Greenfield School Committee
Policy, Program, and School Committee Handbook Sub-Committee
Meeting Minutes
October 19, 2026

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1. Call to Order:
   The meeting was called to order at 6:30 p.m., via Zoom.

2. Roll Call of Members:
   Present: Elizabeth DeNeeve, Sub-Committee Chair (ED), Ann Childs (AC), Jeffrey Diteman (JD)

   Also present: Carol Kruser, Superintendent (CK)

   ED read the Chair Statement relative to meeting recordings.

3. Public Comment:
   There were no members of the community present for comment at this time.

4. Approval of Sub-Committee Minutes of August 24, 2026:
   On a motion by AC, 2nd by JD, the minutes were approved as presented. The roll call vote was unanimous.

5. Debrief and discuss any loose ends from the previous sub-committee meeting:
   ED noted it was her intent to include loose ends from all previous sub-committee meetings, not just from the prior meeting.

   JD noted he joined the AI Advisory Committee following discussion of this topic at the last Policy, Program, and School Committee Handbook sub-committee meeting. He shared, as it stands now, the seats have all been filled on this committee, but that they are hopeful to include some student membership. He is awaiting notification of their first quarterly meeting with all members. He also shared, as a result of conversation around the AI Advisory Committee, members would prefer to have an academic honesty policy in place before attempting to revisit a new AI policy, which can be addressed by this Policy, Program, and School Committee Handbook sub-committee at their November meeting.

   There were no additional comments from the remaining members.

6. Review of past agendas; What has been completed and what remains to be done. Has the sub-committee completed goals that were set?:
   ED reviewed the goals of this sub-committee, as previously voted:
   - Perform policy clean-up, i.e. edits, structure, grammar, etc.
   - End-of-year assessment of goals and ideas completed throughout the year (which is currently in progress)
   - Commit to search and compare our most relevant and impactful policies with those from other districts to determine alignment (It was determined this was accomplished with our tobacco & smoking policies, as well as policies of urgency.)
   - Communications with legal counsel to be included in the Handbook (There have only been a few written legal opinions received, but it is preferred that all sub-committee members have access to said opinions, upon receipt, as a means to defend our policies properly with all parties involved.)
   - Responsibilities of the Chair and Vice Chair to be included in the Handbook

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JD offered to conduct the proofreading (grammar) portion of the Handbook, should it be allowed.

With great appreciation, it was the consensus of this sub-committee to empower member JD to conduct the role of proofreading the Handbook.

ED reviewed the list of policies that were reviewed/revised by this sub-committee in their short time together, which is a true accomplishment and something to be proud of.

She also noted the only policy undergoing change at this time, and not voted on by the full Committee, is JIB, which is still in progress. (The remaining Empowered Digital Use policy will be addressed by the AI Advisory Committee.)

AC shared the Budget, Finance, and Warrant sub-committee requested a review of policy DBD (Budget Planning), specifically as to the process/order in which the budget is conducted, as inquired by our administration. ED will add the item as "new business" on next month's agenda.

Discussion on the Handbook ensued, specifically to edits, inclusions, etc.:

- Inclusion of resolution template that was previously voted
- Inclusion of Secretary duties under the Executive Duties section
- Remove the contact information for our legal counsel, as that information should remain private
- Update out-of-date sub-committee descriptions
- Update actual school community meeting times

Members requested access to the New School Committee Member Handbook document for editing purposes. ED will provide all sub-committee members access to the Handbook in the Google Drive for that purpose.

As a means to assist member JD, AC offered to format the document upon editing changes.

7. Review and revise Policy EEAG (Student Transportation in Private Vehicles):
CK noted our legal counsel agrees we put ourselves in a liability when allowing staff to transport students to events, i.e. sports, band, academic competitions, etc., as noted in our current policy.

On a motion by AC, 2nd by JD, Policy EEAG was opened for further discussion. The roll call vote was unanimous.

JD shared the same policy from another district (Pioneer Valley Regional School District - PVRSD) for content purposes. Upon review, JD shared that our policy could be a bit more robust, while still allowing transports to occur under certain circumstances.

AC noted our policy is basically verbatim with that of the MASC policy, which is what we base all of our policies on.

CK stated it is her preference to ensure there are at least 3 persons in a vehicle for such transports to school-sponsored events, as concurred by all three members of this sub-committee.

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Also discussed out of concern was liability coverage in the event of an accident.

CK will review the PVRSD policy in more depth and provide recommendations to update our policy accordingly, as not to prevent students from attending/participating in school-sponsored events/activities.

On a motion by AC, 2nd by JD, this sub-committee, according to Robert's Rules of Order, voted to postpone this item to the November meeting. The roll call vote was unanimous.

8. Review of Policy JCA (Assignment of Students to Schools):
   AC provided edits to this policy as a means to provide a clearer vision for all. A review of the edits ensued. Upon review completion, CK noted she would completely support the edits, as presented. The next step would be to forward the updated policy to legal counsel for approval, followed by adoption by the full School Committee.

   On a motion by JD, 2nd by AC, this sub-committee voted to accept the edits to policy JCA, as presented, and forward the edited policy to legal counsel for approval. The roll call vote was unanimous.

9. Progress and discussion regarding how to implement Policy JIB (Student Involvement in Decision-Making) as well as identifying future steps and planning a timeline for implementation:
   This item will be tabled to the November meeting to afford the GHS Student Advisory Committee the opportunity to meet. Once established, the president of the Student Advisory Committee would then have the opportunity to sit on the GPS School Committee as a non-voting member. It is our hope the entire Student Advisory Committee will attend the full School Committee meetings a minimum of four (4) times per year to present topics of interest or concern.

10. Review of proposed section for the School Committee Member Handbook:
    - Two-factor authentication
    - Chromebooks

    Prior to this evening's meeting, AC shared a draft version of the language to be incorporated into the Handbook for review.

    On a motion by ED, 2nd by AC, this sub-committee voted to accept said language to be incorporated into the School Committee Member Handbook, as submitted.

    Discussion on a few minor word preference changes also ensued.

    On an amended motion by ED, 2nd by AC, this sub-committee voted to bring the two-factor authentication and Chromebook section of the Handbook, as well as the visual aid flyer (provided by CK) to the full School Committee for adoption in November. The roll call vote was unanimous.

11. Adjournment:
    On a motion by AC, 2nd by JD, the meeting adjourned at 7:37 p.m. The roll call vote was unanimous.

Approved:

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File: DBD - BUDGET PLANNING

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school district s goals and objectives.

In the budget planning process for the school district, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.

2. Establish levels of funding that will provide high quality education for all our students.

3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

Approved by the Greenfield School Committee: May 11, 2022

	Statement of values
Somerville	All students are expected to complete their work with honesty and integrity. Cheating andplagia
Provincetown	The Academic Honesty Policy is designed to define and clarify the expectations for goodacade
Medford	Cheating is intolerable in an academic institution and will be dealt with seriously. The purpose
UMass Amherst	

Definition of academic honesty	Definition / Examples of cheating
arism are not permitted within the Somerville Public Schools. Cheating is the act ofobtainin	Cheating includes, but is not limited to, the following:• Looking on anotheŕ s t
Academic honesty is a set of values and skills that promotes personal integrity and good practicein teaching, learning and assessment. Academic honesty results in res	
of this CheatingPolicy is to encourage academic honesty and to assure that students condu	Cheating includes but is not limited to:1. Illicitly sharing or learning specific qu
	Cheating: Intentional or attempted use of trickery, artifice, deception, breach

Definition of plagiarism
In a broad sense, plagiarism is the act of obtaining or attempting to obtain credit for aca
Examples of Plagiarism:• Any representation of others' work as your own• Non-original
uestions on an exercise or assessment before it is given.2. Illicitly sharing or obtaining in
Plagiarism: Knowingly representing the words, ideas, art, and/or creative worksof anoth

Consequences
The teacher and/or school administrator will deal with allegations of cheating or plagiarism.
The staff and administration recognize that each child is unique, and disciplinary infractions
formation during an exercise (including any type of assessment orhomework) or accessing
Consequences for cheating include:1. The teacher will notify the Principal who will keep a r

Teacher responsibilities	Student Responsibilities
Students who have cheated or plagiarized may at least receive a zero for the entire assignmentand may not qualify for make-up of the assignmer	
Teachers and support staff will raise student awareness of academic honesty and directly g	Students are always expected to demonstrate strong
information from a disk, etc.3. Submitting another person's work or ideas as one's own. This includes homework, copying fromanother student's	
ecord of the event.2. The student will receive a failing grade on the exercise. In addition, the student shall be subjected todetention, Level I or II S	

Administration Responsibilities	Definitions of collusion, duplication, unfair practice	
nt. The teacher or school administrator will alsoinform the parent/guardian and a proper and accurate record of the offense will be maintained.The school reserves the rig		
The administration will oversee the academic honesty policy and ensure that it is applied	Examples of Collusion:• Helping another student cheat by sharing your work or	
work, from book or from any electronic source including the Internet.4. Stealing quizzes or tests.5. Altering rank book/computer grades.		
uspension, or further disciplinary action.3. The parents will be notified.4. The National Honor Society Faculty Council will be notified.5. Where applicable, the student's C		

allowing someone to copy it;• Doing part of another student’s assignment or taking part of another student’sassignment and claiming it as your own;• When d									

oing group work, not taking full responsibility, yet claiming the group's workas equally your own;• Doing homework for another student or taking another studer									

t’s homework andclaiming it as your own as well as sharing your completed work from a past course with astudent who is taking the course in the future;• Sha									

ring information about an assessment that you took with a student who will betaking the assessment.Example of Duplication of Work:The Language and Liter									

ature teacher assigns a writing project that is a similar topic as theIndividuals and Society writing project. The student hands in the same assignment for boths									

ubjects without the teacher’s permission.Examples of Unfair Practice• Using unauthorized software to complete a math assessment, or a translation p									

File: IJNDB - EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skills for using technology as a tool including Artificial Intelligence (AI). Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global community.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that using digital devices, whether personal or school-owned, and the school district network is a privilege, and that when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop, implement and provide administrative guidelines, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, platforms and networks shall be used in school for educational purposes and activities.
- Artificial Intelligence (AI) may be used in school for educational purposes, as specifically permitted and/or restricted pursuant to administrative guidelines.
- Personal, confidential, or sensitive information shall not be entered into large language models (LLMs), generative artificial intelligence (AI) tools, or other databases or platforms that are not owned, managed, or expressly authorized by the District. This includes, but is not limited to, personally identifiable information, student and employee records, confidential district information, passwords, home or mobile telephone numbers, mailing addresses, and other information that could compromise an individual's privacy or security. Users are responsible for protecting their own personal information, as well as the personal, confidential, and sensitive information of students, colleagues, families, and others.

- Individuals will show respect for themselves and others when using technology including social media, Artificial Intelligence (AI), and other forms of digital media creation.
- Users shall give acknowledgement to others for their ideas and work, including but not limited to Artificial Intelligence (AI), and other forms of digital media creation.
- Users shall report inappropriate use of technology immediately

The procedures aligned to this policy shall be reviewed annually by district administration together with students and teachers and shall provide guidance for teaching and learning around topics such as internet safety, digital literacy / citizenship, and ethical use of technology. The District will engage other stakeholders as appropriate.