

## **GREENFIELD SCHOOL COMMITTEE**

### **POLICY AND PROGRAM SUBCOMMITTEE**

#### **MINUTES OF June 1, 2017 Posted for 2:15 p.m. Central Office**

Prior to 2:15 p.m., the subcommittee chairperson checked with Executive Secretary JW to discuss posting process and time of posting. A complaint was received minutes earlier. JW confirmed there was no 48-hour posting violation of notice.

Met with group assembled and reviewed complaint and JW confirmation of 48-hour posting. Agreement to meet.

Present: Subcommittee members Hollins (chair), Alexander. Also present: Assistant Superintendent, Director of Personnel.

#### 1. Call to Order

Subcommittee meeting was called to order at 2:30 p.m.

#### 2. Review of Section G: Personnel Policies

The subcommittee read through all Section G policies (approx... 42). Most are from 2004. Part of the review's purpose was to identify policies that needed to be reviewed. For one reason or another, all policies were identified for review. Themes:

- \*consistent with current law?
- \*consistent with current contracts?
- \*overarching system personnel goals do not mention professional development
- \*non-discrimination missing categories of persons now covered
- \*interesting topic to discuss
- \*consistent with current state advisories, e.g. ethics
- \*categories—e.g. does non-smoking of tobacco also include marijuana?
- \*consistent with other school committee policies?
- \*clarification of terms—"who" is covered by "professional staff" "support staff"
- \*technology included appropriately?
- \*which personnel paid by GPS are not covered by contracts?
- \*which policies, if any, are no longer needed; are now covered by contracts; could be synthesized into fewer documents; are redundant and unneeded?

#### 3. Review of May's Policy and Program Activity

Discussed review of policies to go forward.

In addition to policies referred for school committee action based on April's activity, May meetings reviewed and recommended policies to go forward. The May policies included three policies that need to wait for feedback:

BDC: Appointed Committee officers. Redraft and wait for superintendent input.

BDA: School Councils. Terms? How often? Chair will redraft according to comments and submit to superintendent for principal input.

#### BE: School Committee Meetings

Discussion of “where” meetings are held. Suggestion to add: “School Committee will hold its meetings at schools within the district for the purpose of greater communication with school stakeholders. The Superintendent will assist in providing a schedule of locations of regular and special meetings.

Specifically review next meeting. “

4. Remaining policies Section B: pass
5. Student and Instructional Policies, Section I and J: Pass
6. Revolving Funds, Section B

“The Greenfield School Committee establishes the following policy for School Revolving Funds in compliance with the unique and different state guidelines for each fund.

As part of the budget process the school committee will be advised of the number of School Revolving Funds in place, any requests for addition or deletion of revolving funds, and each fund’s allowable use and restrictions.

As intended by state legislation, School Revolving funds may have a specific amount carried forward for planning the subsequent fiscal year budget. For purposes of financial planning and stability, and absent exigent circumstances, the school committee sets the following thresholds for revolving fund carryover:

1. Preschool Tuitions Revolving  
Approximately \$60,000 equivalent to three months’ Salaries for staff paid from this revolving fund
2. Food Service Revolving  
No less than approximately \$350,000 equivalent to three months’ all food service employee compensation, food supplies and other costs for food services operations,
3. Special Education Revolving  
Approximately six months of anticipated offset used for in-house special education programs and specific, selected student costs. Note: tuition payments are not always received until the latter part of the years and so beginning of year costs need to be covered.
4. After and Before School Programs (3)  
For each school’s account, sustain balances of up to \$40,000 to allow for initial operations
5. Circuit Breaker (Extraordinary Special Ed Student Program Relief)  
[Can only be used for special education tuitions which can vary by \$500,000 to \$700,000 each year. Individual student costs can range from \$25,000 to \$440,000/year. The funds must be used within 48 months from July 1<sup>st</sup> of year of claim by district. ]  
At least \$400,000 for stability for these highly volatile accounts
6. School Choice  
[No restrictions on type of use for students or length of time to use. Used for same purposes as general funds, receive an average of \$500,000/year. There is every-changing enrollment. Timeline for reporting and allocation of funds includes 4 month delays. Receipts arrive monthly and vary each 3-4 months]  
Need at least 3-4 months of collections or \$250,000.
7. Athletic Revolving

From ticket sales.

Approximately \$15,000 for start-up costs, usually for fall programs.

8. Facility Fees

Used to front payments for use of facilities.

Approximately \$3,000 to \$5,000 to pay for initial staff coverage for events.

Adjournment was at 6:00 p.m.