Greenfield School Committee
Policy, Program, and School Committee Handbook Sub-Committee
Meeting Minutes
August 24, 2026

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1. Call to Order:
   The meeting was called to order, via Zoom, at 6:30 p.m.

2. Roll Call of Members:
   Present: Elizabeth DeNeeve, Sub-Committee Chair (ED), Ann Childs (AC), Jeffrey Diteman (JD)

   Also present: Carol Kruser, Superintendent (CK)

   ED read the Chair Statement relative to meeting recordings.

3. Public Comment:
   There was one individual present that did not wish to comment at this time.

4. Approval of Sub-Committee Minutes of July 2, 2026:
   On a motion by ED, 2nd by AC, the minutes were approved as presented. The roll call vote was unanimous.

5. Review of Policy IKE (Promotion and Retention of Students) adding appeal to Superintendent language:
   ED turned the discussion over to CK relative to her recommendations.

   CK noted she thought it would be in the best interest of our administration and families to add another level to the decision-making process when it comes to promotions and retention of students. It is recommended the following language be changed/added to the final paragraph of the policy:
   "After prior notification and explanation to each student's parents/guardians, the decision will rest with the building principal. Any family not satisfied with the decision can contact the superintendent, in writing, within 7 days for an appeal."

   A motion was made by ED, 2nd by AC, to add this sentence/rewrite to policy IKE and forward it to our legal counsel for review. The roll call vote was unanimous.

6. Policies for modernization in language:
   A. IHAMB (Teaching about Alcohol, Tobacco and Drugs
   B. ADC (Tobacco Products on School Premises Prohibited)
   C. GBED (Tobacco Product Use on School Property by Staff Members Prohibited)
   D. JICH (Alcohol, Tobacco, and Drug Use by Students Prohibited)

   ED noted she brought these policies forward as a result of student input at the last YELO conference. They stated they could not find any language that referenced vaping.

   A review of sample policies researched and provided by AC ensued.

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On a motion by JD, 2nd by ED, the sub-committee voted to amend the wording of the relevant policies from "including vapor/e-cigarettes" to "including vaping devices (vape or vapes) and e-cigarettes."

It was also discussed to modernize the reference of marijuana to cannabis or products containing intoxicating cannabinoids in said policies.

JD amended his motion, 2nd by ED, to amend the wording of the relevant policies from "including vapor/e-cigarettes" to "including vaping devices (vape or vapes) and e-cigarettes, and amend the word marijuana, (but keep it in parenthesis for reference purposes), to "cannabis" or "any other products containing intoxicating cannabinoids." The roll call vote was unanimous.

On a motion by JD, 2nd by AC, the sub-committee voted to amend policy IHAMB (after the 2nd reference of the word tobacco in the 2nd paragraph) to read: *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 roll call vote was unanimous.

ED noted policy IHAMB will also be forward to our legal counsel for review.

7. Discuss and choose a representative for the AI (Artificial Intelligence) Advisory Committee:
   Assistant Superintendent, Stephen Sullivan is seeking membership from this sub-committee to serve on the AI Advisory Committee.

   ED noted we have 2 goals relative to the AI Advisory Committee:
   - Academic integrity in regards to AI
   - Media literacy/AI course

   JD volunteered his services on the AI Advisory Committee. He noted, "As an educator, it is one of his primary concerns…. It would be a work of passion for him." He will connect with Mr. Sullivan for next steps.

8. Review the Year-Long Agenda:
   ED stated she would like to address policy JIB (Student Involvement in Decision-Making) in September. After discussion, it was the consensus of this sub-committee to hold off on discussion of policy JIB until October. This policy will require input from the GHS Student Advisory Council. Students are just returning to school in September and the group will not meet in time for our September meeting.

   The sub-committee also agreed to the following timelines:
   September:
   - Debrief on what has been accomplished throughout the year
   - Address what still needs to be completed

   October:
   - Discuss Policy JIB (Student Involvement in Decision-Making)

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November:

- AI Discussion
- Academic Honesty Policy

December:

- Steps
- Recommendations
- Goals for the 2027-2028 school year
- Recommended policy amendments from the Superintendent

9. New Business:
   1. Policy JCA- Assignment of Students to Schools (AC will provide possible edits for this policy at the September meeting.)
   2. 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)
   3. Policy EEAG (Student Transportation in Private Vehicles) (CK will provide additional information on this policy at the September meeting.)

   M. McKenzie Webb, parent, joined the meeting late and noted she received a field trip request from the field hockey team, including information relative to transporting students in their own vehicles.

10. Adjournment:
    On a motion by AC, 2nd by ED, the meeting adjourned at 7:32 p.m. The roll call vote was unanimous.

    Approved:

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File: EEAG - STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools or their designee.

2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of $100,000 - $300,000 or more.

3. The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

4. Any adult transporting students on behalf of the district must have a current CORI check.

CROSS REF.: GBJC, CORI Requirements

ABBA & ABBA-R address Background Checks and Model CORI policy

Approved by the Greenfield School Committee: September 14, 2022

File: JCA - ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area in which they reside, unless the Superintendent has granted special permission. No requests are guaranteed approval; all requests are subject to the Superintendent's judgement and class size/space availability. Personal preference and/or convenience is not a qualifying special circumstance.

Special permission may be granted for the following reasons:

1. If the change involves an extreme and/or extraordinary hardship case or if there are documented medical considerations. These circumstances will be evaluated and decided on a case-by-case basis.

2. If the change appears to be in the interests of the child~~, of~~ and the schools, ~~or~~ for disciplinary and administrative reasons. These circumstances will be evaluated and decided on a case-by-case basis.

3. If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in their former school; permission will not extend beyond the current school year.

4. ~~To permit school students to take courses not offered in their assigned schools.~~Staff who live in the City of Greenfield and work for the Greenfield Public Schools may request that their elementary aged children attend school in the building where they work. The Superintendent will grant these requests as long as class size permits and so long as the employee remains both an employee of the district and a resident of Greenfield. Should the employee move out of Greenfield or no longer work for the Greenfield Public Schools, their child(ren) will be required to enroll in the schools where the family resides or a private school at family expense.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules or a hardship is involved; or unless specific permission is granted by the Superintendent.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J

603 CMR 17.00

603 CMR 26.00

CROSS REF.: JC, Attendance Areas

Approved by the Greenfield School Committee: April 10, 2024

File: JIB - STUDENT INVOLVEMENT IN DECISION-MAKING

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

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

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

Student Advisory Committee

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

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

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

Approved by the Greenfield School Committee: April 8, 2026

This new proposed section would be placed after “Meetings” (p. 22) and before the "Professional Development & Committee Improvement” (p. 23) sections of the “How to be a school committee member” chapter.

Technology

1) Email

After being sworn in, members will be provided with a district email address by the administration. As Google is the host for the email servers, members can log in via browser at mail.google.com using their full email address, including the gpsk12.org domain, or through mail apps on a phone as a gmail address.

Members should replace their temporarily assigned password, and then enable two-factor authentication (2FA) on their email account. 2FA is a security measure to prevent 3rd parties from gaining unauthorized access to an account. 2FA not only protects you from hacking, but protects the community as malefactors who gain unauthorized access to accounts use the compromised accounts to send phishing emails and viruses while impersonating you.

On a web browser, go to your security settings at https://myaccount.google.com/security and scroll down to “How you sign in to Google” to turn on 2FA in the “2-Step Verification” section—your account page will give you multiple options on how to use 2FA, allow you to add a personal cell phone number to receive secure log-in codes to confirm your identity, use an authenticator app, back-up codes, and other options.

On a smartphone’s email client, you can use “Manage your Google Account,” scroll to “Security & sign-in,” and find “2-Step Verification” in the “How you sign in to Google” section.

For more information on 2FA, see https://support.google.com/mail/answer/185839

Two important things to keep in mind when sending emails:

- Always double-check your recipient/“to” field when replying, especially when replying to a chain involving multiple non-school committee members, to make sure you don’t accidentally reply-all or include multiple school committee members in your reply, inadvertently violating OML.
- Your emails are subject to FOIA requests, so imagine the content of your email hitting social media or printed in *The Recorder* before you hit send.

2) Chromebooks

The district provides Chromebooks to members for official committee business. It is a highly recommended best practice that members use GPS chromebooks over personal devices for the following reasons:

- Consistent, reliable internet connectivity in school buildings

- Separation of personal data from school data (both-ways information security)
- The ability to remotely wipe the machine if it is lost or stolen (data security)
- In the event of legal action in the district, the device used could be subject to investigation (in which case, you'd much rather it be a dedicated not personal device)

To obtain your Chromebook, email Executive Assistant Becky Tower to arrange a pick-up time from Central Offices. Your Chromebook will be set to your gpsk12.org account.

Only use your Chromebook for official business, to keep your personal business siloed and separate from your public work and duties.

Enable 2FA by going into your account settings, signing into google, 2-Step Verification, and then follow the instructions on the screen.