

**GREENFIELD PUBLIC SCHOOLS**  
**SCHOOL COMMITTEE SPECIAL MEETING**  
**MINUTES: Wednesday, August 18, 2021**  
Greenfield MA

*Note: This meeting was held fully remotely in accordance with the Governor of Massachusetts' March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, §20.*

**Present:** Katie Caron (KC); Susan Eckstrom (SE); Susan Hollins (SH); Amy Proietti (AP); Jean Wall (JW) (arrived 6:04)

**Absent:** Glenn Johnson-Mussad (GJM); Roxann Wedegartner (RW)

**Also present:** Jonathan Cavallo, GHS Principal; Lynn Dole, GMS Principal; Michelle Fenimore, Federal Street School Principal; Judy Houle, Interim Superintendent; Melodie Goodwin, Newton School Principal; Karin Patenaude, Assistant Superintendent; Andy Paquette, TMS, Business Manager; Caissie Putnam, Discovery School at Four Corners Principal; and citizens.

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

With a quorum present (KC, SE, SH, AP), Chair Proietti called the meeting to order at 6:00 p.m.

SE moved to change the order of business on the agenda, to move School Business Manager reports next on the agenda. SH 2nd. Motion passed unanimously.

### **III. Administrative Reports**

#### **GPS Business Manager: Updates on FY21 and FY22 Budgets**

Andy Paquette, TMS, reported:

FY21 budget records are complete. Using year-end balances for retroactive pay.

Continuing to build FY22 budget. No budget problems emerged this summer.

Plan to meet with Budget Subcommittee for full report, approval of FY21, & detailed view of FY22.

Discussion:

No funds available to prepay special education tuition.

Estimate \$260K needed for retroactive pay, as required by recent & in process contract negotiations.

### **II. Public Comment**

None

### **IV. Family Handbooks**

Supt. Houle presented handbooks for all schools. To replace 5-year-old single handbook. New handbooks have welcoming tone & consistent format, provide helpful information. Title change from "Parent-Student" to "Family" to be more inclusive. Work in progress. Acknowledged excellent work of principals, staff.

Revision process demonstrates culture of collaboration.

General discussion of handbooks:

- Suggested improvements to layout & design, including margins, page breaks to organize sections.
- Handbooks will be available online. Paper copies available on request.

- Concern that including policies (discipline, expulsion) might be overwhelming, off-putting for elementary school families. Suggestion to create friendly, welcoming handbook & provide policies separately.
- Many policies are out of date. Need thorough policy review. Policy Subcommittee to revive process; many policies have been presented for 1st reading, awaiting next steps.
- Status of policy process to be discussed with incoming superintendent DeBarge.

**JW moved to approve the 2021-2022 Academy of Early Learning Family Handbook, as presented. KC 2nd. Yes - KC, SE, AP, JW. No – SH. Motion passed 4-1.**

**SE moved approve the 2021-2022 Discovery School at Four Corners Family Handbook, as presented. JW 2nd. Yes - KC, SE, AP, JW. No – SH. Motion passed 4-1.**

**JW moved to approve the 2021-2022 Federal Street School Family Handbook, as presented. SE 2nd. Yes - KC, SE, AP, JW. No – SH. Motion passed 4-1.**

**SE moved to approve the 2021-2022 Newton School Family Handbook, as presented. JW 2nd.**  
Discussion: SH – This handbook is too stern for elementary school.  
**Yes - KC, SE, AP, JW. No – SH. Motion passed 4-1.**

**SE moved to approve the 2021-2022 Greenfield Middle School Family Handbook, as presented. JW 2nd. Motion passed unanimously.**

**SE moved to approve the 2021-2022 Greenfield High School Family Handbook, as presented. JW 2nd. Motion passed unanimously.**

## **V. Job Descriptions**

**SE moved to approve the Payroll and Benefits Manager job description, as presented and amended. JW 2nd.**

Suggestion to add to Item 2 the job responsibility to create FAQ document to reduce individual inquiries. To be considered in communications plan & website updates.

Friendly amendment made, accepted, to strike “Ability to” in section on performance responsibilities.

**Motion passed unanimously.**

**SE moved to approve the Payroll and Personnel Assistant job description, as presented. JW 2nd. Motion passed unanimously.**

**VI. Executive Session - MGL c 30A, §21, (a): (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.

SE moved to enter Executive Session. KC 2nd. Motion passed unanimously. Moved into executive session at 6:47 p.m.

Returned to public session at 7:04 p.m.

## **VII. MOU re: Federal Street School Interim Principal**

**SE moved to approve the MOU for the appointment of the interim principal at Federal Street School, as presented. JW 2nd.**

Principal Michelle Fenimore will be on parenting leave.

**Motion passed unanimously.**

### **VIII. Adjournment**

SE moved to adjourn. SH 2nd.

Acknowledged this as Supt. Houle's final meeting with the School Committee; expressed gratitude for her capable leadership as interim superintendent.

Meeting adjourned at 7:06 p.m.

Respectfully submitted,  
Susan Farber  
Recording Secretary

### **Meeting Documents**

1. Agenda: Aug. 18, 2021 Special Meeting
2. Job Descriptions: Payroll & Personnel Assistant; Payroll & Benefits Manager
3. Family Handbooks: Academy of Early Learning; Federal Street School, Discovery School at Four Corners, Newton School, GMS, GHS
4. Budget Reports:
  - a. FY22 Year-to-Date Budget Report, Aug. 17, 2021
  - b. FY22 Revolving Account Balances, Aug. 17, 2021
  - c. FY22 General Funds, Aug. 17, 2021
  - d. FY21 Revolving Account Balances, Aug. 17, 2021
  - e. FY21 General Funds, June 30, 2021