

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
DRAFT MINUTES: Wednesday, October 11, 2017
Greenfield High School, 21 Barr Ave., Greenfield MA**

Present: Don Alexander (DA); Timothy Farrell (TF); Jordana Harper, Superintendent (JH); Susan Hollins (SH); William Martin (WM); Adrienne Nunez (AN); Nathaniel Tripp (NT) (arrived 6:39); Cameron Ward (CW) (arrived 6:44).

Absent: None

Also present: Anthony Bohannon and Dylan Badillo, GHS student representatives; GHS teachers Tara Cloutier and Tamara Grogan; Robert Cooley, resident; Dianne Ellis, Director of Student Services; Mark Chapulis, The Management Solution; other school staff and citizens.

I. Call to Order

With a quorum present (DA, TF, SH, WM, AN), Chair Martin opened the meeting at 6:37 p.m.

II. Approval of Minutes

TN moved to approve minutes of September 13, 2017. AN 2nd.

Correction: p. 1, Supt's report: "new AEL Principal and Assistant Director of Special Education Marisa Ross." **Motion passed unanimously.**

III. Public Comment

Robert Cooley spoke against statewide testing and in support of civics education. He was encouraged to bring civics proposal to Supt. Harper. WM requested Supt. to provide report of schools' restorative justice program.

IV. Reports

A. Student Representative Report

Student representatives highlighted events at GHS, including LGBT event.

B. Chair's Report

All Subcommittee chairs reminded to submit materials for full Committee meeting one week in advance – that is, by close of business the Wednesday before the regular meeting.

C. Superintendent's Report

JH welcomed all to GHS building; reviewed packet and noted:

- Enrollment – positive trends, 1730+
- First quarter budget status
- MSA Transition Team continues to meet, smooth opening of school year at GMS/MSA.
- Recent events: Miracle Minute fundraiser, open house, 5th graders participated in Green River Clean-up; math testing
- Upcoming events: Discovery School Harvest Sampler, Newton School Pajama Night; parent-teacher conferences; financial literacy classes at Newton with Freedom Credit Union

D. Health & Safety Subcommittee

CW reporting: No meeting last month.

E. Personnel Subcommittee

NT reporting: Discussions re: negotiations continue; details to be provided in executive session.

F. Budget & Finance Subcommittee

AN reporting: Subcte preparing to collect budget information, including special education. Early childhood services report in December. Seeking information on GPS legal costs.

G. Policy and Program Subcommittee

SH reporting: Longer meetings for thorough administrative tracking. Reviewed 10 policies re: Human Rights Commission concerns; policy regulation re: life-threatening allergies. Wednesday deadline for submission of materials conflicts with Subcommittee meeting schedule.

CW moved to have all documents for the School Committee meeting that is scheduled for the second Wednesday of each month to have all information in by the Wednesday prior to. 2nd. Motion passed unanimously.

Reminder from WM: Add "Old Business" and "New Business" to regular agenda.

V. Business

A. GHS Field Trip to France and Spain

GHS teachers Tara Cloutier and Tamara Grogan presented proposed student trip to France and Spain with EF Tours, April 15-22 (spring break).

Discussion: \$3,000 cost, higher due to additional flight. Athletes, penalized for missing games, are reluctant to go on trips; suggestion to investigate scheduling trips between sports seasons; flights also may be lower cost. How to include students whose families can't afford \$3K? Suggestion for School Committee to offer student scholarship.

AN moved to approve the 2018 ten-day trip to Spain and France overseen by Tara Cloutier and Tamara Grogan. DA 2nd. Policy IJOAR gives Supt. responsibility for assuring field trip policy is followed. **Motion passed unanimously.**

B. Energy Efficiency Projects

Carole Collins, Greenfield Sustainability Director, reported on on-going and upcoming projects in schools, including \$516,180 Green Communities Grant.

Discussion: Most schools converted from oil to natural gas. Request for comparison chart in Btus. GHS solar+storage installation will provide 72 hrs. power for emergency shelter. In regular operations, will draw from storage to reduce peak charges, save significant \$. Suggestion for Health, Safety and Facilities Subcte to work together with Collins to coordinate energy usage, emergency response plans.

C. Professional Development Update

Supt. reported on start-of-school and regular PD for staff. Need long-range PD plan, to come when central office staff hired. SH suggested investigating GPS adult education program to generate revenue.

D. School Committee Goals

DA presented summary of August working meeting. WM appointed DA (chair), TF, AN to ad hoc subcommittee to refine goals, report within 60 days.

E. Superintendent Goals

WM will work with Supt. to schedule special School Committee mtg to discuss both School Committee and Superintendent goals. Personnel Subcte to meet first to refine, report no later than special meeting.

F. Curriculum Director

TF moved to hire Curriculum Director. 2nd.

Discussion: Support for Director position, rather than Assistant Superintendent; desire to fill position quickly, cost savings. Job description presented last mtg. Will advertise nationally.

Motion passed.

G. School Council Update

JH: Mass. law requires School Council at each school, with parent, teacher, community representatives. Most schools held elections at recent open house events. Some schools still seeking representatives. Can report on School Council membership at next mtg.

Consensus for Policy Subcte to revise out-of-date policy on school councils; look for MASC template.

H. Update on Coordinated Program Review

Dianne Ellis, Director of Student Services, provided overview of state review, including progress on special education, civil rights, English language education.

I. Policies for First Reading

1. BGD, School Committee Review of Regulations
2. BDD, Budget Format
3. IE, Organization of Instructions
4. IHAE, Physical Education

TF moved to waive first reading and accept first reading as written. NT 2nd. Motion passed.

JH, others, to send concerns to all School Committee members.

Policy Subcte to refer BDD, Budget Format, to Budget Subcte.

J. Policies for Second Reading and Adoption

1. BGB, Policy Adoption and Amendment
2. BDE, Subcommittees of the School Committee
3. BID, School Committee Member Compensation and Expenses
4. DBE, Revolving Funds
5. EEAA, Walkers and Riders
6. GCG, Substitute Teacher Employment / Part-time and Substitute Professional Staff
7. IGA, Curriculum Development
8. KF, Community Use of School Facilities

1. BGB, Policy Adoption and Amendment

JH: MASC template, many school committees require 3 readings. Concerns re: limiting public access.

WM: Are so many policies necessary?

AN: Request to have clean copies by before-meeting deadline.

TF: Ideally, we review, affirm policies every 5 years, so we can expect no-change policies. Focus time on ones that need changing.

SH moved to accept policy BGB. TF 2nd. Motion passed 4-2.

2. BDE, Subcommittees of the School Committee – tabled

3. BID, School Committee Member Compensation and Expenses

TF moved to accept policy BID. SH 2nd. Motion passed unanimously.

4. DBE, Revolving Funds

SH moved to accept policy DBE. 2nd TF.

Discussion:

AN: Postpone to allow Budget Subcte to review? WM: Discussion at Policy Subcte mtg was thorough.

TMS: Recommend listing percentages of receipts rather than \$ amounts, which vary.

Request for final versions of policies (no strikeouts, no color-coded text) received in advance to allow time for review. Remaining policies (BDE, EEAA, GCG, IGA, KF) to be returned to Supt. office to create clean versions. 2nd reading on agenda for next regular School Cte mtg.

Motion withdrawn.

VI. Other Business

A. School Committee 2016-2017 Annual Report

SH prepared draft annual report by reviewing minutes, legal and policy obligations. To be discussed at special meeting.

WM: Town Council's Community Relations Subcommittee to discuss use of public buildings, likely ordinance. "Broad discontent" with current school use policy.

TF: Mass. general law says School Cte controls school buildings. Ordinance will not supersede School Cte. policy. Wants to finalize fee structure.

VII. New Business

A. Quarterly Financial Reports

TMS is finalizing quarterly report.

Greenfield Education Foundation account balance is (-\$13K). Not a problem: Fund's process is to spend \$, then reimburse.

B. Minutes

Reminder to Supt. office to email draft minutes of School Cte meetings to members as soon as available from Recording Secretary.

VIII. Executive Session

TF moved to enter executive session for the reason MGL c 30A, 21 (2): to conduct strategy sessions in preparation for negotiations with non-union personnel (Supt. Harper) and (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. 2nd. Roll call vote: Yes – CW, NT, AN, SH, TF, DA, WM. Moved into executive session at session at 9:42 p.m.

Returned to public session at 10:04 p.m.

IX. Adjournment

CW moved to adjourn. 2nd. Motion passed unanimously. Meeting adjourned at 10:05 p.m.

Respectfully submitted,
Susan Farber
Recording Secretary

Meeting Documents

1. Agenda: October 11, 2017
2. Draft minutes: September 13, 2017
3. Minutes: Budget & Finance Subcommittee, September 3, 2017
4. Minutes: Policy & Program Subcommittee, September 19 and October 5, 2017
5. Federal Street School newsletter (October)
6. Discovery School at Four Corners newsletter (October)
7. Newton School newsletter (October)
8. Greenfield Middle School newsletter (October)
9. Enrollment report, October 2, 2017
10. Financial reports:
 - a. Revenue, Gift & Scholarship account balances, September 29, 2017
 - b. Year-to-Date Budget Report FY 18, September 29, 2017
11. Letter and trip details re: GHS trip to Spain, France, from Tara Cloutier and Tamara Grogan, September 11, 2017
12. Summary report from Carole Collins, Sustainability Director
13. Superintendent's draft goals 2017-2018 School Year
14. DESE Coordinated Program Review:
 - a. Letter from Tom Hidalgo, September 20, 2017
 - b. Greenfield Public Schools responses
 - c. Letter from Supt. Jordana Harper, September 20, 2017
 - d. CPR Report of Findings 2017, September 19, 2017
15. Policies:
 - a. BGD, School Committee Review of Regulations
 - b. BDD, Budget Format
 - c. IE, Organization of Instructions
 - d. IHAE, Physical Education
 - e. BGB, Policy Adoption and Amendment
 - f. BDE, Subcommittees of the School Committee
 - g. EEAA, Walkers and Riders, with Statutory Reference Exhibit EEAA-E
 - h. DBE, Revolving Funds
 - i. GCG, Substitute Teacher Employment
 - j. IGA, Curriculum Development
 - k. BID, School Committee Member Compensation and Expenses
 - l. KF, Community Use of School Facilities