

**GREENFIELD PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
MINUTES: Wednesday, December 11, 2019**  
John Zon Community Center, 35 Pleasant Street, Greenfield MA

**Present:** Katie Caron (KC); Susan Eckstrom (SE); Jordana Harper, Superintendent (JH); Susan Hollins (SH); Glenn Johnson (GJ); Adrienne Nunez (AN); William Martin (WM);

**Absent:** Cameron Ward (CW)

**Also present:** GMS staff, including Lynn Dole, Principal; Mike Browning, Associate Principal; Teachers Kara McColgan and Brian Tucker, and GMS students K.G., P.C., J.B.; Stephen Nembirkow, Business Manager; Atty. Peter Smith; other school staff and citizens.

### **I. Call to Order**

With a quorum present (KC, SE, SH, GJ, AN, WM), Chair Nunez opened the meeting at 6:38 p.m.

### **II. Approval of Minutes**

**SH moved to approve minutes of September 9, 2019. KC 2nd.**

Changes: III. A. "Will include using an additional \$400K...."  
"Increased cost for insurance/retirement...."

**Motion to approve amended minutes passed unanimously.**

**SH moved to approve minutes of September 11, 2019. KC 2nd. Motion passed unanimously.**

**SE moved to approve minutes of September 16, 2019. SH 2nd. Motion passed unanimously.**

**AN moved to approve minutes of November 18, 2019. KC 2nd.**

**WM moved to table. KC 2nd.** Intent is to confirm from GCTV recording procurement of vans.

### **III. Public Comment**

Paul DeMarco, Massachusetts Teachers Association, expressed support for Town Council to fully fund Unit C contract from city reserves.

Vern Sund, Greenfield City Councilor, supported good contract for Unit C by end of year.

KC moved to next consider first two Business agenda items. GJ 2nd. Motion passed unanimously.

### **V. New Business**

#### **A. Boston Science Museum Field Trip Request**

**WM moved to approve Boston Museum Science trip as requested. KC 2nd.**

Brian Tucker, MS teacher, and Mike Browning, Associate Principal, presented details and benefits of the overnight trip. 7th graders in two groups, with student:chaperone ratio 5:1. Supported by Expanded Learning Time grant, PTO. **Motion passed unanimously.**

#### **B. Greenfield Middle School Turnaround Plan Update**

Lynn Dole, GMS Principal, reviewed background of GMS identified by state as needing targeted assistance and resulting work with state education coaches, community, and turnaround team of 16 GMS administrators and teachers. Improvement data includes increase in teacher attendance. Teacher Cara McColgan described turnaround in approach to teaching, including co-teaching pilot, team teaching, professional development, and overall invigoration of teaching staff.

GMS students described positive experiences including special learning opportunities; math curriculum; improvements in safe, responsible, respectful school climate; choices; Advisory; assigned seats at lunch; student-initiated clubs.

Discussion:

- Praise for new principal throughout community
- Co-teaching example: Math teacher and special ed teacher work with one class in same classroom; replaces math pull-out program; data supports having differentiated instruction in regular classroom benefits all students. Required many hours to develop schedule enabling co-teaching.
- Social-emotional learning: State provides educator consultant to work with GMS support staff, direct PD in social-emotional academy, and coaching. Frequent meetings for administrators; counseling staff and teachers; student support team. Second Step curriculum (anti-bullying) to begin school-wide in January. Advisory begins, ends each day.
- SH recommends “How Education Pays Off” as part of state’s guidelines on financial literacy.
- Outcomes: Outside observation team in February. Student focus groups. MAP testing. Focus on writing skills based on MCAS writing prompt. Both qualitative and quantitative measurements.

#### **IV. Reports**

**A. Superintendent (JH)** reviewed materials in packet:

- Superintendent’s award to high-achieving student given to G.L.
- Federal Street School annual delivery of wreaths around town
- Coach John Hickey named MA Basketball Coaches Association Coach of the Year
- Governor Baker announced \$50K grant for Greenfield Public Schools
- Upcoming events, including Dec. 13 GMS Student Achievement Awards and GHS pep rally; Dec. 20 GHS community service day, early release for vacation; school re-opens Jan. 2
- After substitute pay increase, saw significant increase in applications: 20 new substitutes including certified teachers, retired teachers.
- School newsletters and social media

#### **V. New Business (continued)**

**B. Subcommittee Referral: Consideration of Nursing Audit to Health Safety & Facilities**

WM moved that referral to Board of Health and another facility manager review the nursing areas within the different schools to make sure they’re compliant and acceptable clinical areas. SH 2nd. Motion withdrawn.

**WM moved to refer to [Health, Safety & Facilities] Subcommittee to review nursing facilities in the school system. SH 2nd. Motion passed unanimously.**

**D. School Committee Member Attendance & Stipends**

**AN moved that for 2019 year we will count only our 2nd Wednesday meeting as a regular meeting as it corresponds to the stipends. SH 2nd. Motion passed unanimously.**

**E. Green River School: Updated proposal review & Council update**

**SE moved to table until our next meeting [Dec. 16]. SE 2nd. Motion passed unanimously.**

**F. Policy: Section B complete first reading**

**AN moved to accept the rest of policy section B starting with BEC and ending with BK as a first reading as presented. GJ 2nd.**

Members to send questions directly to KC as Chair of Policy Subcommittee.

Discussion:

**BEDB: Final paragraph**

Concern re: subcommittee chair's authority to set agenda. Purpose to coordinate staff workload, adherence to priorities.

Clarify "item" vs. "topic"

Cf. Policy on Subcommittees

**BEDB-E – Agenda Format**

Suggestion to add Agenda Requests.

Include Roll Call to establish quorum.

**BEE**

If individual requests public hearing on disciplinary matter, does this allow option of hiring impartial hearing officer?

**BGC**

School Committee adopts, rescinds, reaffirms.

Deletions:

- Posting in 3 locations is standard practice for all meetings
- Including dates on each policy took too much staff time; spreadsheet is efficient replacement

**BHC**

No revisions.

Recommendation for School Committee members review this policy for their own education

**BIA**

Annual calendar of School Committee tasks: deleted because it wouldn't yet be created; suggestion to keep but add "when available"

Noted that most materials for new members are on website, available to public.

Gendered pronouns (his/her) replaced throughout with they/their.

**Motion passed unanimously.**

**G. FY20 YTD Budget Update**

Steve Nembirkow presented highlights of budget, current work to identify and correct MUNIS error in encumbrances, resulting in discrepancy perhaps up to \$1.4million.

Discussion:

- Revolving Funds report useful
- Anticipated \$162K revenue from other-district students attending GPS special programs
- Transportation encumbrances changing as result of GPS purchase of own vehicles
- Use of revolving funds to compensate for budget shortfall
- Increase in circuit breaker \$ not a "bonus"; reflects last year's increase in expensive special ed placements for GPS students; expenses likely continue this year.
- Important to bank circuit breaker \$ for next year's expenses
- Concern to solve MUNIS problem to allow accurate budget report

**H. Mayoral Financial Order for Unit C Contract**

**SE moved to strike this topic from our agenda. GJ 2nd.**

Discussion:

Mayor's proposal conflicts with School Committee's request for full funding.

What is source of proposal: meetings with others or Mayor's own idea?  
Concern re: precedent and legality for City Council to direct details of GPS budget, e.g., preschool tuition.

GJ: Called the question. Motion to end debate passed 3-2-1.

**Motion passed 3-2-1 (Yes: AN, SE, GJ. No: SH, WM. Abstain: KC).**

## **VI. Executive Session**

**AN announced intent to move into Executive Session in accordance with MGL c 30A, §21, (3), (7) & (10): (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 (~~Unit C~~, potential litigation); (7) To comply with, or act under the authority of any general or special law or federal grant-in-aid requirements (Open Meeting Law, G.L. c. 30A, §§22(f)(g), Executive Session Minutes October 9, 2013 through March 12, 2018, and (10): To discuss trade secrets or confidential, competitively sensitive or other information prepared (Greenfield Middle School Parking).**

Because Unit C was struck from agenda in previous vote, discussion of Unit C was struck from the motion.

SH moved to enter Executive Session. SE 2nd. Yes – KC, SE, SH, GJ, AN. No – WM. Motion passed 5-1. Entered Executive Session at 9:33 p.m.

Returned to public session at 10:42 p.m.

## **VII. Other Business**

### **A. Greenfield Middle School Parking**

**KC moved to affirm contract between the Roman Catholic Bishop of Springfield and the City of Greenfield, as written, and to add an affirmation line to be signed by the School Committee Chair. SH 2nd. Motion passed unanimously.**

## **VIII. Adjournment**

AN moved to adjourn. KC 2nd. Motion passed unanimously. Meeting adjourned at 10:43 p.m.

Respectfully submitted,  
Susan Farber  
Recording Secretary

## **Meeting Documents**

1. Notice, Agenda, Timed Agenda: December 11, 2019
2. Draft minutes: September 9, September 11, September 16, November 18, 2019
3. Superintendent's Report:
  - a. Memo from Steve Nembirkow, "Financial Statements," December 11, 2019
  - b. GPS Film Festival announcement
  - c. Book to Movie Club 19-20
  - d. School newsletters
  - e. Superintendent's Social Media Posts
  - f. *Greenfield Recorder* articles:
    - i. "Greenfield students celebrate togetherness through Turkey Trots"
    - ii. "Academy of Early Learning holds first Mini March"

4. Museum of Science Field Trips information, Field Trip Request: GMS 7th grade
5. Greenfield Middle School Updates on Turnaround Progress
6. School Committee Attendance & Stipends
7. City of Greenfield Financial Order FY 20-074, with attachment: GPS Major Revolving Fund Balances (Nov. 25, 2019)
8. Policies, Section B:
  - a. BA School Committee Operational Goals
  - b. BAA Evaluation of School Committee Operational Procedures
  - c. BB School Committee Legal Status
  - d. BBA School Committee Powers and Duties
  - e. BBAA School Committee Member Authority
  - f. BBBA/BBBB School Committee Member Qualifications/Oath of Office
  - g. BBBC School Committee Voluntary Resignation
  - h. BBBE Unexpired Term Fulfillment
  - i. BCA School Committee Member Ethics
  - j. BDA School Committee Organizational Meeting
  - k. BDB School Committee Officers
  - l. BDC Appointed Committee Officials
  - m. BDD School Committee-Superintendent Relationship
  - n. BDE Subcommittees of the School Committee
  - o. BDF Advisory Committees to the School Committee
  - p. BDF A School Councils
  - q. BDF A-E-1 School Improvement Plans
  - r. BDF A-E-2 Submission & Approval of the School Improvement Plan
  - s. BDF A-E-3 Conduct of School Council Business
  - t. BDG School Attorney
  - u. BE School Committee Meetings
  - v. BEC Executive Sessions
  - w. BED A Notification of School Committee Meetings
  - x. BED B Agenda Format
  - y. BED B-E Agenda Format
  - z. BED D Rules of Order
  - aa. BED F Voting Method
  - bb. BED G Minutes
  - cc. BED H Public Comment at School Committee Meetings
  - dd. BED H-E Guidelines for Public Comment
  - ee. BEE Special Procedures for Conducting Hearings
  - ff. BG School Committee Policy Development
  - gg. BGB Policy Adoption
  - hh. BGC Policy Revision and Review
  - ii. BGD School Committee Review of Regulations
  - jj. BGE Policy Dissemination
  - kk. BGF Suspension Policies
  - ll. BHC School Committee-Staff Communication
  - mm. BHE Use of Electronic Messaging by School Committee Members
  - nn. BIA New School Committee Member Orientation
  - oo. BIB A School Committee Conferences, Conventions, and Workshops
  - pp. BID School Committee Member Compensation and Expenses
  - qq. BJ School Committee Legislative Program
  - rr. BK School Committee Memberships