

**GREENFIELD PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
MINUTES: Wednesday, January 9, 2019  
GCTV, 393 Main Street, Greenfield MA  
Approved 02.13.19**

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

**Absent:** Cameron Ward (CW)

**Also present:** Tara Cloutier, GHS Spanish teacher; Matt Holloway, Director of Pupil Services; Tom King, Principal, Academy of Early Learning; Stephen Nembirkow, Business Manager; Alan Schmidt, Maintenance Supervisor; Edward Voudren, Transportation Coordinator; other school staff and citizens.

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

With a quorum present (DA, KC, SE, SH, WM, AN), Chair Nunez opened the meeting at 6:33 p.m.

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

**SH moved to approve minutes of December 12, 2018. DA 2nd. Motion passed unanimously.**

### **III. Public Comment**

None

### **IV. Reports**

#### **A. Student Representatives**

Morghan Blanchard and Haylie Prevett reported on events at GHS, including winter sports, club activities, and special academic projects.

#### **B. Chair (AN)**

AN previewed the agenda; alerted members to forthcoming email announcement re: new legislation.

#### **C. Superintendent (JH)**

- Highlighted school newsletters and events, including GHS winter concert; Federal Street all-school field trip to UMass; schools closed for Martin Luther King Day; GHS mid-term exams; teachers' professional day
- No finance report available
- Introduced recent hires: Tom King, Principal at Academy of Early Learning, and Edward Voudren, Transportation Coordinator

### **D. Subcommittees**

#### **1. Budget**

Next meeting Friday, Jan. 11, noon

#### **2. Health, Safety & Facilities (KC)**

Discussions at recent meetings:

- Update on PA system installation
- Need for improved communication, joint planning mtgs between town & school departments on joint building projects

- Health education: Recommendation for Supt. to form a study group to advise her (not School Cte) on current laws and policies, and assess current GPS curriculum, programs and needs
- School Resource Officer: wording of MOU
- Next to consider: emotional health, including potential grant funding

Consensus that Committee wants to hear findings of health study group. May include representatives of nurses, health teachers, parents, Parent Advisory Committee. Subcommittee Chair KC and Supt to discuss timing (60-90 days?).

### **3. Policy & Program (DA)**

Productive review of policies with MASC representatives. Sections A and D complete; currently working on Section B; expect Section C to be completed this month.

AN: May need special meeting to review, approve many policies

### **4. Personnel & Negotiations (DA)**

No report

### **5. Collaborative for Educational Services (SE)**

No report

### **6. Town Planning and Construction Committee (SH)**

Recent topics: parking garage, new DPW on Wells Street, Town Hall energy upgrade, roof repairs needed at Town Hall, Capital Improvement, annual construction review.

Request for minutes of these meetings.

### **V. Reorganization**

AN provided overview of process, according to Policy BDA.

- Chair – DA nominated Adrienne Nunez. KC 2nd. Roll call vote: YES - DA, KC, SE, SH, WM. Motion passed.
- Vice-Chair – SE nominated Katie Caron. DA 2nd. Roll call vote: YES - DA, SE, SH, WM, AN. Motion passed.
- Secretary – SH nominated Susan Eckstrom. DA 2nd. Roll call vote: YES - DA, KC, SH, WM, AN. Motion passed.

### **VI. Business**

#### **A. Update on GHS Spanish Class Trip to Puerto Rico, Tara Cloutier, Spanish Teacher**

Cloutier reported that the student tour company had split students and 2 chaperones on 2 separate flights, blocking requirement to have 2 chaperones with students. Difficult decision to cancel trip. Unable to organize spring trip with another company in a cost-effective way. Company has kept \$95 fee per student.

Cloutier also followed up on student report: GHS provides necessary supplies like shampoo, warm clothes, for students in need. Donations accepted at main office during school hours. Especially need small sizes of personal care items. Dress drive needs dress shoes for young men.

#### **B. John Hickey, Girls Varsity Basketball Coach, overnight trip to Groton-Dunstable High School for basketball game**

Request withdrawn. Trip will not happen.

## C. Capital Improvement Plan Review & Vote

JH outlined the process:

School Committee to vote to approve all or selected specific requests

Supt. presents request to Capital Improvement Planning Committee

Capital Improvement Planning Cte reviews, passes original or amended request to Mayor

- JH: Realistic request, reflects priorities. \$500K in requests were removed. Nembirkow: Request is fraction of work that needs to be done.
- WM wants more time to review.
- 3-year vs 5-year plan? Policy stipulates 5-yr plan. 3-year plan is what has been submitted before. Town's request form outlines 3 years.
- \$1.1 million amount for 2020 does not include computer technology.
- Requests are not in priority order.
- Nembirkow will apply for available gov't reimbursements in October-November.
- MCAS requires computers: unfunded mandate.
- Does kitchen equipment come from Food Service budget? Nembirkow: Precedent for capital improvement request for kitchen equipment.
- Federal Street elevators need repairs every few months, difficult to find replacement parts. Schools must be ADA compliant. Replacement cost \$125K for each elevator x 2 elevators. Replacement \$ cost estimates are old.

**AN moved to support the FY2020 capital improvement request put forward today, striking item #3 food service kitchen equipment, including the number for our technology needs [\$320,978], and prioritizing #6, roof leaks and specific safety items that the Superintendent deems most necessary. DA 2nd.**

Discussion:

- SH: Newton paving is high priority.
- Technology: GPS requests in prior years reduced by approx. 90% by Council. Should technology be part of regular school budget or capital request? SH recalls prior years' capital funding \$180K-\$200K for technology. Explore grants available for computers, with priority for rural schools.
- Reminder to discuss security needs only in executive session
- Prior years' funding for doors used. More doors need replacing.
- Technology budget: \$320,978. Total approx. \$1.35million

**Motion passed 4-2-0.** NO: SH (citing total amount, not enough information on several items), WM)

## D. Location of Upcoming Meetings

Council will begin meeting at Community Center.

**SH moved to plan to meet at John Zon Community Center for February meeting and moving forward. DA 2nd.** Clarify: If problems coordinating, Supt. to find alternate venue for February. Supt. to make site request, arrange details. **Motion passed unanimously.**

## VI. New Business

### A. School Committee Subcommittees

AN will make some adjustments to subcommittee membership.

### B. Advanced Learning

SH noted DESE's new initiatives for best practices to advance learning and curriculum beyond grade level.

### C. Capital Improvement Requests

Process is competitive. Recommend additional evidence for GPS request – e.g., letter from elevator company

#### **D. Committee Operations**

SH requested clarification on issues including:

- If member of public asks question (e.g., during Public Comment), how do we answer?
- Role of School Committee members at subcommittee meetings
- Guidelines for members calling into meetings
- Group file to share articles, resources

AN responded:

- AN will pursue creation of group file. File will be open to public.
- We are doing well and improving in compliance with open meeting law, running efficient meetings.
- School Committee members are considered members of the public at meetings of subcommittees they are not officially members of. Can speak during public comment. Attorney General recommends public should sit apart, not sit at table for subcommittee meetings.
- AN will clarify open meeting law guidelines for adjournment in executive/public sessions.
- Comments and inclusion of public welcome. Availability of public comment up to discretion of Chairperson.

#### **E. Civics**

Civics education is goal in Supt's plan, to be reviewed in March, mid-cycle. Review of civics education is well underway. Request for report to School Cte; Supt. will work with GHS principal to plan, schedule.

#### **F. Mentoring New Staff**

JH described successful mentoring for new principals and teachers, paired by professional licensure, expertise, grade level, other factors of compatibility.

#### **G. Audit**

WM requests audits from last 2 yrs be provided by Supt. to Committee members. Mandate for School Committee to review audits.

#### **H. GHS Music Program**

New GHS choral/band director [Chris Moehringer] is impressive.

#### **VII. New Agenda Items**

none

#### **IX. 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 (litigation, Unit A, Unit B).

WM moved to enter Executive Session. DA 2nd. Roll call vote: Yes – DA, KC, SE, SH, AN, WM. Moved into executive session at 8:35 p.m.

WM moved to leave Executive Session. AN 2nd. Roll call vote: Yes – KC, SH, AN, WM. Returned to public session at 9:43 p.m.

## **IX. Adjournment**

KC moved to adjourn. WM 2nd. Motion passed unanimously. Meeting adjourned at 9:43 p.m.

Respectfully submitted,  
Susan Farber  
Recording Secretary

## **Meeting Documents**

1. Agenda: January 9, 2019
2. Draft minutes: December 12, 2018
3. Policies: BDA, School Committee Organizational Meeting; BDB School Committee Officers; DJB, Capital Improvement Planning
4. Girls Varsity Basketball Trip summary; Policy IJOA, IJOA-R Field Trips
5. Greenfield Schools Capital Improvement Requests FY2020, FY20 Capital Improvement Plan Technology Department
6. School newsletters