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

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.

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: 11/23/2026