

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
MINUTES: Wednesday, July 12, 2017
GCTV Studios, 393 Main Street, Greenfield MA
Approved 08.09.17**

Present: Don Alexander (DA); Timothy Farrell (TF); Jordana Harper, Superintendent (JH); Susan Hollins (SH); William Martin (WM); Adrienne Nunez (AN); Nathaniel Tripp (NT); Cameron Ward (CW). **Absent:** none

Also present: David Lockwood, CEO, The Management Solution; Elizabeth Pratt, Assistant Superintendent; other school staff, citizens, and the press.

I. Call to Order

With a quorum present (DA, TF, SH, WM, AN, NT, CW), Chair Martin opened the meeting at 6:35 p.m.

II. Approval of Minutes

TF moved to approve minutes of June 14, 2017. AN 2nd. Corrections: Add WM as present. Page 2, first bullet: "Pay is same...." and third bullet: "SH: Admin. report shows Unit A absences...."

Motion to approve minutes, as amended, passed unanimously.

III. Public Comment

none

IV. Reports

A. Chair's Report

WM: Comments from meeting yesterday re: HR MOU between School Dept and City will be included in discussions and revisions.

B. Superintendent's Report

- Federal Street School: all windows being replaced, with MSBA reimbursement
- FY17 Budget Status: FY17 funds fully obligated. Report on out-of-district tuition pre-payment. Business Manager Howard Barber has left GPS.
- Negotiations have begun for cafeteria and custodial staff. Town Council to review Unit C contract 7/13.
- Summer meals program underway. Food Service Director Madison Walker has returned from leave.
- Summer hiring underway. Some openings remain.
- Summer school programs at AEL, Newton, GHS
- Interim Plan for Business Manager: contracting with The Management Solution for several months until search for Business Manager is complete. Firm has worked for Greenfield in past.

C. Secretary's Report

DA announced working meeting August 21, 4 p.m., GHS cafeteria. MASC representative to moderate.

D. Subcommittee Reports

1. Policy and Program

SH reported that Subcte completed tracking review.

- Section B Governance: group of policies to come for 2nd reading
- Section D Financial/Business Management: School Cte has reviewed and voted all revised policies. Of 2 new policies, Revolving Funds coming to Cte for 2nd reading.

- Walkers and Riders policy discussed with 5 principals, Transportation Coordinator. Seeking more information: walking routes, how many students would become ineligible for bus. Bus contracts reduced by 2 busses. Propose change to calculate distance not by radius but actual distance of pathways walked. Discussion:
 - JH affirmed that students' safety is primary concern.
 - Suggested study by The Management Solution team
 - Request to include Subcte minutes with policies for discussion at next Cte meeting

2. Budget & Finance

AN highlighted Subcte's work, including:

- School Business Manager position
- Request to Supt. for data on Early Childhood Services; request for quarterly reports on special education out-of-district costs
- GHS/Greenfield Community College dual enrollment
- Green River School building plan by January
- Submit budget timeline to DA for School Committee calendar
- Substitute teacher pay; substitute shortage; support for FY18 pay increase
- Upcoming agenda: compensation for non-union personnel

AN moved that the Committee accept the Superintendent's proposed increase in substitute pay for FY18:

High school graduate: \$80 full day, \$95 extended day, \$40 half day

College (4-year degree): \$85 full day; \$100 extended day; \$45 half day

Substitute for paraprofessional: \$11/hour

TF 2nd. Motion passed unanimously.

V. Business

A. Curriculum Update, including Civics and Professional Development

Beth Pratt presented reports:

- Summer Professional Development
- Analyzing Data for Improvement in Mathematics and Science

AN requested School Cte review of comprehensive report on student achievement when data becomes available.

SH suggested additional resources: walking tour of historic Greenfield; U.S. citizenship test; DOE guidelines re: cultural, LGBT discrimination; requirement to teach Veterans Day, Memorial Day.

JH: Educators seek embedded opportunities to teach civics. Report was provided last Sept.

B. Business Manager Vacancy Update

Supt. presented The Management Solution (TMS) as temporary support until Business Manager is hired by School Cte. Possibility of combining school services with neighboring districts.

David Lockwood, CEO: TMS will provide all services outlined in RFP; whatever is standard for Business Manager is included in fee, including meetings. Hourly rate charged for special projects falling outside usual scope of services. TMS staff proficient in MUNIS, experienced in creating end-of-year reports.

Budget & Finance Subcte to provide list of reports for TMS.

AN moved to authorize the Superintendent to enter into contract with The Management Solution not to exceed 90 days. TF 2nd. Motion passed unanimously.

TF moved to accept job description for School Business Manager and to authorize Superintendent to advertise the position. 2nd.

Consensus to add to Position Responsibilities, first bullet:

Responsible for accounting of school finances and administering school revenues and expenses, including grants, funds, and special accounts in accordance with the policies of the Greenfield School Committee, public school accounting guidelines, and auditor advisement, when applicable.
Motion passed unanimously.

C. Town/School HR Department MOU Update

JH: GPS 0.6 HR position eliminated, work being covered by other school departments. Draft MOU, received 7/7, excellent starting point. Refer to Personnel Subcommittee. Members to direct comments to NT, urged to attend Personnel Subcte meeting.

D. Letter to Secretary of State Auditor

Mayor has prepared letter, documentation, recommendations to send Friday to State Auditor re: students placed in GPS by state agencies. \$700K cost to Greenfield. Issues: funded or unfunded mandate; do regulation changes warrant review; need to inform legislative committees.

TF moved to support letter. AN 2nd. Motion passed unanimously.

E. Negotiations

Need for School Cte members to be informed, involved in negotiations. School Cte members can review current contracts on school website. One member of Personnel Subcte attends negotiation meetings. Suggestion for Supt, Cte members to identify key issues, receive regular updates in executive session. Members encouraged to attend Subcte meetings.

VI. Other Business

A. Middle School Parking

\$11,750 rent paid by school dept.

B. Support Staff Policies

SH requests Subcte review of 9 personnel policies concerning support staff. WM requested SH to email questions, policies.

VII. Adjournment

CW moved to adjourn. TF 2nd. Motion passed unanimously. Meeting adjourned at 7:53.

Respectfully submitted,
Susan Farber
Recording Secretary

Meeting Documents

1. Agenda: July 12, 2017
2. Draft minutes: June 14, 2017
3. Superintendent's report:
4. Federal Street School Window Replacement Project (photos)
5. FY17 Budget Status, memo from Howard Barber, July 7, 2017
6. Curriculum, Instruction and Professional Development Update, memo from Elizabeth Pratt, July 10, 2017
7. Civics Curriculum Study, memo from Elizabeth Pratt, July 10, 2017, including Veteran's Mall guide
8. Greenfield Middle School Fun Run
9. School Business Manager posting

10. MOU between Greenfield Public Schools and City of Greenfield, Consolidate School and City Human Resources
11. Budget & Finance Subcommittee minutes, 7/11/2107