

GREENFIELD SCHOOL COMMITTEE

POLICY SUBCOMMITTEE: JANUARY 11, 2016

DAVIS STREET BUILDING: 6:30 P.M.

MINUTES

Call to order at 6:30 p.m.

Present: Subcommittee members Farrell, Wisnewski, and Hollins (chair). Administrator Garand.

Agenda and Discussion/Decisions:

1. Overview of Policy Structure

Public school policies use a nationally-accepted, alphabetic coding system. Greenfield schools has approximately 300 items in its policy manual. Most policies are created years ago from MASC sample policies. Over time, these are reviewed, updated, shortened, lengthened, added, repealed, or changed. GPS documents in its table of contents:

Section A: Foundations and Commitments	9
Section B: Board Governance and Operations	46
Section C: General School Administration	16
Section D: Fiscal Management	17
Section E: Support Services	18
Section F: Facilities Development	5
Section G: Personnel	47
Section H: Negotiations	3
Section I: Instruction	66
Section J: Students	54
Section K: Community Relations	27
Section L: Education Agency Relations	4

The coding system:

- Letters only: = policy
- Letters-R: = **R**egulation for implementing the policy, rarely sc voted
- Letters-F: = **F**orm used to implement policy
- Letters-E: = **E**xhibit, an article or study which is kept with policy

All school committee members, administrators, and employees are required to follow school committee policy. Policy review helps make sure policies are current and the school system is educated as to its policies.

There are three (3) policies on the creation and review of policies:

Policy BG: School Committee Policy Development

Policy BGB: Policy Adoption

Policy BGC: Policy Revision and Review

Discussion/Action:

Check if full policy has to be read into the minutes; otherwise; summarize change to help keep sc meetings brief. To assure people know what is being discussed, need a system for having policies on agenda distributed with system for feedback, particularly before and after the first review by school committee. When possible, combine policies to have fewer overall documents.

BD POLICY DEVELOPMENT: Possibly add duties of review and recording actions taken.

BGB: POLICY ADOPTION: Add the commitment to educate employees and community, providing knowledge of policies under review and how to submit feedback. Add that from time to time the policy subcommittee might hold a hearing to gather input.

BGC: POLICY REVISION AND REVIEW Assimilate with BGB. Current policy says superintendent brings the committee's attention to policies out of date or needing revision.

2. Remote Participation

Currently Executive Order 2015-1 by Mayor Martin allows for remote participation and allows public bodies to "opt out" by majority vote.

Guidelines for remote participation (rp) are stated in the MA Public Meeting Law.

Discussion/Action:

Consensus that remote participation (rp) for subcommittee meetings is likely workable and no problem. Differing views on rp for full meetings on TV. Potential Negative: if overused, could lead to people being non-productive. Important to sit in front of public on TV. Someone could be inappropriate on phone and disrupt meeting. Potential Positive: Keeps members who cannot be present connected. Member might have imp't info for topic at hand. Better that someone sick stays home and participates than attend sick. Fewer cancelled mtgs.

Next meeting discuss how to manage remote participation to take advantage of positives and protect from negatives. Members will look for ideas from others who use rp.

3. Section B: Board Governance and Operations

A policy schedule will be developed reviewing sections of policy and also individual policies that are requested. Susan suggested starting with section B—how the school committee as a whole functions. Susan reviewed the 7 or 8 out of 46 section B policies she thought most important to address first.

Discussion/Action: Some Section B: Governance policies still have legal citations noted for “towns” and these need to be updated to note “city” statutes. B: Governance policies discussed.

1. Policy BIA: SCHOOL COMMITTEE ORIENTATION

Policy seems ok but revise to add items new school committee members will receive:

Copy of Roberts Rules

Names & contact information of key personnel

Information on the warrant (bill-paying) process

Section B: Governance, from the policy manual

MOUs or Contracts with Emergency Personnel

School Calendar

Annual Calendar of School Committee Tasks

2. Review three (3) policies against the city charter to clarify if there is any specific guideline.

Policy BB: SCHOOL COMMITTEE LEGAL STATUS

Section (a) composition and term of office & (b) terms of office

Policy BBBB: UNEXPIRED TERM FULFILLMENT

Does the charter have a guideline for school committee term fulfillment?

Policy BDA: SCHOOL ORGANIZATION MEETING, Section #1.

Does the charter have a method for opening school comm organization meeting?

1. *Nominations for the office of chairperson will be made from the floor, by the superintendent or designee.*

3.. Amend two (2) policies that mention committee officer of secretary to more clearly note requirement to oversee having minutes for exec session and subcommittee minutes. Add in words from law.

Policy BDB: SCHOOL COMMITTEE OFFICERS

Secretary The secretary will keep or cause to be kept an accurate journal and permanent record book of all Committee meetings in which all its votes, orders, and proceedings shall be recorded.

Policy BE: SCHOOL COMMITTEE MEETINGS

Add sentence at end: *The secretary will keep or cause to be kept an accurate journal and permanent record book of all Committee meetings in which all its votes, orders, and proceedings shall be recorded.*

3. Try to combine 2 policies on reviewing policies into one. Add wording that the sc has a commitment to educate administrators, employees, and community about policies and to review feedback.

Policy BGB: POLICY ADOPTION, AMENDMENT, AND RESCISSION

Paragraph 1:

Adoption of new School Committee policies or amending or rescinding existing policies is solely the responsibility of the School Committee. The School Committee is committed to educating employees and community about policy work; accordingly, topics and policies under review will be posted and shared within the school system.

Paragraph 2: (about the 2-step process)

Add: *After the first reading and approval for wording, the Superintendent will assure copies are distributed to administrative personnel so they and their staffs have an opportunity to read and offer written comment before the second reading for adoption, amendment, or rescission.*

4. Policy Work Needing Completion

Discussion/Action: The policy subcommittee reviewed a listing of policy topics gleaned from GPS full-committee posted minutes from July 1, 2014, through October 2015. The subcommittee discussed which of these topics it would address to complete the policy review process. Seven (7) topics were selected (are underlined). Mr. Garand will report on lice—not sure if this is internal guideline or sc policy. FW will share docs and report on status of wellness, fingerprinting, pest management, and facility. TF will review insurance question.

5.	Policy Topic	Dates Discussed at Full SC MTG	Completed
	Accelerated Courses	7/2014 (student comment)	
	Afterschool Programs	9/2015	
	Athletes and Trips	10/8/14; 12/2014	
	Choosing Chaperones for Trips	12/2014	
	Composting		
	Communicating with Parents		
	<u>Emergency Procedures</u>	5/2015	
	Working with policy		
	<u>Facility Use</u>	8/13/14; 9/10; 1/15/15; 3/15; 4/8; 5/15	1 st reading: 6/10
	<u>Facility Insurance, when used by non-school personnel</u>	5/15	
	Fingerprinting	7/14; 8/13; 9/10	
	Grade Configuration	1/2015 and other dates	
	Interviewing & Exit Interviews	3/2015	
	<u>Lice</u>	9.1.2014 (request for policy)	
	Long-term Planning	3/2015	
	Nurses, Student Ratio	7/14	
	<u>Pest Management</u>	5/15; request for policy 6/10/2015	
	<u>Police, MOU with</u>	10.8.2014; working with 5/2015	
	SRR Job Description		
	Posting and Hiring Process	12/2014	
	Public Voice & Feedback	5/2015	
	Recognition and Awards	5/2015	
	School Attorney	8/13/14	
	School Calendar	5/2015	
	School Choice	3/17/2015; 4/8; 5/15	
	School Committee Self Evaluation	8/13/14; 10/2014; 3/2015	Withdrawn
	School Committee Long-term Planning	3/17/15; 10/2015	
	Strategic goal-setting	9/9/2015	
	Student Absence	8/13/14	
	Student Attendance	8/13/14	
	Student-Parent Handbook	11/2014	Approved 12/2015
	Summer Programs	5/2015	
	Superintendent Evaluation	9/9/2015	
	Virtual Academy, use of	7/2014; 9/2015	
	<u>Wellness</u>	(FW suggestion)	

5.. Adjournment

TF motion; FW 2nd: To adjourn. Unan. Meeting adjourned at 8:00 p.m.