

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
MINUTES: Wednesday, June 14, 2017**
GCTV Studios, 393 Main Street, Greenfield MA
Approved 07.12.17

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

Absent: Cameron Ward (CW)

Also present: Howard Barber, GPS Business Manager; Valorie Miller, Assistant to the Superintendent for Personnel; Atty. Gordon Quinn; Phoebe Wondolowski, GMS student; other school staff and citizens.

I. Call to Order

With a quorum present (DA, TF, SH, AN, NT, WM), Chair Martin opened the meeting at 6:30 p.m.

II. Approval of Minutes

TF moved to approve minutes of May 10 and May 30, 2017. NT 2nd.

Minutes of May 10: pg. 2, 3. Budget & Finance: "SH: Subcommittee discussions addressed reasons for staff absence, resulting in..."

Minutes of May 30: p. 2, VII. Public Session Votes (first vote): "...Board certified behaviors analysts and speech language pathologists."

Motion to approve minutes, as corrected, passed unanimously.

III. Public Comment

Phoebe Wondolowski, GMS student, read her inspiring speech from the GMS equestrian program graduation at Stoneleigh-Burnham.

IV. Reports

A. Superintendent's Report

- 25 GMS students graduated from Stoneleigh-Burnham equestrian program
- GHS graduation June 2
- Newton School highlighted in *Valley Kids*
- \$84K grant award, Inclusive Preschool Learning Environments, for FY18
- NEASC May 10 report re: GHS; full report Oct. 1
- Financial update: \$145,368 remain
- Final day of classes June 22

D. Subcommittee Reports

1. Budget & Finance

AN highlighted Subcte's work:

- FY17 budget update
- Plans for additional reductions to FY18 budget, as voted by City Council. Consensus to spend down some revolving accounts more than anticipated rather than make further cuts, and to move toward supplemental budget request.

2. Policy and Program

SH reported on Subcte's work:

- Continued review of Section B (Governance)
- Began review of Sections I and J (Instruction, Students)

- Policies on: School Cte Ethics; Appointed Cte Officials; School Cte/Supt Relationship; School Councils; School Cte-Staff Communications; 8th graders taking high school courses; Gifted & Talented, Revolving Funds.

V. Business

A. Progress toward MOU between Greenfield Public Schools and Town of Greenfield HR Dept.

Supt. reported on GPS/Town meetings re: HR including new employee packets; benefits administration; MUNIS/ new employee information; workers' comp and workplace injuries. To be discussed next: leaves of absence, FMLA. Special thanks to Valorie Miller, Assistant to the Superintendent for Personnel, for support in this project.

B. ELT Update

Supt. reported that grant application submitted. Good indications so far. Collective bargaining discussions re: ELT continue; goal for new MOU in place before end of school year. \$5K for transportation: field trips during ELT, not general transportation. \$8K for equestrian program is fraction of typical charge for lessons, "tremendous value." \$5K for substitutes covers extra pay for subs working longer ELT day. Decision on grant expected in 2 months, subject to state's final appropriation.

C. FY18 Substitute Teacher Pay Rates

Supt. presented report from Valorie Miller, "Examination of GPS' need for substitutes." GPS uses AESOP, automated scheduling for subs. Shortage of subs national problem; GPS typical day, only half sub positions filled; reasons for absences Unit A, Unit C; outreach/recruitment efforts; half of sub pool not available every day. Encouraged community members to work as sub.

Supt. presented proposal for sub pay increase from current (range \$66.70-\$80/day) to FY18 proposed wages (range \$80-\$110/day).

Discussion:

- Pay is same at all schools (PreK through high school).
- Subs provided with training via manual, regular meetings.
- WM: Need 100 sub hours/day = 1,800 hours/year. 50% positions filled. "This is more than money, more than recruiting." How will forthcoming state regulations re: full-time, seasonal, temp status affect subs? **Refer to Budget & Finance Subcte.**
- SH: Admin. report shows Unit A absences = 10% of days that anyone could be out; Unit C 25%. New Unit C agreement may change situation.
- SH: Consider not allowing staff to attend conferences (= 12% of absences); loyalty bonus for regular subs; drop AESOP (automatic calls), return to person calling.
- DA: Effects on staff when positions not filled? Supt.: Strain on existing staff. Teachers cover two classes; paras familiar with class or principals serve as sub; admin assistants, building monitors watch classes.
- Supt: Tried hybrid (both AESOP and person calling), but not cost effective. Working with AESOP to make system more accessible.
- Cost of AESOP? Request to Howie Barber to provide to School Cte.
- AN: Supports survey of subs. Supports raising sub pay. Challenge to spend sub budget because subs not available: \$47K. How sub pay appears in budget.
- Long-term subs: No shortage (higher pay, stability of assignment).

D. Greenfield Education Association Petition

Atty. Quinn recommends petition remain confidential pending investigation by Supt., School Cte. Chair assigned TF to work with Supt. and Atty. Quinn.

E. Open Meeting Law Complaint

Atty. Quinn summarized GEA's complaint re: Policy Subcte. meeting June 1, 2017. Complaint alleges that meeting started less than 48 hours after posting and that posted agenda not adequately detailed. Response to complaint required within 14 working days. Recommended response: Concerns noted, are *de minimis*; in future, make efforts for strict compliance.

Discussion:

Meeting posted 2 days prior at 2:10pm. Revised, detailed agenda re-posted at 2:45pm. Meeting began at 2:30 two days later.

No decisions, no votes at June 1 meeting. Discussion purposely focused on specific policy listed in posting, avoided "anything that seemed vague" (SH)

Concern re: expense in attorney fees over "frivolous claims" (TF)

Atty. Quinn: re-posting revised agenda could re-set 48-hour clock.

If technical-detail error in posting, don't have to cancel meeting; re-vote at next mtg.

GEA contract (not Open Meeting Law) requires 10 days' notice for vote on policy that changes work conditions or salaries.

Recommend fixed meeting times.

Atty. Quinn to write letter of response for signature, with copy to AG's office.

F. Policies for First Reading

SH provided first reading of these policies:

A. IGBH Alternative Programs

Based on concern re: Kindergarten readiness. Opens possibility for Supt. to create 2-year kindergarten program.

B. EEAA Walkers and Riders

C. Revolving Funds (new policy)

G. Policies for Second Reading and Vote

TF made a motion for consent to include all 7 policies for adoption. DA 2nd.

EEA Student Transportation

Discussion: 2nd sentence, change "will" to "may": The Greenfield School System's student transportation ~~will~~ may be a combination of contracted..." Decision to withdraw EEA, refer back to Policy Subcte.

Friendly amendment: **motion for consent to include 6 policies for adoption.**

A. BGE Policy Dissemination

B. BGF Suspension of Policies

~~C. EEA Student Transportation~~

D. JEB Entrance Age

E. JF School Admission

F. JHD Exclusions and Exemptions

G. JC Attendance Areas

Clarification that these 6 policies have no changes, vote is to affirm. First, second readings not required. Request in similar circumstance for agenda to read: not "second reading and vote" but "vote to affirm."

Motion passed unanimously.

VI. New Business

A. Rotating Meeting Sites

DA proposed rotating meeting sites among different schools in district to allow members to see school buildings, to encourage parents to attend meetings, to allow schools to showcase their programs. Consensus to ask Supt. to coordinate with principals, GCTV.

B. Committee Workshop on Strategy and Goals

DA recommended meeting in July/August to plan coming year, identify upcoming program reviews and votes and set goals. Session to be moderated. AN: Opportunity to set measurable goals. Focus on organization of School Cte.

DA to work with Supt. to schedule and organize special School Committee working meeting.

C. School Committee Administrative Assistant

AN proposed additional funding for School Cte. support, as discussed in Budget Subcte. E.g., subcommittee chairs currently take minutes. New position or reallocation of staff time. Research how other districts handle need. Chairs moved request to Personnel Subcommittee.

D. Reservations for MASC Fall Conference

MASC conference in November. Two members volunteered to attend, register by July 15 for reduced rate.

E. Chapter 76, Section 7 (tuition reimbursement for students with DCF, foster care)

WM thanked Supt. and Director of Pupil Services for preparing report on Chapter 76, Section 7, to be used in conference-call discussions with other concerned groups statewide.

VII. Old Business

A. FY 18 Budget Update

Supt. reported budget reflects School Cte, Mayor's, Council's budgets. Summary of last year's vs. this year's staffing level summary to be emailed to members.

Barber: 1% cut = \$197K reached by reducing revolving accounts: school choice, circuit breaker, special education, and out-of-district tuition costs. Awaiting conclusion of union contract negotiations to finalize figures for budget.

Discussion:

- By policy and statute, does School Cte. set compensation for principals and administrators? Some school committees vote salary range to give to Supt.
- JH: Principal/administrator salaries are in group line which does not change; salaries considered individually. Last to receive increases, often not even cost of living.
- Budget removes 2.0 bus routes, reflects transportation policies (1½-miles for K-6, 2-miles for 7-12). Request to know how many students affected by bus route changes.
- \$800K revolving funds, in addition to carryover thresholds, for later discussion. Revolving account thresholds consistent with forthcoming policy.

TF moved to accept FY18 budget as presented. NT 2nd.

AN: In favor of budget but "It's not enough." Need to solve problems at higher level.

SH requested list of changes/cuts to programs, staff. HB: No new additional cuts. Only change is revolving accounts, with intent to request supplemental appropriation.

Motion passed unanimously.

B. GCET Right of Way for Broadband Installation at Academy of Early Learning

TF made a motion to permit GCET to install broadband installation on the grounds of North Parish School by following the Eversource Right of Way as delineated by the dashed line in Attachment A, subject to the Superintendent's approval of the schematic design, project extent and duration; and any steps that need to be implemented to ensure that students and staff are not harmed by the GCET equipment or the resulting "ditching" work to be performed as described. SH 2nd. Motion passed unanimously.

VIII. Executive Session

Executive Session for the reason MGL c 30A, 21 (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.

TF moved to go into executive session. SH 2nd. Discussion will be on proposal by Unit C. Roll call vote: YES – DA, TF, SH, AN, NT.

TF moved to leave executive session. SH 2nd. Roll call vote: YES – DA, TF, SH, AN, NT.

IX. Unit C Contract

AN moved to accept draft agreement between the Greenfield School Committee and the Greenfield Education Association, Unit C, draft contract for July 1, 2016 to June 30, 2019, as amended. TF 2nd. Motion passed unanimously.

VIII. Adjournment

TF moved to adjourn. SH 2nd. Motion passed unanimously.

Respectfully submitted,
Susan Farber
Recording Secretary

Meeting Documents

1. Agenda: June 201
2. Draft minutes: May 10 and May 30, 2017
3. Superintendent's report:
 - a. "GHS graduates recall life's lessons learned" *Greenfield Recorder* June 2, 2017
 - b. IPLE Grant award letter, June 1, 2017
 - c. Letter from NEASC to Karin Patenaude, GHS, May 10, 2017
4. Greenfield Human Resources (meeting schedule)
5. ELT Grant Application
6. "Examination of Greenfield Public Schools' need for substitutes," memo from Valorie Miller to Supt. Harper, June 8, 2017
7. Greenfield Education Association Petition of No Confidence
8. Open Meeting Law Complaint with supporting documents
9. Policies for First Reading: IGBH, EEAA, Revolving Funds (with Revolving Funds Legislation summary)
10. Policies for Affirmation: BGE, BGF, EEA, JEB, JF, JHD, JC
11. Policy & Program Subcommittee April 2017 Agenda

12. MASC/Mass Joint Conference enrollment form
13. GPS Proposed FY18 Superintendent's Budget, June 12, 2017
14. GCET right-of-way diagram, photographs, and motion sheet