Greenfield High School, seeing their colleagues and meeting new people. We heard from a student, Jane Scholfield, who gave an excellent speech and Ms. Hannah Cherry led the band in two songs. We discussed all the positives and the hopes for the new school year.

PROFESSIONAL DEVELOPMENT:

We had a productive two days of professional development with everything from rolling out the new preschool curriculum, to safety training, and training on various other curriculum and procedures. Mr. Sullivan will discuss more of this in his update.

MEET AND GREETS:

The community came out in great numbers on August 31st to each of the buildings for the Meet and Greets. We had approximately:
GHS-250 families
GMS- 190 families
FEDERAL- 130 families
NEWTON- 66 families
FOUR CORNERS - 92 families
AEL- 44 Families

SAFETY AND SECURITY:

All exterior doors have been checked and any issues in any buildings have been resolved.
All staff have received training on fire drills, shelter in place, and lockdown drills.
We have had some fire drills already in the schools.

The Greenfield Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, marital status, race, color, creed, sexual orientation, gender identity, national origin, disability, ancestry, genetic information or military service. The Greenfield Public Schools maintain a commitment to ensuring that the school community is free from discrimination in education and employment.

We are being vigilant about who is walking around our schools. We ask that everyone understands that only school staff should be on playgrounds and outside areas unless they have a purpose that the principal is aware of.
We are working to repair the middle school PA system. We have reviewed procedures to make sure everyone hears and understands announcements and protocols.
We are working on getting a strong cybersecurity training for staff and students.

Parent Square:

Parent square is going well. At this time 99.6% We will be putting more and more information on this platform.

Fair Parade:

I look forward to my first of many Franklin County Fair parade walks. I will join Greenfield Public School Administration, staff and students (along with dozens of entries) and participate in the Fair Parade from the Middle School parking lot to the Franklin County Fairgrounds on Thursday, September 10, 2026.

masc

Massachusetts Association of School Committees

One McKinley Square,
Boston MA, 02109
(617)523-8454
FAX: (617)702-4111
www.masc.org

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January 2026

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August 10, 2026

Stacey Sexton
74 High St,, Apt. 2
Greenfield, MA 01301

Dear Ms. Sexton:

On behalf of the MASC Board of Directors, I am writing to let you know that you have been selected to receive MASC's Division V All-State School Committee 2025 award. This honor recognizes your contributions to the Greenfield Public Schools, both through your commitment to the role of the school committee and through your advocacy and efforts on behalf of the highest quality educational opportunities for the children of the district.

The award will be presented at our **MASC Leadership/Life Member Awards Dinner on Friday, November 6** during the MASC/MASS 2026 Joint Conference. The Dinner is being held at the DoubleTree by Hilton Boston North Shore hotel in Danvers. The Board invites you and your designated guest to be our guests at this event.

I hope that your schedule will permit you to join us on November 6. Please fill out and return the enclosed form by October 16 to Jenifer Handy at the MASC office: One McKinley Square, Boston, 02109; or fax: 617-702-4111; or email: jhandy@masc.org.

I hope to see you in Danvers and extend the Board's congratulations on your achievement.

Sincerely,

Denise Hurst

Denise Hurst
MASC 2026 President

Cc: Carol Kruser, Superintendent, Greenfield Public Schools

Introduction

Every Greenfield superintendent has had their own priorities about communication. Some have focused on newsletter and emails but shied away from social media. Others have tried to embrace new platforms only to find that crisis communications had to be front and center. This plan endeavors to present a comprehensive and strategic approach that will meet audiences where they are.

The broad objective of this communications plan is two-fold: to increase the positive reception of the district and to position Greenfield as a school district and city that is constantly innovating and constantly improving. The people who already know this are very supportive. Those who are not are simply not as well-informed about the quality and goings-on at Greenfield Public Schools as they could be. The Central Office (Superintendent, Business Office, Facilities, etc.) can spearhead a communications initiative to share positive news with all audiences that matter and encourage more conversation around what is happening at all of the schools.

As a broad-based communications plan, it will be helpful to tie much of this back to the strategic plan and the benefits for doing this as it applies to the audience groups. The goal is to keep everyone informed and promote pride in and support the district.

In addition, this plan firms up Greenfield Public Schools as a brand. While the district logo (and high school logo it mirrors) is distinct and generally well-received, a logo or seal is not a brand. We will look to expand the brand to include thematic and mission identity for the district as a whole and the individual schools, both in general and through specific mediums such as the websites.

Clarity vs. Transparency

Public school communications are often evaluated on transparency. Is information available, honest, and accessible? But transparency alone doesn't guarantee families actually understand what's being communicated. And with privacy laws governing what can or cannot be shared, clarity can be more valuable and more important.

Transparency means the information exists and is accessible. These might be budget documents, board meeting minutes, policy updates, and the reasoning behind decisions.

Clarity, on the other hand, means that information, once available, is genuinely understandable to the people receiving it. Greenfield could be fully transparent and still fail at clarity if the information is buried in jargon, scattered across a confusing website, or written for school officials and staff rather than families.

This communication plan embraces clarity and answers the questions, can the average parent or community member actually understand this?

Greenfield needs both clarity AND transparency, where appropriate

Greenfield Public Schools can earn the trust of the community by pairing the two. When communicating, the schools should determine first what they can share, and second what they should share. And then, translate that information into plain language, and put it in the hands of the community via the right channels and formats that people will engage with.

In practice, this will mean that every major document or decision (i.e. budget, policy, board vote) will share both the full public record and a plain-language summary. Communications will be written for a general family audience first, and attachments and links added to provide deeper detail for those who want it. Success will be measured not just by "did we post it?" and “did people engage with it?” but by "did people understand and trust it?"

Objectives

1. Make District Communications Easier to Find and Understand

- Audit and simplify how families access essential info (calendars, enrollment, policies). Clarity will be a usability goal that goes beyond tone.
- Standardize templates for newsletters, principal emails, and district-wide announcements so families recognize and trust district communications
- Reduce educational jargon and write for a general audience, not for an education-insider one

2. Build a Consistent, Credible Social Media Presence

- Establish a regular posting cadence (e.g., 3–4x/week) across 1–2 core platforms rather than spreading thin
- Develop content pillars (ex: academics, arts, student spotlights, community/family info)

3. Elevate Academic Innovation and Accomplishments as a District Differentiator

- Identify 3–5 academic initiatives to feature regularly (e.g., through short video, teacher/student features, or a recurring "spotlight" series)
- Position Greenfield's programming as a recruitment and retention asset — for families choosing schools and for staff considering employment

4. Showcase Education as a Community Asset

- Promote performances, exhibitions, and student showcases to both school families and the broader Greenfield community

- Partner with local media and community organizations to extend reach beyond existing followers

5. Strengthen Two-Way Engagement

- Create feedback channels (surveys, comment moderation, Q&A sessions) so communication flows in both directions
- Develop content for intentional interaction

6. Build Internal Capacity and Consistency

- Train building-level staff (principals, teachers) on basic content contribution
- Create a content schedule so social, newsletters, and website updates to coordinate messaging

As the plan moves forward, broad goals should be kept in mind for each and every piece of communication that goes out:

- Communications should be consistent in both timing and messaging
- The audience should be kept well-informed about the district and students including school activities, accomplishments and successes, and its challenges
- Employees should be included in communications and in many cases should be the first to know. This has the benefit of helping them feel as respected as they are by the whole community.
- Focus and direction for messages/methods should be in support of the district's strategic priorities
- All communications, even those about challenges, should be positioned with care for students, staff, and the community, and pride in the district
- Strong, positive community engagement in decision making (voting and participation in school committee events), attendance and participation (athletic endeavors, volunteers, concerts, partnerships) should be encouraged

Target Audiences:

A. Current students and their parents
B. School staff and faculty
C. School committee
D. Local community members and organizations
E. Prospective students and their families (people looking to move to Greenfield)
F. Alumni

Tactics

A Greenfield Public School communications plan will create engaging content and share. In Broad strokes, this campaign should:

- On a weekly basis use social media and earned media placements
- Develop press releases created and distributed twice per month: 1 high school focused and 1 other (district, elementary, or middle school focused)
- Work with administration to publish robust monthly newsletters from the central office and a review of newsletters that are sent from schools to parents and the school committee. A similar newsletter (but modified for the audiences) can be sent to staff.
- Place posts through the website and then share them to appropriate social media.
- Create compelling video describing district initiatives, school programs, and other events

Content Development

Sources of content fall effectively into two buckets: school-directed and central-office/ communications-directed. School-directed content refers to content that may come from principals, teachers, library media specialists, the unified arts, and others and are often the overlooked stories, the day-to-day happenings in a classroom, and the school events that either are photographed or video captured by school staff or are pre-planned for a professional video production, depending on the timing and type of engagement.

School-directed content may also fall under the category of stories and news that principals share in newsletters. This kind of content can then be reshared in other mediums, particularly social media, and expanded on or repositioned for different audiences.

Central office-directed content is often newsletters, media releases, community reports, presentations, planned video, and photography. This kind of content is also commonly used in social media, but is also likely to be used with traditional news media distribution, websites, school committee meetings, and superintendent newsletters.

Below is a list of planned content:

Photography

Essential for all areas of communications, galleries of photography remain some of the most engaged with content with parents and community members. Photography can be used across mediums (online and print), is easily shared, and can be reused for graphic design, making it some of the most versatile content to produce.

- GPS stock photo library (schools, school grounds, non-specific classrooms and event photography)
- Events and accomplishments
- Administrative portraits (headshots)
- Create photography guidelines for administrators and teachers (in Brand and User Guides)

Video

Short form (under 60 seconds) and longer form video can be an effective method to communicate happenings and complex ideas to the community quickly in an engaging way. Some longer form video can be reduced to shorter versions for different platforms and goals, making them more consumable and engaging.

- Superintendent messages (regularly filmed, starting with intro to community)
- Program videos (i.e. Advanced Manufacturing pathway)
- Educational initiatives

- Infrastructure and Capital Projects
- Create video guidelines for administrators and teachers (in Brand and User Guides)

Press and media releases

Media releases provide a method to be very specific and thorough in explaining Greenfield news to traditional media and prominent officials.

- Recommend twice per month with distribution to news outlets, state representatives and senators, and local politicians with invitations to events as needed
- 1x about high school related news, 1x about elementary, middle, or central office

Social media posts/short content

Social media content will draw from all sources in this content section, including sharing school newsletters and stories from the newsletters. This might also include announcements from the central office and school committee, important dates (some of which may be used to create events), school menus, awards, etc.

We will also implement a social media awareness campaign to increase engagement and further develop the GPS brand.

Website content

The website content that exists was a port over by the website management company from the previous website, and it deserves to be looked at in detail. Missing content will need to be developed, including but not limited to:

- Administrative biographies
- School descriptions
- School introductions

Guidelines for other content and content optimization will also be developed.

Branding

Developing clear brand guidelines can create more unity in messaging. While the district has a strong logo and colors, they are used inconsistently districtwide. The plan includes creating:

- Style guide
- User guide
- District wide email signatures
- Graphic design as needed

Ongoing Platform Initiatives

Newsletters

Newsletters will remain a core tool to distribute information about the schools and the school district directly to parents. We will restore and refine the process previously used that resulted in consistent and timely newsletters going out from all schools and from the central office.

- Work with principals and superintendent to develop a layout and style in ParentSquare that is consistent from school to school and appropriate to grade level. This ensures continuity for parents as their children progress from elementary to middle to high school
- Edit for spelling, grammar, and style to maintain uniqueness to each school but also ensure professionalism across all communication
- Work with administration to develop content in addition to what principals wish to share about their schools
- Use principal supplied content to develop other content
- Expand newsletter calendar including, review and publish dates for full year, including potential event-driven “special editions” (ex. budget, testing, etc.)
- Work with administration to develop teacher and staff newsletters to keep them informed as well

Social media

Social media will utilize news and information from all sources, including newsletters, to populate social media. Newsletter stories can reinforce messages to parents and introduce other audiences to information that is relevant to the community at large. Photos and videos will also be used to create visually engaging content, with an effort to include at least three photos or graphics per post (subject to availability and relevancy).

- Social media posts and engagement (using content development and newsletter content) 3x-5x per week
- Social media optimization, including tagging community partners and research
- Social media monitoring

To improve engagement and awareness around GPS’s social media presence, this plan proposes an awareness campaign that takes into account repeated exposure to links, QR codes, tags, and more than can pull people to social media for immediate relevant information about GPS. This is especially necessary when you consider that GPS’s social media presence is, at most, two years old.

Elements of this plan include:

- A reminder to parents in back to school messaging to follow GPS on FB and other social media with direct links and, in print material, QR codes
- Repeated reminders and mentions in all newsletters
- Content exclusive to social media
- Updated district-wide email signatures that include links to social media accounts
- Physical signage to be reused at events
- Shared content from PTOs and other parent-centric organizations

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- Work with administration to develop content in addition to what principals wish to share about their schools
- Use principal supplied content to develop other content
- Expand newsletter calendar including, review and publish dates for full year, including potential event-driven “special editions” (ex. budget, testing, etc.)

Media releases

In order to foster good relations with news outlets, we will create and share press releases that are relevant to initiatives, events, budget calendars and processes, accomplishments, and other important news from Greenfield’s schools.

- 2x per month with photos
- Distributed to local news outlets, including print, radio, television, and podcasts as needed
- Distributed to local politicians, including city leaders, state representatives and senators
- Invitations to events to reporters and municipal and state leaders so they can attend and/or cover the story as they see fit

Website

The website should be the official source of information about Greenfield Public Schools, but there is a shortage of valuable information. In addition, new guidelines from the American Disabilities Act for public websites may change the way the GPS website communicates with the community at large.

ADA-focused website audit

As a first step, this plan will conduct an ADA-focused website audit with the aim of identifying areas that (a) need improvement and (b) are in violation of the new guidelines. In the past, websites that were identified as out of compliance by private groups became the target of lawsuits and it can be expected for that to happen again.

The results of this audit will identify content updates, changes, and fixes that must be made.

Page removal or edit list

As part of the audit, it can be expected that there will be outdated or unpopulated pages on the GPS websites. A list will be made for removal or editing.

Content optimization process

In addition to identifying ways the current content must be improved to bring it into alignment with the ADA, content also will need to be created and optimized for the various ways people find information, including using generative search engines (aka artificial intelligence). The following three areas will be looked at closely:

- AEO (Answer Engine Optimization)
- GEO (Generative Engine Optimization)
- SEO (Search Engine Optimization)

This plan will also develop a content needs list and a content guide for improving current and creating new content.

Crisis Communications

While no one wants to have to communicate about any crisis, big or small, it is an unfortunate part of any school communication effort. There are multiple levels of crisis, and as such, there are multiple levels of communication. The goal of this plan is not an attempt to address every eventuality in total, but to deliver guidelines and timelines for how information can and should go out every time.

This plan proposes to deliver:

- An internal flowchart of how communication happens in the face of a crisis
- An expectations document for parents that outline what communications they can expect for each general level of crisis (i.e. a shelter while learning vs a shelter in place), and how often they will receive that information (i.e. one email for a low level occurrence like a medical emergency that needs hallways to be clear vs multiple emails and outreach in face of a more serious situation)
- A similar expectations document for the school committee
- A similar expectations document for teachers and staff
- Templates that can be used as a starting point
- Ongoing support to administration to customize communications for each unique situation

These expectations documents will not be designed to be the defining way that communications will happen. They will be the basic expectations, including what GPS can and should share to create clear communication.

Marketing Editorial Calendar

This calendar to be filled in more after discussing events through the year. It currently reflects the core communications tools (press releases, newsletters, and surveys).

SEPTEMBER

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

OCTOBER

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

NOVEMBER

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

DECEMBER

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

JANUARY

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

FEBRUARY

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

MARCH

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

APRIL

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

MAY –

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

JUNE

Press release 1 -

Press release 2 -

Supt Monthly Newsletter – Parents/School Committee

Monthly Newsletter – Faculty and Staff

School newsletters - Parents/School Committee

GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
MINUTES: Wednesday August 12, 2026
Jon Zon Community Center, 35 Pleasant St. Greenfield, MA 01301

I. **Call to Order 6:38pm**

II. **Roll Call: If members appear online, roll call voting must be used.**

Present: Ann Childs (AC); Jeffrey Diteman (JD); Mayor Ginny DeSorgher (GD); Melodie Goodwin (MG); Melissa McKenzie-Webb (MW).

Also present: Superintendent Carol Kruser (CK); Business Manager Andy Paquette (AP).

Absent: Stacey Sexton (SS); Elizabeth de Neeve (ED).

III. **Public Comment:** Members of the public may speak for up to three minutes as recognized by the Chairperson per Chapter 49 -Hybrid Ordinance, members of the public attending virtually or in person may comment by raising their hand and stating their name and address or precinct.

Jake Toomey: Parent, former educator, administrator, and long time public school advocate. Kindergarten assignment appeal under policy JCA for familial consistency, community ties, and our household logistics. We reviewed the policy, identified exemption criterion, and provided relevant documentation. Our appeal was denied under both the former and current superintendents sighting strict commitment to attendance zones in the name of equity.

True equity across the elementary schools does not exist. Real disparities exist. Four Corners is the only school with free onsite before care. Dogmatically enforcing neighborhood zones while such structural inequities exist is administrative rigidity. These neighborhood zones are fundamentally illogical. Families off Lyden Road are carved up into three different elementary schools. Bus routes cross unnecessarily wasting resources and creating hurdles for families.

For nearly fifteen years I have advocated for a single, unified elementary school in Greenfield; or at the very least an elementary campus with lower and upper schooling. It is economically efficient, streamlines resources, and is the only long term solution to district-wide inequity. Our interim policy should reflect a bridge to that future. While we wait for a single school to become a reality, we should use this transitional period to stop the bleeding of students to out of district options by granting sensible flexibility to families who make a valid case. Rebuffing families with rigid boundary enforcement while a single school solution is on the horizon achieves the opposite of its goal. It pushes invested families out of the public schools.

Because our appeal was denied, we made the heavy choice to enroll our child out of district. I urge this committee to introduce flexibility into policy JCA.

IV. **Reports of the Administration**

A. **Business Manager:** See submitted materials.

1. **Budget Update**
2. **Budget Reports Review**

MG: What are the salary estimates for paraprofessionals as a placeholder? Also Curriculum Directors in two places; instruction at $144K, and district wide at $500K.

AP: Step 7, $22.34/hr. Actual compensation commiserates with qualifications determined at hiring. Other titles are DESE categorizations; $144 is curriculum title for Assistant Superintendent. The other is Special Education Director and Assistants.

MG: Under High School there is Business and Finance Contracted Services. I thought that should be under the district and not under the high school.

AP: There isn't a Business and Finance under high school for FY27.

MG: I will send an email if I find it again. Other district wide administrators $120K?

AP: 504 coordinator FY26, not FY27.

GD: It appears that we have to Negotiate every 10 years with Comcast. We spend about $6,500 GCET annually. What do we pay for Comcast?

AP: They are not a vendor. We do not pay them. Due diligence directs us to frequently find the best options.

GD: If it goes down do we back up to Comcast?

AP: They are not a vendor. If it goes down, we do not back up to Comcast.

MW: We do not. We use GCET only.

MG: The district pays for GCET. Do other departments or the city negotiate for GCET?

GD: No. I did not realize the schools were paying $6500/year. That is a lot of money.

AP: I am surprised that all departments do not pay for their internet.

B. Assistant Superintendent of Teaching and Learning Report

1. **Summer Eats:**
   - **a.** Title I program has been able to provide free books and pencils to those that attend the meal sites.
2. **Paul J. Andrews Executive Institute July 14-16, 2026.**
   - **a.** Both the Superintendent and Assistant Superintendent attended this Institute where educational leaders from all across the Commonwealth were able to come together for collaboration and engagement in professional development.
3. **Professional Development and Convocation**
   - **a.** Preparations are underway while finishing up the Extended School Year Program that ends on August 13, 2026.
4. **Kindergarten registration is still underway.**
   - **a.** Families can enroll their kindergarten student(s) at the Central Office now through August 17, 2026. After that, families can go directly to the home school and enroll.

MG: How many Kindergarten students are enrolled?

CK: There is still room. There are 80 students at this time.

MG: I support parents who want inter-district choice. There are multiple parents who are choosing to go elsewhere. If we don't get them in Kindergarten, we don't get them back. Policy should not cause us to say no when we have declining enrollment.

5. **Home School update:**
   a. Closing out files for those that have graduated and approving Individual Home Education Plans for those that will be homeschooling for the 2026-2027 school year

C. **Superintendent Report**
1. **Staffing updates:**
   a. Assistant Directors of Pupil Services and a new Helpdesk Administrator are the newest hires. The district is still looking for General and Special Education teachers along with Instructional Assistants, Building-based substitutes and district-wide substitute teachers. Anyone interested should visit SchoolSpring to apply

MW: How many staff are we looking for?

CK: We are still hiring. One or two Special Education teachers and we still need more IAs. I signed a lot today and we will close them out on the website.

GD: We are always still needing IAs. Do we hire any part time?

CK: No. The day is six hours as it is. We don't have any three hour positions.

MG: Have we cut any positions.

CK: Not since I have been here.

MG: Any student teachers?

CK: I signed one practicum.

2. **Administrative Retreat:**
   a. August 17-18, 2026 district administration will be meeting to go over an array of topics such as communication, procedures, safety and security. Day two of the retreat will focus on Crisis Prevention Intervention (CPI) training and restraint training.
3. **Shout Outs**
   a. To departments that have worked through the summer to ensure schools are ready such as our Information Technology Department, Custodial Department, Food Service Department, Transportation Department, Central Office staff, and Full-Year Administrative Assistants.

MW: Love the shout outs to each of these hard working departments. The food service workers are putting on the last dinner meal. I would like data on the other Summer Eats programs in the surrounding areas.

CK: It was extremely successful and very active and very well received.

MW: I heard one dinner had 177 people.

4. **Library Reading and Town Halls:**
   a. The Superintendent will be at the Greenfield Library on Saturday, August 15, 2026. Stop by and say "hi". She will also be setting up Town Hall meetings at all schools for faculty and staff and students to meet with her. Stay tuned.
5. **Fair Parade:**
   a. Thursday, September 10, 2026

V. **Consent Agenda**

GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
MINUTES: Wednesday August 12, 2026
Jon Zon Community Center, 35 Pleasant St. Greenfield, MA 01301

A. Vote to approve the minutes of July 8, 2026.
B. Second Read and Vote of Revised Policy IJNDB (Empowered Digital Use Policy).
C. Approve Administrative Family Engagement and Digital Communication Receptionist position description.
D. Approve School Handbooks.
1. **MG:** Remove B and D from consent agenda vote.
2. **MW:** Remove C.

GD moves to approve Item A, the minutes from July 8, 2026. MG seconds.

Vote: Motion passes unanimously by aye.

AC: Item B discussion.
MG: I would like technology removed from our schools. AI is just another level We don't know enough as educators about it to move forward. We have high school students who have not learned to write paragraphs or use of grammar and punctuation because of their dependence on technology. I would vote no and put paper, pencils, and books back in the hands of children and support students talking to each other.

GD moves Item B for the sake of discussion. AC seconds for the sake of discussion.

AC: I will be voting no. In the spring we had many students and people wanting to be involved in the research before we set policy. A better direction would be to allow more people to be involved for research and depth of understanding on this issue before setting policy.
GD: I am going to vote no because people asked for more knowledge about it. People want to know more about it.
JD: I would like to see an AI policy that foregrounds academic honesty and integrity and the importance of technology in achieving learning objectives. The framing here emphasizes the importance of everyone learning to use AI. I disagree with that message. The way this is framed prioritizes the importance of AI with academic honesty and integrity feeling secondary.

Vote: No: JD, AC, GD, MG. Abstain: MW. Motion fails to pass.

Item C:
AC moves to approve item C. GD seconds.

MW: I have questions about the job descriptions that I think would be better discussed in subcommittee.

CK: I wanted you to see the job description you approved. It is in the budget. It is not taking place of the communication plan, it's a support for that. I added to the job description to make sure that we are not asking to do things not in job description. Central office needs someone in the front for those who come in. We

need jobs that don't have a lot of idle time or boredom. Additions for digital work while there is a face for people entering to engage with, is to make sure that person has enough to do. This is line with our goals for improving communication. Make sure we aren't missing anything. This doesn't pull this role away from the front door, it's a way for adding extra duties and making sure they are busy.

GD: I am going to vote in favor of that. We have to update job descriptions all the time. We have to put down in writing what we are asking people to do.

Vote: Motion passes unanimously.

Item D
AC moves to approve School Handbooks. MW seconds.

JD: Academic Honesty and Integrity section has not been updated and has typos. It needs revision to reflect the current technological landscape. High School Principal's Welcome Back Address has not been proofread. Needs to be corrected before printing.
MG: I will vote no. When Handbooks were redone during pandemic. They haven't been looked at by a lawyer in a while. We should run them by a lawyer before approving.
CK: I understand they were looked at last year.
AC: Deadline for ready and distribution?
CK: By the beginning of the school year. Regarding academic integrity and honesty, I was under the impression that we were still working on that. The proofreading we can do.
AC: Can we do addendums later on or is it set in stone?
CK: Yes to addendums.
MW: IA completion would need to happen midyear also.
MG: Are the handbooks just online or are there printed versions handed to parents? Do we get signatures that they are read?
CK: We get signatures that they have been read.
MG: You can translate if it is online?
CK: Yes.
AC: I plan to vote yes with the understanding that it will be proofread and that the Academic Integrity section is yet to come after further discussion.

Vote: Motion passes with one abstention. GD abstains.

VI. School Committee Reports

A. Chair's Report

1. **Update on SC Summer Reads program.**
2. **Polling for a joint School Committee/Administration Training with Massachusetts Association of School Committees (MASC) to cover: Roles/Responsibilities, Working Together Effectively, Communications Best Practices.**
3. **Massachusetts Association of School Committees (MASC) Conference attendance – early bird ends September 5, 2026.**

AC: Chair Sexton asked that we come up with possible dates that we would be available for a three to four hour training on a weekend or weeknight outside of our regular meeting time in September or October.
MG: Don't we have to vote that we agree to do that?
AC: We do have a motion in New Business from ED that due to her absence will have to be moved to September. The purpose of discussing dates is in anticipation of a possible yes vote, we would have a very tight turnaround to discuss dates in September.
GD: The training is relevant to Rules and Responsibilities. I won't vote in favor of it. There are many additional obligations for our roles. I hear this from others as well as experience it myself..
JD: I will abstain from the vote. If the new motion passes I will be happy to discuss dates.
MG: I am voting no. I am otherwise engaged. We represent the citizens who vote for us. We should be asking questions that we think our constituents would want to know.
AC: The will of the members is to discuss dates if the motion passes but not before. The early bird rate ends September 5, 2026. If any members are planning to attend, please reach out to Chair Sexton.

B. Budget, Finance and Warrants Subcommittee Report See submitted materials.

1. -Vote to approve the Budget Calendar

AC moves MG seconds. Motion passes unanimous by Aye.

MG: Thank you for your hard work with color coding.
AC: Thank you in large part to former Member Martini for this.
GD: Think about any blurbs or summaries you want the city to print in the City Budget Book
MG: Does it have to go in the City Budget Book or can it be a separate document?
GD: When the City Budget Book goes out to everyone, for example FCTS has information about their services. It's an opportunity, the only time that some people will ever look at what the municipal budget is.
MG: Community Action had a nice budget and activities announcement in with the flyers in The Recorder that went to everybody's house. Because it had a beautiful cover, I sat down and read it from front to back. I was impressed with that document. It demonstrated how they were using their money. In South Hadley we sent something with water bills so that it went to everybody's house. Are you tied to it being part of the city budget book?
GD: It is part of the city budget book to have this kind of information. I think more information is good. It might be the only time someone gets to see it.
AC: It makes sense as part of building the school full budget book that we include an abbreviated digest.

C. Policy, Program, and School Committee Handbook Subcommittee Report See submitted materials

D. Community Engagement Subcommittee Report

MG: A community member joined. We want our community involved and to give them a voice. This community member suggested we host a Town Hall at the movie theater, high school students could supervise younger kids while watching a movie, while the parents engage the committee in discussions about the future. There are concerns about the future budget. What are the next steps? How do we save our programs? We also discussed that there seems to be a lot of subcommittees and a lot of meetings. We question whether Community Engagement (CE) should be a part of every committee and why CE was not charged with the conversation about Long Term Facilities Use. It feels like we are not dealing with the issues that we should be.

GD: I think we should look at the number of meetings as well. Our new superintendent is asked to precinct meetings, city council meetings, etc. in addition to these. City council also made a new subset with CE. Meetings involving schools, you want the superintendent there. We want to be at the school and student events. There are only so many hours in a day.

E. Long-Term Facilities Use Advisory Committee See submitted materials.

1. Vote to appoint Rose Skriloff to a staff position within the Advisory Committee

AC moves. MW seconds.

Vote: Motion passes unanimously by Aye.

2. MW: One more staff position is available. We meet the 1st and 4th Wednesday of the month, rotating for holidays.

3. MG: What is the purpose and goals of this committees?

MW: To be established with full membership.

MG: My number one concern is that we are burning out people and superintendents with meetings. The full committee should be discussing building a new school. It should not be going to a subcommittee. We make silos to keep people out with subcommittees because we don't respect their opinions. We need to learn to respect everybody's opinion. This should be brought up, maybe at every meeting and talked about if there are goals. You created a committee and you don't have a goal. I believe the goal is to get a new school built. We are being told what to do. I was suddenly told to go to the library and read to children but it wasn't discussed. There are certain members of this committee that are doing their own thing and leaving out other members of the committee. We all should have an equal voice. I definitely feel that at Budget and Finance. At CE we really said our piece. There are too many meetings and too many subcommittees. Other districts only have a policy subcommittee and a finance subcommittee. CE should be our number one priority as elected officials. We can't just do what we want. We are responsible for the oversight of kid's education. People are leaving and nobody is asking why. We need to pay attention to that. Exit interviews are not happening. We have people come to us and say what is happening and then we just ignore it. Our purpose as a committee is oversight and to make sure

our community has great schools. We didn't want to talk about reading. We don't want to talk about academics. We don't even know
MG: I am calling point of order. This is just my report. The committee is made up of members of the community. Our superintendent has been told they are able to attend if they choose to but are not required to attend.
AC: The committee charges to draft a long term facilities use plan. We assume this could mean a new school, it does not *necessarily* mean a new school. It could mean consolidating what we have. It is looking at those variables. We did vote on this committee.
MW: Anyone can show up and speak during public comment.
GD: 2039 would be the soonest for a new school. We should plan for what we are doing in the meantime.
MG: I have been an educator for 38 years. The school committee should not be making the recommendations. The superintendent should be the decider of closing schools. She will be in the buildings every day. Let her do her job. We support her by communicating with community and making it a positive energy around change instead of a negative. Greenfield has history of negative responses to change. By having conversations early, avoids negativity. By having conversations early, everybody having a voice, that is what CE is about. Another committee isn't what we need. We have a full time superintendent who can give us her opinion and we vote on that.
AC: We already did vote to have the advisory. You can make a motion for new business for our next meeting? Would you like to discuss subcommittees in general or just this subcommittee?
MG: There should be a motion to disband that committee because it is countless hours and a superintendent would need to be there. We also need to look at all the subcommittees and stop making committees for the sake of subcommittees and look at what we don't need. One superintended said "I am too busy taking care of the school committee to fix our schools." If she is at a meeting every single night I want a superintendent who can make sure our kids know how to read and making sure our teachers are doing what needs to be done. We are asking for oversight at a level...
AC: We don't need the discussion tonight. Submit your motions to Becky for the next meeting.

VII. New Business

A. Motion by Member de Neeve that the Greenfield School Committee undergo a training on roles and responsibilities by MASC.

Member ED is absent.

AC moves to postpone this motion to September. JD seconds. Motion passes unanimously by Aye.

VIII. Old Business

A. Legal compliance Review Findings

MG: I thought we asked to see the quotes.

AP: No this was to have them review the process. We just needed to tighten up our quote tracking.
MG: I think if we bring it to these meetings they will become part of the minutes and be searchable by constituents that way also. I want to be responsible to taxpayers. If quotes could come to our meetings then they will be a part of this record as well.

AC moves to charge the Budget and Finance Committee to do deeper look at standardization to bring quotes to school committee meeting for public documentation. MG seconds

AP: I have a quote ledger format and can bring that to these meetings.

AC withdraws the motion with the understanding that the business manager will include the quote ledger as part of the business manager reports. MG agrees to withdraw the second.

IX. Vote to enter into Executive Session: Pursuant to M.G.L. c. 30A, § 21 (a) (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The committee will not return to Open Session.

AC Moves. MW seconds. Motion passes unanimously by roll call.

X. Adjournment

Meeting adjourned at 8:13pm

Respectfully Submitted,
Nan Sibley
Administrative Assistant

IJNDB Policy Change

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 including Artificial Intelligence (AI). 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, implement and provide 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, platforms and networks shall be used in school for educational purposes and activities.
- Artificial Intelligence (AI) may be used in school for educational purposes, as specifically permitted and/or restricted pursuant to administrative guidelines.
- Any 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, Artificial Intelligence (AI), and other forms of digital media creation.
- Users shall give acknowledgement to others for their ideas and work, including but not limited to Artificial Intelligence (AI), and other forms of digital media creation.
- 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 literacy / citizenship, and ethical use of technology

GPS AI Procedures

Guidelines for Implementing
Greenfield Public Schools (GPS) Policies
Related to Artificial Intelligence (AI)

These guidelines have been developed to inform the use of GenerativeAI (genAI) systems by staff and students in the Greenfield Public Schools. It addresses concerns of data privacy, terms of service, and academic honesty.

Purpose

The mission of Greenfield Public Schools, in line with DESE's educational vision, is to ensure that students' education prepares them to "live meaningful and productive lives, and to fully engage in work, in civic life, and in personal and intellectual growth." Substantial support from academic studies point to generative AI (genAI) as a key technology that is becoming increasingly present in many of our social, political, and economic lives, and that all people will benefit from having fluency in genAI concepts and use. Learning to be a skilled and ethical user of genAI is part of the preparation that students need for the future, and a component of becoming a digitally literate citizen, as described in the commonwealth's digital literacy and computer science curriculum frameworks.

Therefore, the purpose of this policy is to support the wise and appropriate use of genAI in the context of teaching and learning to help strengthen students' skill with technology, aid critical learning and creative thinking, and help develop students' ability to ethically engage with the digital world.

The purpose of adopting this generative artificial intelligence policy is to provide a broad guiding framework for responsible, ethical, and creative use of genAI in our school district by teachers and students. It is not a comprehensive policy to govern all possible uses of genAI by all people in the district.

What is Generative AI?

Generative AI systems like Gemini accept user prompts to generate responses from a vast database of information. Other examples include Google Gemini and Microsoft Copilot. These products differ from a search engine in that they do not simply return links to information from other sources, but rather they generate unique responses to user inquiries informed by a wide variety of sources in its database. Generative AI systems are also integrated into EdTech products such as Grammarly, Canva, Google, and many others.

Guiding Principles for AI Use in Greenfield Public Schools

- **Focus on Human Interaction -** The human element is paramount for the effective interpretation and application of AI-generated content. Generative AI systems are not replacements for human interaction; they are tools. Please exercise caution when using AI to verify facts. Always cross-reference AI-generated information with established best practices and expert knowledge within your specific field or use case.

- **Teaching AI - Improving Teaching and Learning Experiences** - AI has the ability to improve efficiency, assist in productivity, and enhance the learning experience.

- **Teaching about AI** - Artificial intelligence is embedded in the technology and applications we use constantly. To navigate this evolving landscape effectively, both staff and students need to develop AI literacy. Greenfield Public Schools defines AI Literacy as the collection of skills and knowledge that a person needs to understand, use, and critically evaluate artificial intelligence.

A person who is AI literate:

- Has the ability to use AI tools to function effectively in modern society,
- Understands AI impacts and makes informed decisions,
- Can leverage AI to achieve his/her/their goals
- Can develop their knowledge and career potential without necessarily understanding the technical details of how AI systems are constructed, and
- Understands basic functionality of AI in order to identify misinformation, potential bias, and evaluate information produced by AI for accuracy and reliability.

- **Protecting Data Privacy and Online Safety** - Many AI tools, particularly those not built for educational settings, lack data privacy agreements with Greenfield Public Schools. District approved platforms have fully executed privacy agreements and all users should always proceed with caution when dealing with Personally Identifiable Information (PII) and any AI tools or platforms. This isn't just best practice for school-related information, but also for your personal use of AI. Furthermore, please be aware that AI tools can generate inaccurate, biased, or inappropriate content for students and the educational environment. Therefore, thoughtful guidance and informed use of AI are essential.

- **Promoting Transparency** - When is it appropriate to use AI as an educator, an administrator, or a student, and in what ways? This is a societal question that our school communities must also address. Educators, in particular, should both model appropriate AI usage in their own work, acknowledge appropriately when AI is used, and set clear expectations for student use of AI tools.

Terms

Generative AI (genAI)

Generative AI (genAI) refers to machine learning models that are trained on vast data sets and are intended to create new, similar data. They can be used to generate text, images, code, video, audio and other forms of content. GenAI can come in the form of stand-alone tools such as Canva, Gemini and NotebookLM, or as a component part of another piece of software, such as the image generator in Canva or the “help me write” extension in Chrome.

genAI Literacy

Greenfield Public Schools understand genAI fluency as the culmination of skills, mindsets, and knowledge that a person needs if they are to use and/or engage critically with genAI. Components of genAI fluency include:

- Understanding of the basic underlying technical functions that make genAI work, and therefore what it can do well and not well
- Recognition of a range of ethical domains that are relevant to genAI, including (but not limited to) the possibility of bias, data privacy and safety issues, and environmental concerns.
- Awareness of information quality concerns such as unintentional AI “hallucinations” and the possibility of disinformation.
- Ability to discern when genAI is an appropriate tool for a given task, and when it is not.
- Ability to use genAI tools wisely, appropriately, and effectively through prompt engineering strategies.

Protected Health Information

Any information in the medical record or designated record set that can be used to identify an individual and that was created, used, or disclosed in the course of providing a health care service such as diagnosis or treatment.

Personally Identifiable Information (PII)

Any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.

GPS AI Staff Use

Generative AI Use by GPS Staff

Staff are encouraged to explore Generative AI systems for themselves, and to teach their students about such systems, including the uses of, limitations of, and legal and ethical issues associated with such systems. These tools can assist teachers in their work, and an understanding of these systems is crucial to supporting students as they learn to work in an evolving social and technology environment.

The following guidelines apply to staff when using Generative AI systems:

Professional Judgement and Expertise

- Staff are expected to use their professional training and apply their content expertise at all times.
- Staff are expected to learn about AI before using AI in their work. This includes but is not limited to:
    - Limitations and benefits of AI
    - Research on learning impacts of the use of AI by students
    - Ethical considerations such as bias in AI models, intellectual property right challenges, academic honesty, and environmental impacts.
- Staff are expected to check all Generated AI content for accuracy, for bias, and for appropriateness before using the content in the classroom or in their work.
- Staff are expected to know the “Generative AI Use by GPS Students” guidelines listed below.
- Staff are expected to consider questions of equity and access when creating assignments for students that may involve student use of AI.

Transparency

- Staff are expected to provide clear expectations to students on the use of AI for assignments and learning in the class in writing.
- Staff are expected to respect the same academic honesty policies as those we expect students to adhere to. As such, where appropriate and in an appropriate manner, staff should indicate if content has been generated by AI systems. Below are examples of statements you can use when incorporating AI into your materials and guides from MLA and APA on how to cite work information generated by AI systems.
    - Sample statements to you use on documents modified / incorporating AI content:

        “[Canva], a generative AI tool, was used to provide editorial suggestions and refine content on this document. All AI-generated content has been reviewed, edited, and approved by the human author(s). The use of AI in this process was intended to enhance efficiency and clarity while maintaining the integrity and originality of the human-led work.”

        “[Gemini], a generative AI tool, was used to refine the ideas in this document. All AI-generated content has been reviewed, edited, and approved by human author(s).”

"[NotebookLM], a generative AI tool, was used to create some of the content on this quiz. All AI-generated content was reviewed, edited and approved by teacher(s)."

- Citation Guides
  - *MLA Guide to Generative AI Citations*
  - *APA Guide to Generative AI Citations*

Data Protection

- The Greenfield Public Schools is making efforts to ensure personally identifiable data is kept private proactively. GPS manages and controls access to Google Data by third party platforms for all gpsk12.org accounts.
- Only Generative AI tools accessible through gpsk12.org accounts such as Canva, Gemini, and NotebookLM can be used by staff so long as personally identifiable information is not shared with the system. All gpsk12.org users are expected to follow basic guidelines when interacting with AI or genAI, including but not limited to:
  - Do NOT use student names, ID numbers, or other identifiers.
  - Do NOT share or paste text into such systems that include student or staff personally identifiable information.
  - Do NOT share sensitive data such as social security numbers, grades, medical information, or discipline information with Generative AI systems.

Staff Resources

- Artificial Intelligence (AI) in K12 Schools - MA Office of Educational Technology (EdTech) check out the section on "Related Resources and Publications" for links on using AI in schools.
- AI Literacy for Educators - this is a short "course" on AI literacy for teachers providing fundamental concepts and principles to guide AI use / AI teaching.
- AI Assessment Scale - a graphic meant to illustrate for staff AND students different degrees/uses of AI for a course or a particular assignment.
- AI For Education Downloadable Resources includes downloadable PDF files that can be used to guide educator and student use of AI tools.
- AI Starter Kit for Teachers | Tech & Learning
- Stoplight Model for Guiding Student AI Use on Assignments; The Traffic Light Protocol: A Simple Way to Manage the AI Classroom - this method provides a clear way to indicate for students when and what kinds of AI use are appropriate for a given assignment.
- AI Literacy for Massachusetts Educators FACILITATION & DISCUSSION GUIDE

GPS AI Student Use

Generative AI Use by GPS Students

Learning involves doing, thinking and grappling with content. GPS recognizes that AI can be a powerful tool to enhance learning and teachers may find opportunities both to teach students about AI and to have students use AI in learning. On the other hand, using an AI tool without teacher permission can fundamentally impact learning goals in a way that is detrimental to learning or is in violation of academic honesty. Work produced by a student is expected to be the student's own work.

Follow your Teacher's Expectations

- Students are expected to follow expectations set by their teacher on the use of AI tools for every assignment.
- Before using AI students are expected to seek clarification if teacher expectations are unclear.
- Students should only use the tools a teacher directs students to use.

Academic Honesty and Plagiarism

- All work submitted by a student is bound by academic honesty and plagiarism standards.
- Students submitting work generated by AI, unless following teacher guidance allowing specific uses of AI, will be subject to disciplinary action according to each school's student/family handbook.
- District practices will follow MLA guidelines for citing generative AI. These guidelines apply to all students when using AI. The guidelines include the following:
    - All work utilizing AI shall include an "AI Usage Section" which lists specific prompts used and describes which AI suggestions are accepted or rejected following the MVP framework.
        - M = Meaning
            - Is the AI output relevant and accurate in its interpretation of the prompt? This focuses on whether the content makes sense and meets the defined purpose of the task.
        - V= Veracity
            - This refers to the truthfulness, accuracy, and reliability of the information provided by the AI. It involves examining the output for hallucinations, factual errors, or biases.
        - P= Perspective
            - This involves understanding that AI models may have limited ways of interpretation and that outputs should be examined for fairness and alternative viewpoints.
    - Cite a generative AI tool whenever a person uses it to paraphrase, quote, or incorporate into their own work any content (whether text, image, data, or other) that was created by AI.

Online Responsible Use Best Practices

- **Protect your Data:** When using any online tool, including AI, be cautious with what you share. Avoid sharing personal information except when necessary and only after understanding a tool's privacy policy (ie., how is the data you enter into the system used by the system, is the system "selling" your data to other parties, etc.)
- **Value Human Interaction and Expertise:** AI tools are not a replacement for human interaction; if you need help, find a trusted adult.

- **Develop AI Literacy:** Understand the limitations and appropriate use cases of AI; evaluate AI content for bias and factual accuracy; understand how AI systems process data and produce results; think critically about ethical issues such as how AI systems are trained, what the systems do with user data, and environmental impacts.

District Accessible Resources

- NotebookLM–Google's NotebookLM is an AI-powered research and writing tool designed to act as a "thinking partner." It helps users organize, analyze, and generate insights from their own uploaded materials—such as PDFs, Google Docs, YouTube videos, and notes—by grounding responses directly in those sources rather than relying on the general web. NotebookLM can also create study supports like summaries, FAQs, mind maps, and quizzes, and is built with strong privacy protections, ensuring user data is not used for model training unless explicitly shared.

- Canva Ai–Canva AI is a suite of artificial intelligence tools integrated into the Canva platform, designed to help users brainstorm, create, and edit designs, text, and videos faster using simple text prompts or reference images, all under the umbrella of its "Magic Studio"

Dear School Committee,

It is with great excitement that I write to you for the approval of the first Annual Eighth Grade Trip to Washington, DC! An 8th-grade field trip to Washington, DC can bridge the gap between what is taught in the classroom with real-world applications. This trip aligns directly with the state education mandates and crucial adolescent development milestones. This trip is highly beneficial and, this year, we want excitement to grow for the first of many years of learning and growing for the multiple opportunities the Washington, DC trip can provide.

Alignment with MA Civics Frameworks

- **Direct Curriculum Connection:** The MA History and Social Studies Framework mandates a full year of Grade 8 Civics. Visiting DC can make abstract concepts real by having students experience the actual, historic sites.
- **Branches of Government:** Standing before the U.S. Capitol, the White House, and the Supreme Court solidifies student understanding of the legislative, executive, and judicial branches.
- **Foundational Documents:** Seeing the original Constitution, Bill of Rights, the Declaration of Independence, and more at the National Archives reinforces classroom lessons on founding principles and civil liberties.
- **Historical Context:** Monuments like the Lincoln, MLK, and FDR memorials directly support frameworks regarding civil rights, leadership, and systemic change.

Social-Emotional & Life Skills

- **Independence and Autonomy:** For many 8th graders, this is their first extended overnight trip without family/guardian(s). They learn to manage their time, money, and personal belongings.
- **Peer Bonding and Community:** Shared travel experiences break down classroom social barriers, fostering empathy and stronger relationships among a diverse student body.
- **Adaptability and Problem Solving:** Navigating a new city, managing schedules, and sharing living spaces build resilience and collaborative skills

8th Grade Washington, DC Itinerery

Day 1: Greenfield to D.C. via the Statue of Liberty

- **6:00 AM – 10:00 AM:** Drive from Greenfield, MA to Jersey City, NJ (~4 hours).
- **10:30 AM – 1:30 PM:** Board the Statue City Cruises boat from Liberty State Park to visit the Statue of Liberty. Eat bagged-school lunch.
- **1:45 PM – 6:00 PM:** Drive from Jersey City to Washington, DC (~4 hours). Check into hotel and eat dinner.
- **7:30 PM – 9:30 PM:** Illuminated Night Tour. Walk the National Mall to see the Lincoln Memorial, World War II Memorial, and Vietnam Veterans Memorial glowing at night.

Day 2: Historic Icons and Museums

- **7:00 AM – 8:15 AM**: Wake up and Breakfast at hotel
- **9:00 AM – 11:00 AM:** National Archives. View the original Declaration of Independence, Constitution, and Bill of Rights.
- **11:15 AM – 1:15 PM:** Ford's Theatre. Tour the historic theatre and the museum detailing Lincoln's assassination and legacy.
- **1:30 PM – 4:30 PM:** The Smithsonian Museums. Walk down to the National Mall. Spend the afternoon exploring the Smithsonian cluster (e.g., National Air and Space Museum or National Museum of American History). Eat lunch upon arrival.
- **5:00 PM – 6:00 PM:**
- **6:30 - 9:30 PM**: Dinner at the Hard Rock Cafe and Swimming at hotel.

Day 3: Museums and Arlington

- **7:00 AM – 8:15 AM**: Wake up and Breakfast at hotel
- **9:00 AM – 11:30 AM:** United States Holocaust Memorial Museum. Explore the permanent exhibition.
- **11:30 AM --12:30 PM**: Eat lunch and debrief experience.
- **1:15 PM – 2:45 PM:** National Museum of African American History and Culture.
- **3:15 PM – 5:30 PM:** Arlington National Cemetery. Witness the Changing of the Guard at the Tomb of the Unknown Soldier and visit the Kennedy gravesites.
- **7:00 PM - 9:30 PM**: Dinner at Medieval Times and Swimming at hotel.

Day 4: Zoo, The Liberty Bell, and Home

- **7:00 AM – 8:15 AM**: Wake up and Breakfast at hotel
- **9:00 AM – 10:45 AM:** Smithsonian National Zoo.

- **10:45 AM – 2:30 PM:** Drive from D.C. to Philadelphia, PA (~3 hours). Lunch at rest stop.
- **2:30 PM – 3:45 PM:** The Liberty Bell Center. View the historic bell and explore the surrounding Independence National Historical Park.
- **3:45 PM – 9:15 PM:** Drive from Philadelphia back to Greenfield, MA (~5.5 hours). Dinner at Golden Corral.

Hotel: Embassy Suites Hotel at the Chevy Chase Pavilion, Washington, DC
Bus Company: Travel Kuz: 2 KUZ Coaches

8th Grade Washington DC Trip

Monday June 14 – Thursday June 17, 2027

● FINANCIAL COMMITMENT-PAYMENT METHOD

I/We acknowledge that I am fully responsible for all the payments for the Washington DC Trip and understand that these are non-refundable payments.

Payments are due by:

October 9:	$150.00 (Deposit)
November 13:	$150.00
December 18:	$150.00
March 12:	$150.00

Total: $600.00

*Please note: Monthly payments are NOT including credits that your child may have raised for various fundraising efforts. These credits will be applied to your child's account BEFORE the final payment is due.

Student name:_____

Signature of Student:_____

Signature of Parent/Guardian:_____

Please return with first payment by October 9th

Greenfield Public Schools

Job Description

Title: **Director of Health and Wellness Services**

To design, direct, and evaluate a comprehensive district-wide health and wellness program. This administrator compliance with Massachusetts public health laws, establishes unified medical and behavioral health protocols, and provides administrative and clinical leadership to both school nursing and school-based mental health staff (counselors, social workers, and psychologists) to support the holistic physical, social, emotional, and academic success of all students.

Duties:

- Recruit hire, supervise and evaluate school nurses
- Cover building needs when shortages of nursing staff occur.
- Oversee the district's Medication Administration Program and maintain the district's Massachusetts Controlled Substances Registration.
- Direct district compliance with Massachusetts General Laws (M.G.L> c.71, 57) regarding mandatory screenings (vision, hearing, postural, and DPH immunization requirements.
- Collaborate with the District School Physician to develop, review, and issue clinical guidelines, standing orders, and emergency medication protocols.
- Oversee medical accommodations, including individualized Healthcare Plans (IHPs), section 504 accommodation plans, and health components of Individualized Education Programs (IEPs).
- Facilitate collaborative, cross-functional clinical teams (nursing and mental health) at each school to ensure seamless care coordination for high-acuity students
- Coordinate mandatory professional development, including DESE/DPH nursing orientations, evidence-based mental health methodologies (e.g., CBT, DBT, Trauma-Informed Care), and state-mandated suicide prevention training (M.G.L. c. 71, § 95).
- Monitor and document district-wide crisis response procedures, standardizing protocols for risk assessments (suicidal/homicidal ideation), safety planning and re-entry after hospitalization.
- Oversee the implementation of the Medical and Behavioral Health Emergency Response Plan.
- Serve as a district lead with local Community Behavioral Health Centers, crisis teams and other providers.
- Manage the implementation of SBIRT (Screening, Brief Intervention, and Referral to Treatment) and other mandates from Massachusetts state guidelines.
- Support the implementation of the District's Restorative Practices Implementation Plan
- Oversee and assist with summer school nursing coverage and concerns
- Oversee medical compliance and procedures on all field trips

draft

- Other duties assigned by the Superintendent

Qualifications:

- **Education:**
  - Bachelor of Science in Nursing (BSN) AND a Master's degree in Nursing, Public Health, Healthcare Administration, Counseling, Social Work, or Educational Leadership.
- **Licensure & Certifications (Massachusetts Specific):**
  - Valid license to practice as a Registered Nurse (RN) in the Commonwealth of Massachusetts.
  - Valid DESE Professional Support Personnel license as a School Nurse or School Nurse Director.
- **Experience:**
  - Minimum of 5 years of successful clinical experience (combination of pediatric nursing, school health, or school behavioral health counseling).
  - Minimum of 3 years of progressive supervisory, administrative, or program management experience in a K-12 public educational setting.

Reports to:

Superintendent or designee

Evaluated by:

Superintendent or designee

Work Year: 12-month position: Monday to Friday, 7:30 AM -4:00 PM

Salary Range: $105,00- $115,00

draft

ACL: PROTECT ACT Policy

Interacting with Law Enforcement Officers Engaged in Civil Law Enforcement

In Greenfield Public Schools, we recognize the importance of all students being known and valued, and promote a safe, inclusive, and welcoming learning environment for all students. All of our students have a right to a free public education regardless of race, color, sex, gender identity, religion, national origin, immigration or citizenship status, disability, or sexual orientation.

On August 5, 2026, Governor Maura Healey signed into law the PROTECT Act. It is now the law in Massachusetts that, except as required by state or federal law or as required for the Commonwealth or its subdivisions to administer a state or federally supported or funded program, civil arrests for civil law enforcement, including federal immigration enforcement, are not allowed on school grounds during school hours, student drop off and pick up windows, before- and after-school programming and school-sponsored events without a Judicial Warrant or Judicial Order.

The Superintendent shall immediately implement PROTECT Act procedures consistent with the Model Procedures attached to this Model Policy and the Guidance for K-12 Schools Related to Interacting with Civil Law Enforcement issued by the Governor's Office, the Executive Office of Education and the Department of Elementary and Secondary Education on August 21, 2026. The procedures will promote schools that are safe and accessible for students, staff and residents.

The procedures shall be implemented, wherever applicable, in alignment with District Emergency Operations Plans and the Medical and Behavioral Health Emergency Response Plans.

The procedures shall include:

1. Procedures for identifying and designating a senior administrator at each district superintendent's office or executive director's office, as the case may be, to serve as the individual responsible for having primary contact with law enforcement agents engaged in civil law enforcement for the school system and the central point of contact for schools on interactions with civil law enforcement;
2. Procedures for identifying and designating a senior administrator at each school to serve as the individuals responsible for having primary contact with law enforcement agents engaged in civil law enforcement who arrive on site at the school or request information about students, employees, or other persons affiliated with the school;
3. Procedures for a designated authorized person at the school and the District's Superintendent's Office or Administrative office, who will contact the school's legal counsel when necessary;
4. Procedures for contacting the senior administrator at the school and the district superintendent/executive director's office in the event law enforcement agents engaged

in civil law enforcement arrive on school grounds or request information about students, employees, or other persons affiliated with the school;

5. Procedures for documenting all interactions with law enforcement agents engaged in civil law enforcement while on school grounds;
6. Procedures for notifying a student's parents or guardian or the student directly if the student is 18 years or older or emancipated, if a law enforcement agent engaged in civil law enforcement requests access to a student or student's information for any civil law enforcement purpose;
7. Procedures following the confirmation of law enforcement agents engaged in civil law enforcement on school grounds, including notifying parents and guardians, teachers, administrators, and school personnel;
8. Procedures to confirm and update students' emergency contacts, with allowance for more than one person to be listed, and alternative caregiver plans; and
9. A plan to share these procedures with students and families including through the use of the school district's website.

Once adopted by the Greenfield Public Schools, School Committee, this policy and the accompanying procedures shall constitute the written emergency response plan required by the Act.

CROSS REFS.: EBC, EMERGENCY PLANS
ECA, BUILDINGS AND GROUNDS SECURITY
ECAF, SECURITY CAMERAS IN SCHOOLS
JIH, SEARCHES AND INTERROGATIONS
JRA, STUDENT RECORDS
KI, VISITORS TO THE SCHOOLS
KLG, RELATIONS WITH POLICE AUTHORITIES

LEGAL REFS.: PROTECT Act, August 2026

SOURCE: MASC adapted from Massachusetts Department of Elementary and Secondary Education -August 2026

Approved on: [date]

Procedures for Interacting with Civil Law Enforcement

On August 5, 2026, Governor Maura Healey signed into law the PROTECT Act. Stat. 2026, c. 163, §§ 1–24 (Act). It is now the law in Massachusetts that, except as required by state or federal law or as required for the Commonwealth or its subdivisions to administer a state or federally supported or funded program, civil arrests, including for federal immigration enforcement, are not allowed in the following nonpublic areas: school grounds during operating hours (defined below) without a Judicial Warrant or Judicial Order.

As required by the Act, these procedures outline a process for employees to follow when interacting with law enforcement officers engaged in civil law enforcement. The procedures promote schools that are safe and accessible for students, staff, and residents. The procedures should apply equally to all forms of law enforcement and should be focused on maintaining student safety.

The procedures shall be implemented, wherever applicable, in alignment with District Emergency Operations Plans, as well as with Medical and Behavioral Health Emergency Response Plans.

Definitions for the Model Procedures

These Procedures use the following words and phrases consistent with the PROTECT Act:

- **Civil Arrest:** means an arrest that is not for the purpose of preparing the person subject to such arrest for criminal prosecution for an alleged violation of a state or federal criminal law. Civil arrests may be authorized by, among other things: (1) a parole warrant issued under G.L. c. 127, § 149A, or a probation warrant issued under G.L. c. 279, § 3; (2) state law permitting protective custody for incapacitated and intoxicated persons, G.L. c. 111B § 8, or (3) an administrative warrant issued by a federal agency like the United States Immigration and Customs Enforcement (ICE) agency for violations of the federal Immigration and Nationality Act, or related civil immigration enforcement efforts.

- **Civil law enforcement:** means efforts to investigate, enforce or assist in the investigation or enforcement of state or federal civil law, including, but not limited to, any federal civil immigration law. For added context, civil law enforcement often relates to preventative detention for an individual's safety or security, enforcement of civil actions in court, or immigration law enforcement. In contrast, criminal law enforcement involves the investigation and enforcement of state or federal criminal laws (like those outlawing theft and assault). Note that law enforcement officers (defined below) can engage in civil law enforcement and/or criminal law enforcement.

- **Judicial Warrant or Judicial Order**: refers to an arrest warrant or other judicial order, signed by a judge or magistrate sitting in the judicial branch of a local or state government or of the federal government, authorizing an arrest.

- **Law enforcement officer or officer**: means any agent or officer of a federal, state, county, municipal, or district law enforcement agency, including but not limited to local police departments, sheriffs, constables, the Massachusetts State Police, the United States Immigration and Customs Enforcement (ICE) agency, the United States Custom and Border Protection (CBP) agency, and the United States Department of Homeland Security (DHS).

- **Operating hours:** means regular school hours, student drop off and pick up windows, before-school and after-school programming, and school-sponsored events.

- **School:** means a school administered by the school department of a city, town or regional school district; a county agricultural school; an independent vocational school or a vocational school operated by a county; a Commonwealth charter school or a Horace Mann charter school established under G.L. c. 71, § 89 ("charter school"); a special day school or other day facility or a short or long term residential school providing educational programs for children with disabilities established pursuant to chapter 71B and in accordance with chapter 766 of the acts of 1972; or a school operated by an education collaborative established under G.L. c. 40, § 4E ("collaborative school").

- **School district:** means the school department of a city or town, a regional school district, an independent vocational school or a vocational school or agricultural school operated by a county.

- **School grounds:** means the main school building(s) and any other building or property owned or controlled by a school or school district and used by the school in direct support of or in a manner related to the school's educational or athletic purpose. This includes playgrounds, fields, parking lots, recreation areas, athletic fields, courts, competition areas and other locations owned or controlled and used for school-related purposes, whether or not physically connected to the main school building(s). During operating hours, as defined above, school grounds are nonpublic.

1. Interactions with Law Enforcement Officers Engaged in Civil Law Enforcement

Civil arrests are not permitted on school grounds during operating hours unless Law Enforcement Officers (Officers) have a valid Judicial Warrant or Judicial Order. For purposes of these procedures, school grounds are defined above.

General Procedures for District/School Staff Interacting with Law Enforcement Officers Engaged in Civil Law Enforcement

1. Staff should remain calm and professional when encountering Officers conducting civil law enforcement and should use the language outlined in these procedures.
2. Staff should never attempt to physically interfere with Officers conducting civil law enforcement activities, nor should they feel compelled to approach an Officer or engage with them first.
3. If employees and staff feel unsafe engaging with Officers, they can decline to interact with them and instead rely on administrators, as described below.

Designated Senior Administrators to Serve as Contact Persons

The Superintendent has identified the following senior administrator from the Superintendent office as the designated district-level contact person for any situation in which Officers are engaged in civil law enforcement on school grounds.

District-level contact:

Carol M. Kruser
Superintendent
413-834-5895

Back up contact:
Stephen Sullivan
Assistant Superintendent of Teaching and Learning
413-834-9328

The Superintendent in coordination with each school, has identified the following senior administrator(s) from the Principal's Office as the designated school-level contact person at each school for any situation in which Officers are engaged in civil law enforcement on school grounds.

Academy of Early Learning
Principal Jill Taglia 413-834-9039

Newton Elementary School
Principal Kristen Heath 413-834-9275

Federal Elementary School
Principal Kelly Halpin 413-834-9236

Four Corners Elementary School
Principal David Potter 413-834-8013

Greenfield Middle School
Principal Michelle Fenimore 413-834-8575

Back up contact (GMS):
Associate Principal Alan Gates 413-834-7818

Greenfield High School

Principal Mike Browning 413-834-9337

Back up Contact (s) (GHS):
Associate Principal Robin Warner 413-834-9308
Associate Principal Ray Dandurand 413-834-2774

Escalation Protocol

- If Officers arrive on site and there are no apparent exigent (emergency) circumstances, staff should inform the Officers that the staff will contact an administrator to assist them and that the Officers should wait where they are (ideally outside, away from students and families).
- When staff encounter or become aware of Officers engaged in civil law enforcement on school grounds, they should immediately notify the school-level contact person.
- Once notified, the school-level contact person should immediately notify the district-level contact person and go to the location where the Officers are waiting.
- The district-level contact person will call the district's counsel for advice or instruct the school-level contact person to call the district's attorney. If possible, the district level contact person AND the school level contact person will call the district's attorney together.
- The school-level contact person will ask the Officers for their identification, and record their names, agencies, and badge numbers.
- The school-level contact person will ask to view any warrant or other documentation. The school-level contact person and the district level contact person—with assistance from the district's counsel, if available, and/should review the documents to determine whether the Officers have a valid Judicial Warrant or Judicial Order. *See* Review of Warrant, below.
- If the Officers have a valid Judicial Warrant or Judicial Order authorizing an arrest or entry to search or both, the school-level contact person will inform the Officers that they may enter the school grounds; however, they will request that where feasible, the Officers avoid any areas where students are present.
- If the Officers do not have a valid Judicial Warrant or Judicial Order, or they only have an administrative warrant, the school-level contact person will inform the Officers that they are not authorized to conduct an arrest on school grounds and ask them to leave.
- If the Officers proceed to conduct a civil arrest in these areas in violation of the PROTECT Act, no one should attempt to physically interfere with them. Rather, staff should follow the guidance for bystanders in Guidance for K-12 Schools Related to Interacting with Civil Law Enforcement at Part IV. If there is an imminent threat to the safety of a child, staff member, family member, or other person, program staff should not hesitate to call 9-1-1 for assistance.
- After the Officers have left the school grounds, the school should report the event to the Attorney General's Office Civil Rights Division.

Review of Warrant

The school-level contact person and the district-level contact person and the district's counsel if available, will review any warrants or orders. The district-level contact person and school-level contact persons will be generally familiar with the concept of a judicial warrant and judicial order based on the information in the Guidance for K-12 Schools Related to Interactions with Civil

Law Enforcement. A sample judicial warrant is included in the appendix for these model procedures.

Judicial Warrants and Judicial Orders are documents issued by a judge or magistrate sitting in the judicial branch of state or federal government. These documents authorize a search of a specific place or an arrest of a specific person based on sufficient information to support that a crime has been committed ("probable cause"). Note that other judicial orders can include subpoenas or summons, but they do not allow physical access into nonpublic places.

A Judicial Warrant is: (1) signed by a judge, magistrate, or assistant clerk magistrate and dated; (2) issued by a court; and (3) includes the location to be searched or the persons or items to be seized/arrested.

A Judicial Order may take many forms but should include: (1) the caption of a court case; (2) the name of the court; and (3) a judge, clerk magistrate, or assistant clerk magistrate's signature, with a date.

Guidance on Language

District/school staff should use the language below when interacting with Officers when they request to conduct civil law enforcement on the school grounds:

- "I am not authorized to allow you to enter the school. Please wait here while I contact an administrator."
- "I am not authorized to discuss specific individuals or to speak with you about this student/child/employee. I am going to contact an administrator who will discuss this further with you."
- "I am not permitted to discuss/disclose private information to you."

Documentation of Interactions

Employees, staff, administrators, and the designated contact person(s) are to document interactions with law enforcement officers engaged in civil law enforcement, and are encouraged to wait until they feel safe to write down what happened. This may be after the officers leave the school grounds. Schools should use an existing form or create a new one to record interactions with law enforcement officers and keep those records as they would any other school records, in the normal course. A sample form is included as Appendix B.

Under the escalation protocol described above, employees, staff, administrators, and the designated contact person(s) may interact with law enforcement officers in different ways and at different times. The following procedures reflect those roles, but are not intended to limit what any particular person should write down from the interaction. For example, if an employee happened to see an officer's name and badge number, they should write that down too. Likewise, if the designated contact person counted the number of vehicles used by law enforcement, they should write that down too. Everyone is encouraged to document the impact on any students/children/employees/staff (after any immediate issues have been addressed) and any follow up actions needed to support them. Everyone should be advised to write down what they remember of the incident, including but not limited to the following information:

1. Date and time when law enforcement officers arrived on school grounds or made the information request;
2. The names and badge numbers of the officers, and the agency they represented;
3. The number of vehicles and license plate numbers, if visible;
4. The names of witnesses, students, or other staff involved;
5. Steps taken to notify the school-level contact person, the district-level contact person, or the school's counsel, as the case may be;
6. The actions of the law enforcement officers, including whether the officers complied with school instructions;
7. Whether the law enforcement officers had a valid Judicial Warrant or Judicial Order, or some other documentation;
8. Whether a civil arrest was made on school grounds; and
9. Impact on any students/children/employees/staff (after any immediate issues have been addressed) and any follow up actions needed to support them.

Bystanders, including employees and staff, can openly (not secretly) videorecord the interaction, but they must not interfere.

Law Enforcement Activities Near School Grounds

If law enforcement or civil immigration enforcement activities occur near school grounds, the District/school will refer to the Emergency Operations Plan to determine whether student and staff safety may be impacted. If safety concerns are identified, appropriate safety measures will be implemented, which may include delaying dismissal times. Communication with families will follow accordingly.

School Transportation

The District will review its Emergency Operations Plans with school bus companies to promote student safety in the event of any type of law enforcement activity at bus stops or on school grounds. This includes special education transportation. Additionally, schools should review school transportation contracts and communicate with school transportation companies regarding policies and protocols for bus drivers in the event of active law enforcement activity near a school bus stop. This includes considerations for special education transportation. Transportation-related procedures should focus on maintaining child and resident safety and avoiding dangers associated with dropping a child or resident near an active crime scene or any law enforcement arrest or operation.

Parental Notice

When a school confirms the presence of Officers engaged in civil law enforcement on school grounds, the school will notify students' parents and guardians, teachers, administrators, and school personnel. The notice to parents and guardians will be translated into the languages other than English most commonly spoken in the school district's community. The school will provide this notice in a manner that protects the confidentiality and privacy of any potentially identifying information. A template email notice is included in Appendix C to these Model Procedures.

Each school will designate a staff member who will notify families if Officers conducting civil law enforcement are trying to reach a student or seeking information about a student. Staff members will notify the student directly if the student is 18 years old or older. A template email notice is included in Appendix D to these procedures.

Protection of Personally Identifiable Information

The district/school cannot disclose personally identifiable information about a student to third parties, including Officers and the media, either orally or in writing unless: the district/school has the parent or guardian's specific, informed consent (or, in the case of a student who is at least 18 years old or emancipated, the specific, informed consent of the student); it is pursuant to a Judicial Warrant, Judicial Order, or subpoena; or there is a health or safety emergency. Generally, schools should also respect the privacy preferences and concerns of a student's parent or guardian (or the student themself if over 18 years old or emancipated) in response to media inquiries and, to the extent consistent with the law, interactions of law enforcement officers that may implicate students.

Parents/guardians (and students who are at least 18 years old or emancipated) have the right to opt out of being included in directory information. District/school limits what information is included in the directory (e.g., by excluding the student's address and place of birth), and limits disclosure to the school community. Under federal law, schools are required to notify students and their families at least once per year of what information is included in the directory, and to permit parents to opt out of including information in the directory at any time. The District will communicate this information using translation or interpretation services to parents/guardians with limited English proficiency.

Caregiver Plans and Contact Information

The district/school will keep emergency contact information, alternative caregiver contacts, and authorized pick-up contacts up to date for all students. The district/school will allow parents/guardians to list more than one person as an emergency contact. The district/school will keep associated documentation on file, such as an authorization of another caregiver, temporary agent, or guardian.

Support for Students

The district/school will offer culturally responsive counseling and other supports to students experiencing increased anxiety as a result of civil law enforcement activity.

Support for Families

The district/school will offer support and connections to community resources to families affected by civil law enforcement activity, as appropriate. The district/school will engage with families to address barriers to student attendance, behavioral challenges in school, or other concerns. Communications with families will be made in their primary language, including by using interpreters if needed. The district/school will also host information sessions for families, utilizing interpreters as appropriate, to share the district's protocol and communication plans for when civil law enforcement activity occurs.

Trainings Regarding Interactions with Civil Law Enforcement

The district/school will conduct trainings on implementation of these procedures and best practices to support the safety of all students, staff, families and authorized visitors within all the school facilities. DESE, in consultation with EOE, the Massachusetts Office for Refugees and Immigrants, and the Massachusetts Attorney General, will develop a model training on these Model Procedures, as well as the Model Policy and Guidance for K-12 Schools Related to Interacting with Civil Law Enforcement. The district/school may use that model training or develop its own training, so long as the content is consistent with the model training.

Existing Obligations

Nothing in these Model Procedures alters the school's obligations to comply with state and federal laws or existing policies or procedures.

Nothing in these Model Procedures prohibits appropriate cooperation with authorities, including police, fire departments, emergency medical services, child protective authorities, or other public safety officials responding to an emergency, protecting a child from abuse or neglect, or otherwise exercising lawful authority unrelated to civil immigration enforcement. If there is an imminent physical threat to the safety of a child, staff member, family member, or other person, program staff should not hesitate to call 9-1-1 for assistance.

Posting on District's website

The District's procedures and policy will be posted on the District's website translated into the primary languages of families in the District.Additional Resources for District/School Students and Families

The Massachusetts Attorney General's Office and the Massachusetts Office for Refugees and Immigrants have created the following resources for the public to learn more about their rights.

Massachusetts Attorney General: Resources for Immigrants in Massachusetts

Massachusetts Office for Refugees and Immigrants: Community Resource Toolkit

Massachusetts Attorney General Guidance: KNOW YOUR RIGHTS: ICE Enforcement An Updated Guide for Immigrants, Families, and Communities *(available in Spanish, Portuguese, Haitian Creole, Chinese, Vietnamese)*

Massachusetts Attorney General Guidance: General Information for Massachusetts Service Providers Regarding Immigration Enforcement *(available in Spanish, Portuguese, Haitian Creole, Chinese, Vietnamese)*

Massachusetts Attorney General Guidance: K-12 Schools' Obligations to Protect Students and Their Information

Massachusetts Attorney General Flyer: Immigrant Students' Right to Attend School: A Guide for Families (*available in Spanish, Portuguese, Haitian Creole, Vietnamese, Chinese*)

Massachusetts Attorney General Flyer: K-12 Schools on Protections for Students and their Information

Emergency Planning Guide for Parents with Uncertain Immigration Status *(available in Spanish, Portuguese, Haitian Creole, Simplified Chinese)*

Emergency Planning Fact Sheet for Parents with Uncertain Immigration Status *(available in Spanish, Portuguese, Haitian Creole, Simplified Chinese)*

Attorney General's Advisory Regarding Equal Access to Public Education for All Students Irrespective of Immigration Status

Upholding the Rights of Immigrant Students to Enroll in School: Guidance for School Committees and Districts

APPENDIX A: Sample Judicial Warrants and Administrative Warrants

Figure 1: State Court Judicial Warrant

Figure 2: Federal Court Judicial “search warrant” (left) & Administrative “ICE Warrant” (right)

Appendix B: Sample Civil Law Enforcement Interaction Documentation

Date: _____ **Time:** _____

Location: _____

Agent Name(s): _____ **Badge/Identification Number:** _____

Agency: _____ _____ **Supervisor/Contact Information:** _____

Purpose stated by agent:

Person, records, or area requested:

Document presented:

☐ Judicial warrant
☐ Judicial order
☐ Subpoena
☐ Administrative immigration warrant
☐ Immigration detainer
☐ Other: _____
☐ No document presented

School-level contact notified: ☐ Yes ☐ No

District-level contact notified: ☐ Yes ☐ No

School attorney contacted: ☐ Yes ☐ No

School-level response:

Information or records disclosed, if any:

Any arrest/detention or other enforcement action:

Impact on children/school operations:

Any other observations:

Person completing report: _____

Date completed: _____

APPENDIX C

Template for notifying families and school community about confirmed presence of law enforcement officers engaged in civil law enforcement on school grounds

Dear Families:
We are writing to inform you that civil law enforcement agencies, specifically [INCLUDE THE NAME OF THE AGENCY IF AVAILABLE], were present at [SCHOOL/LOCATION] on [DATE]. Per the PROTECT Act signed on August 5th, 2026, it is now the law in Massachusetts that civil arrests for civil law enforcement, including federal immigration enforcement, are not allowed on school grounds during school hours, during before- and after-school programming, and during school-sponsored events without a judicial warrant or judicial order.
Our district has clear procedures and policies in place to follow the PROTECT Act, which you can see [INSERT LINKS]
If you are looking for additional legal assistance or information, please use the resources below.
For general legal help please access legal assistance here:
Massachusetts Legal Resource Finder
For legal assistance with regard to immigration issues, please access legal assistance here:
The Legal Representation Fund (LRF) -- For those recently detained by ICE.
Detained Hotline: (617) 637-8195
Family & Friends Hotline: (617) 396-7143

The Massachusetts Access to Counsel Initiative (MACI) -- For those facing deportation currently in Immigration court proceedings.
Intake: 508-505-4588

MIRA Immigration Helpline
miracoalition.org/news/immigration-helpline/

Nationwide Immigration Lawyer Search
ailalawyer.com

APPENDIX D

Template for notifying family members or students age 18 or emancipated about specific requests from law enforcement officers engaged in civil law enforcement

Dear _____:
As the parent or legal guardian of _____, this email is to notify you that civil law enforcement agencies, specifically [INCLUDE THE NAME OF THE AGENCY IF AVAILABLE] was [either trying to reach your child OR sought specific information about your child].
You may reach out to [CONTACT PERSON] at [PROGRAM] with any questions about this incident, but please be aware that our program may not have any more information than what has already been provided above.
Per the PROTECT Act signed on August 5th, 2026, it is now the law in Massachusetts that civil arrests for civil law enforcement, including federal immigration enforcement, are not allowed on school grounds during school hours, during before- and after-school programming, and during school-sponsored events without a judicial warrant or judicial order.
Our district has clear procedures and policies in place to follow the PROTECT Act, which you can see [INSERT LINKS]
For general legal help, please access legal assistance here:

- Home | Massachusetts Legal Resource Finder

For legal assistance with regard to immigration issues, please access legal assistance here:

- The Legal Representation Fund (LRF) -- For those recently detained by ICE.
- Detained Hotline: (617) 637-8195
- Family & Friends Hotline: (617) 396-7143

- The Massachusetts Access to Counsel Initiative (MACI) -- For those facing deportation currently in Immigration court proceedings.
- Intake: 508-505-4588

- MIRA Immigration Helpline
- miracoalition.org/news/immigration-helpline/

- Nationwide Immigration Lawyer Search
- ailalawyer.com

Budget, Finance, and Warrants Subcommittee Report for 9.9.26

We met twice after the August full meeting: our standing subcommittee meeting on August 24, 2026, and our warrants meeting on September 2, 2026, which included a staffing update.

Quarterly Budget Priorities Check-in We reviewed the list of voted on priorities from early '26, and discussed our current priorities: full-year science and social studies at GMS, arts, continued restorative justice investment, staff vacancies, and repairs needed for the PA system at GMS.

Budget Book We revisited the format discussions and desired contents from B&F meetings in 2025, so that administration has guides and templates to use in creating next year's budget book. Our emphasis was in multi-format (ie, graphics and charts as well as text) presentation to maximize accessibility, and to have clear breakdowns of how money is spent and a breakdown of funding sources (ie, local vs state).

Policy DBD Implementation Member Webb volunteered to email the school PTOs, SEPAC, and ELPAC to schedule our annual subcommittee budgetary priority listening sessions. The administration raised concerns about our implementation of our policy—namely that our process might be out of order, and what the proper flow of communication should be. In response, the subcommittee voted to make the following motion:

I move that the School Committee ask the Policy Subcommittee to review Policy DBD's interpretation and implementation.

Warrants Highlights:

Biggest Tickets: Music (purchase of instruments that are designed for beginners, easy to clean for use by multiple children during the school year, as well as instrument repairs); SPED out-of-district tuitions and transportation

Resolved Questions:Warranty tracking on purchases (purchase orders and barcoded inventory for tech); curriculum redundancy monitoring (duplicate purchases avoided by strategic, planned roll-outs in stages)

Outstanding Questions: Vans purchase update (actively working with dealership but will take a few months to take possession); Would like to see data on bringing the out-of-district SPED placement kids back home

Staffing Updates Our staffing update was generally positive, though we can always use more IAs, especially SPED IAs (especially as we have had to use some contracted employees—we'd obviously prefer to hire our own). We discussed the workloads of the Assistant Director of Pupil Services positions, the direct support they offer the classroom staff. Additionally, we spoke about the need to re-add a Nursing Supervisor position back into the budget (justified by the liability and coverage issues we have run into without having one).

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, including vaping devices (vape or vapes) and e-cigarettes,

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: 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, including vaping devices (vape or vapes) and e-cigarettes

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~~

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco (including vaping devices/vapes, and e-cigarettes), 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~~; including vaping devices (vape or vapes) and e-cigarettes,

~~marijuana~~; (cannabis) or any other products containing intoxicating cannabinoids, 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

Policy Subcom Report August 2026

We met on August 24, 2026 and all policy language changes are in your packet. They are currently in legal review and are not ready to be voted on. Proposed language changes are in green.
We reviewed policy IKE (Promotion and Retention of Students) adding language allowing an appeal to the Superintendent.

All tobacco related policies were reviewed.
IHAMB (Teaching about Alcohol, Tobacco and Drugs
ADC (Tobacco Products on School Premises Prohibited)
GBED (Tobacco Product Use on School Property by Staff Members Prohibited)
JICH (Alcohol, Tobacco, and Drug Use by Students Prohibited)

More modern language was added.

Member Diteman was nominated to be our representative to the AI advisory committee and will make regular reports as we work through making changes to our AI policy to better reflect how we would like to interact with this technology. We would like the public, staff, and students to keep sending us their thoughts on this emerging technology.

We have also created an agenda for the rest of the year. Our work is as follows.
September will be a debrief session. Looking over past agendas to make sure all topics were covered and completed. We will make a plan to finish any outstanding work and check it against our goals.

October will be a discussion on the implementation of policy JIB (Student Involvement in Decision-Making)

November will be AI discussion and reports as well as integrating an Academic Honesty Policy

December will be any next steps and recommendations to the full committee, goals for the 2027-2028 school year, a report for the next subcommittee members and any recommended policy amendments from the Superintendent.

We move that the full committee allow us to move forward with the following new business.
Policy JCA- Assignment of Students to Schools (AC will provide possible edits for this policy at the September meeting.)
School Committee Handbook Update – School Committee Chromebook (Best Practices - Two-factor log-in) (AC will provide possible edits for this policy at the September meeting)
Policy EEAG (Student Transportation in Private Vehicles) (CK will provide additional information on this policy at the September meeting.)

Motion:

I move that we revisit roberts rules regarding amending agendas during a meeting.

Rationale:

You can add items to an agenda during a meeting according to Robert's Rules of Order. A member must obtain the floor, make a motion to amend the agenda, and have it seconded.

Amending it requires a **majority vote**. If the agenda has already been adopted by the assembly, adding an item requires a **two-thirds vote**, a majority of the entire membership, or unanimous consent.

You can object to the meeting and bring forward a motion to add an item.

Motion:

I move that training regarding public comment by elected officials be given by MASC and restraint and caution be outlined in the school committee handbook.

Rationale:

- **Official Meetings:** Elected members participate in the official deliberation and debate of the board. They do not sign up to speak during the dedicated "public comment" session, as this would violate open meeting laws by circumventing public notice requirements.
- **Outside Meetings:** Outside of official proceedings, elected officials have every right as private citizens to voice their opinions, write op-eds, or speak to the press, though they must take care not to disclose confidential information or violate ethics codes.

Motion:

Motion to send this work to the Policy, Program and Handbook Subcom to add debrief and end of the year procedures to the handbook for subcommittees.

Rationale:

- **Main Committee Alignment:** It translates granular subcommittee work into a clear, digestible summary, allowing the main body to make informed, high-level decisions.
- **Continuous Improvement:** Research suggests that well-structured debriefs can increase subsequent team and committee performance by 20% to 40%.
- **Knowledge Preservation:** Documenting what worked and what didn't ensures progress isn't lost if subcommittee personnel or leadership changes.
- **Actionable Accountability:** A debrief clarifies exactly who is doing what next, turning reflective discussions into concrete, deadline-driven next steps.

Motion

I move that the Greenfield School Committee undergo a training on roles and responsibilities by MASC

Rationale

This is a valuable training offered by MASC. It helps to orient members to their purpose of overarching district policy, budget, and superintendent hiring and evaluation.
School committee work is often not what people expect it to be and we risk board dysfunction by not adhering to our purpose.
Our meetings have been long and we spend far too much time on items that are not within our scope.
Resetting our objectives through this training is imperative for fiscal responsibility and good working relationships with our administration and new superintendent.

GREENFIELD PUBLIC SCHOOLS

CENTRAL OFFICE

195 Federal Street, Suite 100, Greenfield, MA 01301

Ph: 413-772-1326 / Fax: 413-772-1379

Carol M. Kruser, Superintendent of Schools

"The Greenfield Public School District is a place where every child is supported on their path to success."

August 27, 2026

Christiane Leastings

Dear Christiane:

Please accept this letter of commendation for the contributions you make to the district. Most recently, your supervisor had this to say about your work, "I am pleased to formally recognize and commend Christiane Leastings for her outstanding commitment, initiative, and willingness to go above and beyond in support of our district staff.

As our district continues to deploy new iDisplay interactive panels throughout our schools, Christiane took on the important task of helping staff understand and effectively utilize this new technology. What has been particularly impressive is her willingness to step outside of her standard comfort zone and responsibilities to ensure that staff received the support they needed.

Rather than relying solely on a one-size-fits-all training approach, Christiane took the time to curate and deliver personalized, one-on-one training sessions based on individual staff members' needs, comfort levels, and instructional goals. She demonstrated patience, flexibility, and a genuine commitment to meeting staff where they were in their technology journey.

Her efforts have gone beyond simply teaching staff how to operate a new device. Christiane has helped build confidence, reduce technology-related frustration, and encourage staff to explore how the iDisplay panels can enhance teaching and learning in their classrooms. Her willingness to provide individualized support demonstrates a level of professionalism and dedication that reflects extremely well on both her and our Technology Department.

Christiane's initiative is an excellent example of what it means to provide exceptional customer service within a school district. She took ownership of these training sessions knowing that it would have a meaningful impact on our staff.

The district sincerely appreciates her hard work, positive attitude, and dedication to our district for this project. Her willingness to go the extra mile is noticed and valued, and I am proud to recognize Christiane for her exceptional contribution to the successful adoption of our new iDisplay technology."

The Greenfield Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, marital status, race, color, creed, sexual orientation, gender identity, national origin, disability, ancestry, genetic information or military service. The Greenfield Public Schools maintain a commitment to ensuring that the school community is free from discrimination in education and employment.

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"The Greenfield Public School District is a place where every child is supported on their path to success."

Thank you, Christiane, for your dedication and willingness to do whatever is needed to support our staff and our schools.

Congratulations on the recognition!

Sincerely,

Carol M. Kruser

Carol M. Kruser
Superintendent

c: Personnel File

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