



NOTICE OF MEETING

Inhabitants of the Town of Greenfield:

You are hereby notified that there will be a meeting of:

Public Body: **Greenfield Public Schools
School Committee Meeting**

Date: Wednesday, January 9, 2019
Time: 6:30 p.m.
Location: GCTV
393 Main Street

Call to Order

Approval of Minutes

Public Comment

Student Representatives

Committee Reports –Chair, Superintendent, active
subcommittees, and SC Representatives

Reorganization

Topics anticipated to be discussed:

1. Bill Diehl, Collaborative for Educational Services
2. Update on GHS Spanish Class trip to Puerto Rico,
Tara Cloutier, Spanish Teacher
3. Capital Improvement Plan review and vote
4. New Business
5. New Agenda Items
6. Executive Session may be called - MGL c 30A,
§21, (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
7. Adjourn

*Please note that the list of topics was comprehensive at the time of posting, however, the public body may consider and take action on unforeseen matters not specifically named in this notice. Posted 01.04.19 2:15 PM



**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

Wednesday, January 9, 2019

6:30 p.m.

GCTV, 393 Main Street, Greenfield

AGENDA

- I. Roll Call/Call to Order
- II. Approval of Draft Minutes: 12.12.18
- III. Public Comment
- IV. Reports:
 - Student Representatives
 - Chairperson
 - Superintendent
 - Subcommittees
 - SC Representatives
- V. Reorganization
- VI. Business:
 1. Bill Diehl, Collaborative for Educational Services
 2. Update on GHS Spanish Class Trip to Puerto Rico, Tara Cloutier, Spanish Teacher
 3. Capital Improvement Plan review and vote
- VII. New Business
- VIII. New Agenda Items
- IX. Executive Session may be called - MGL c 30A, §21, (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
- X. Adjournment

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
DRAFT MINUTES: Wednesday, December 12, 2018
GCTV Studio, 393 Main Street, Greenfield MA**

Present: Don Alexander (DA); Jordana Harper, Superintendent (JH); Susan Hollins (SH); William Martin (WM); Adrienne Nunez (AN); Cameron Ward (CW)

Absent: Katie Caron (KC); Susan Eckstrom (SE)

Also present:

Morghan Blanchard and Haylie Prevett, GHS Student Representatives; Matt Holloway, Director of Pupil Services; Julie Kimball, teacher, Federal Street School; Stephen Nembirkow, Business Manager; Tracy Novick and Liz Lafond, MASC Field Directors; Doug Selwyn, resident; other school staff and citizens.

I. Call to Order

With a quorum present (DA, SH, WM, AN, CW), Chair Nunez opened the meeting at 6:34 p.m.

II. Approval of Minutes

SH moved to approve minutes of November 14, 2018. WM 2nd. Motion passed unanimously.

III. Public Comment

Doug Selwyn, resident, spoke of concerns re: vacant position of curriculum coordinator, asked about ways to fill position, e.g. part-time or shared.

Julie Kimball, Federal Street School, noted that the school will be delivering wreaths around community, with thanks to community helpers.

IV. Reports

A. Student Representatives

Morghan Blanchard and Haylie Prevett provided summary of activities at Greenfield High School, including winter sports, academic projects, winter pep rally, music program, and club activities, community service projects, and field trip.

B. Chair (AN)

- MASC calendars
- Stipends will arrive at end of month

C. Superintendent (JH)

- Recognized Morghan Blanchard, recipient of the Superintendent's Award
- Monthly Superintendent's report reflects goals
- Discussion on equity in education with Senator-elect Jo Comerford
- Newton School Principal Melodie Goodwin out on brief medical leave; Ms. Irizarry, guidance counselor, is covering principal responsibilities.
- Media coverage: *Recorder* article, social media, GPS website shots
- Music teacher Maria Scotera moving from GHS to GMS; new GHS music teacher Chris Moehringer
- Excellent student music programs
- Staffing report, including a welcome hire of Ed Voudren as transportation coordinator
- AEL principal final interviews completed, with decision to hire Tom King, retired elementary principal with Pre-K experience, who will start in January.

- Budget reports

AN: FY19 budget could be alarming to public not familiar with School Committee's budget process and plan to take funds from revolving accounts. Nembirkow assured that "where you see a negative, there's a positive somewhere." All positions and contracts encumbered.

Steve Nembirkow explained recent discovery of errors in data import from payroll into MUNIS budget. He and staff are reviewing line-by-line, expect full correction by next month.

D. Subcommittees

1. Health, Safety & Facilities (SH on behalf of KC)

Recent discussions include postponement of Green River School program; comparing GPS and state model versions of School Resource Officer MOU; MOU next goes to Superintendent and Chief of Police.

AN will forward minutes of most recent Subcommittee meeting to School Cte members.

2. Budget (CW)

Subcommittee has set calendar for upcoming budget season.

SH requested that minutes of Budget Subcommittee not be released until approved by Subcommittee, citing concerns re: accuracy of draft minutes taken from recording. Discussion to continue in Subcommittee.

JH noted:

- Report from Matt Holloway, Director of Pupil Services, on out-of-district placements
- State Auditor's Office response to Mayor's request re: out-of-district placements; on-going study of issue to continue.

AN requested Holloway's report to Budget Subcommittee on out-of-district placements be sent to all School Cte members.

3. Policy and Program (DA)

Guided by Pat Correira and Liz Lafond (MASC), Subcommittee has started policy review initiative; completed Section A and part of Section B. Presentation of revised Section A to full Committee likely in January.

V. Business

A. Tracy Novick, MASC, Budget Presentation

- Responsibilities of School Committee, including budget
- Funding sources
- DESE Chapter 70 Foundation Budget
- DESE calculation of Greenfield property values and income = target local contribution. Created in 1993. GPS receives \$18K in minimum aid – unusual
- Cycle of budget process
- Financial Reporting
- Warrants: what are you signing?
- Audits
- Updating the Foundation Budget: Comparing state amount vs. GPS actual 2017

Novick's slide presentation to be shared with Committee members.

Additional budget questions: tnovick@masc.org

CW left the meeting.

B. Capital Improvement Plan Review and Vote

City's capital improvement timeline has been extended. Presentation coming at January meeting.

C. Vote on Using School Funds for PA System Wiring

AN reviewed issue of Town Council funding approved for wireless system, need instead wired system, as discussed at Nov. 14 School Cte meeting.

WM moved rescind our support for the request for Mayor to bring \$37,400.01 to Town Council and allow the School Department to make that expense to the department. SH 2nd.

Discussion:

- Town Council cut original 2016 request by \$37K, stipulating less expensive wireless system. Hard-wired system necessary for security,
- WM has requested Council remove "wireless" from funding.
- Where to find funds? \$69K surplus from last year due to staffing vacancies.
- Urgent need for safety of students, staff.

Motion passed unanimously.

SH moved to reclassify \$69,987.22 in FY18 year-end funds to School Choice. DA 2nd. Motion passed unanimously.

SH moved to recommend to Superintendent to pay approximately \$37,000 for PA system upgrades from School Choice. DA 2nd. Motion passed unanimously.

VI. New Business

None

VII. New Agenda Items

None

VIII. Executive Session

AN announced intent to move into Executive Session in accordance with MGL c 30A, §21, (3) & (10): 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 A, Unit C), and (10) To discuss trade secrets or confidential, competitively sensitive or other proprietary information provided.

WM moved to enter Executive Session. 2nd DA. Roll call vote: Yes – DA, SH, WM, AN. Moved into executive session at 9:37 p.m.

SH moved to leave Executive Session. 2nd WM. Roll call vote: Yes – DA, SH, WM, AN. Returned to public session at 10:05 p.m.

V. Business (continued)

D. Transportation Contract

WM moved to take the opportunity to partner with other school districts for the transportation contract. 2nd SH. Motion passed unanimously.

IX. Adjournment

WM moved to adjourn. 2nd SH. Motion passed unanimously. Meeting adjourned at 10:06 p.m.

Respectfully submitted,
Susan Farber
Recording Secretary

Meeting Documents

1. Notice of Meeting and Agenda: December 12, 2018
2. Draft minutes: November 14, 2018
3. Superintendent's Report
4. "Area tour with senator-elect touches on homelessness, food insecurity, education and more,"
Recorder (Dec. 12).
5. Letter to Newton School Families from Supt. Harper re: Principal Goodwin's medical leave (Dec. 11)
6. Letter to Parents/Guardians of GHS & GMS Music Students re: music teachers (Dec. 10)
7. Social media: Tweets from Supt. Harper, screenshots from GPS website
8. Staffing Report (Dec. 10)
9. Subcommittee minutes (draft)
 - a. Health, Safety & Facilities (Nov. 14)
 - b. Budget & Finance (Nov. 7, Nov. 19)
 - c. Policy & Program (Nov. 28)
10. Budget reports (Oct. 31, Dec. 6) from Steve Nembirkow, Business Manager
11. Out of District Placements:
 - a. Memo from Matthew Holloway, Director of Pupil Services
 - b. DESE: Summary of Assignment of School District Responsibility
 - c. Letter from Suzanne Bump, Commonwealth Auditor, to Mayor Martin, Nov. 21, 2018,
Financial Impacts of Failure to Reimburse GPS for Educational Services Provided to Out-of-District Foster Care Children
12. School newsletters

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the School Committee, at its first **meeting in January of each year**, will elect from its membership a chairperson, a vice-chairperson, and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. **The Superintendent or designee will accept nominations from the floor for the office of chairperson.** The chairperson will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new chairperson will preside, calling for the election of a vice chairperson and secretary, in order. The procedure used for their election will be the same as that for electing the chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

Subcom January 2016, 11.02.2017

1st Reading: 11.08.2017

2nd reading and vote by school committee 12.13.17

Source: MASC

Legal Ref: City of Greenfield Charter

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson:

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions, and to discuss questions. **The chairperson** will perform those duties that are consistent with the office and those required by law, state regulations, and this Committee.

In carrying out these responsibilities, the chairperson will:

1. sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee,
2. consult with the Superintendent in planning the Committee's agendas,
3. confer with the Superintendent on crucial matters that may occur between Committee meetings,
4. appoint subcommittees, subject to Committee approval, **and make chairperson assignments,**
5. call special meetings of the Committee as necessary,
6. be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others,
7. be responsible for the orderly conduct of all Committee meetings,
8. represent or **ensure** School Committee representation at city council and other meetings where representation is required or deemed necessary, and
9. be the liaison to legal consultants on School Committee matters.

As presiding officer at all meetings of the Committee, the chairperson will:

1. call the meeting to order at the appointed time,
2. announce the business to come before the Committee in its proper order,
3. enforce the Committee's policies relating to the order of business and the conduct of meetings,
4. allow members of the public who wish to make short comments to do so at appropriate times and within time guidelines, recognizing speakers for the record, and protect the speaker who has the floor from disturbance or interference,
5. explain what the effect of a motion would be if this is not clear to members,
6. restrict discussion to the question when a motion is before the Committee,
7. answer all parliamentary inquiries, or appoint one member to serve as Parliamentarian,
8. put motions to a vote, stating definitely and clearly the vote and result thereof,
9. **ensure** that date-sensitive School Committee business is handled in a timely fashion, and
10. conduct meetings with professional courtesy and fairness, setting an example for the school system.

Duties of the Vice-Chairperson:

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee. The vice-chairperson will perform such other duties as may be delegated by the chairperson or assigned by the School Committee.

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**; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state.

The secretary will perform such other duties as may be delegated by the chairperson or assigned by the School Committee. The secretary will **ensure** Attorney General guidelines are met, which includes taking and recording roll call when required, e.g. entering and exiting non-public sessions.

SOURCE: MASC LEGAL REF.:

M.G.L. 71:36 **Secretary, Appointment, Duties**

REF: Open Meeting Law Guide, Office of the Attorney General

Draft: 4-5-05 Adopted 4-27-05 Reviewed by subcommittee

4-21-11 Reviewed by School Committee 5-26-11, moved to review 6-23-11

Second Reading for Adoption 7-28-11; Adopted 7-28-11

Reviewed by policy committee 2.9.16 and 3.2.2016

1st reading 3.9.2016;

2nd reading/adoption by School Committee 4.13.2016

2016 revisions clarify the duties of the SC's three officers, emphasizing conducting business in a fair and professional manner, being timely, having minutes for all committee/subcommittee meetings, & conforming with city charter.

Greenfield Charter: Article 4, pg 16-17

Chair: The School Committee chair shall preside at all meetings of the School Committee, regulate its proceedings and shall decide all questions of order. The school committee chair shall appoint all members of all committees of the school committee, whether special or standing. The School Committee chair shall have the same powers to vote upon all measures coming before the School Committee as any other member of the School Committee. The School Committee chair shall perform such other duties consistent with the office as may be provided by Charter, by ordinance, or by other vote of the School Committee.

Vice-Chair: The vice chair of the School Committee shall serve as acting chair during the temporary absence or disability of the School Committee chair during the ensuing term of office. The powers of an acting School Committee chair shall be limited to only those powers of the chair as may be necessary to the conduct of the business of School Committee in an orderly and efficient manner and which may not be delayed.

2015 Attorney General Open Meeting Law Guide requirements:

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner (recommended as the body's next meeting), must include:

- *the date, time and place of the meeting
- *the members present or absent
- *The decisions made and actions taken, including a record of all votes,
- *a list of all documents and exhibits used at the meeting,
- *the name of any member who participated in the meeting remotely, along with the reason for his or her remote participation.

The law requires that existing minutes be made available to the public within 10 days of a request, whether they have been approved or remain in draft form.

CAPITAL IMPROVEMENT PLANNING (CIP)

The School Committee takes seriously its oversight of capital assets, capital requests, and expenditures. It commits to working collaboratively with the City for capital improvement and expenditure planning, according to the City's capital improvement planning schedule.

The Committee begins the CIP process by reviewing the current 5-year Capital Improvement Plan for the school department. The Committee will discuss and confirm the annual capital requests of the school department. The Superintendent will then bring school system CIP requests forward for city consideration.

The Mayor presents a city-wide 5-year Capital Improvement Plan to the City Council. The School Committee will advocate to the Mayor, Capital Improvement Committee, and City Council for its capital improvement needs and support coordination and information sharing that address school system capital needs.

Review by Policy Subcommittee 8.19.16 and 9.7.16

1st Reading by School Comm 9.14.16

2nd Review Subcommittee 9.29.16 No changes.

2nd reading and adoption by school committee 10.12.16