

GREENFIELD SCHOOL COMMITTEE

POLICY SUBCOMMITTEE

MINUTES OF August 19, 2016  
Davis Building Conference Room

1. Call to Order: 10:00 a.m.  
Present: S. Hollins (SH, Chair), T. Farrell (TF), Business Administrator H. Barber (HB).
2. Chairperson Report & General Discussion of Negotiations and Other Policies.  
SH reviewed Section D: Fiscal Management policy work and goal of having this set of policies completed. In fact, the four (4) policies listed for discussion had been reviewed; Section D follow-up questions will be discussed today. Most policies in Section B (School Committee Governance) have been reviewed and updated—a few remain.

Discussion of subcommittee goals for the next six months? There is agreement to propose a reasonable policy agenda, including:

\*Three (3) policies on Section H: Negotiations: GPS has no policy guideline as regards structure or expectations for negotiators representing the school committee. Agreement that this would be helpful and to involve the negotiating subcommittee. Tightening up expectations should include process and communications during negotiations (with school committee and Mayor), advance knowledge of financials.

\*Section A Foundations and Commitments. These few policies involve commitments to nondiscrimination—timely and important to update, perhaps to include approx. ten (10) related policies on bullying and student discipline in Section J: Students. Agreement to recommend.

\*Facility Use and Fees. Acknowledging all the work done on this newly-updated policy, there are still a few issues regarding use and fees—city interest in economic vitality and scheduling of theaters, piano tuning, provisions for multiple-time users. Agreement to look at certain issues again in September.

\*Sections I Instruction and J Students. With new central office administrators and school committee members, these are timely to review. The review cannot be completed in six months, but at least there can be input on policies in place and those needing review, a prioritization and schedule.

\*Procedure for sharing existing policies with school leaders, people involved, and as-decided, advisors who know the topic. Discussed: sharing the whole section of policy being discussed, asking for feedback within a certain time, chair sharing feedback when policies are discussed at subcom meeting, and drafts being reviewed by superintendent. This addresses the school administrators and those involved knowing governance policies in place and under review.

3. Review of Specific Fiscal Management Policy/Remaining Issues for Section D  
**DBJ: Budget Transfer Authority**: Current policy implies every transfer comes to SC for approval. Delimit so that transfers between cost centers of the approved SC budget come to the SC. Also, agreement that significant new or unanticipated expenses be pointed out in budget reports. Use the term “cost center.” Discussed that it isn’t necessary to transfer funds every time there is a change in salary or item within a cost center.

**DIE: Audits:** Add to policy redraft that if there is a question about GPS accounting—for example, issues or concerns about errors or procedures--the district will first consult with our independent, 3<sup>rd</sup> party, licensed public accounting auditors.

**DJG: Vendor Relations.** OK as redrafted.

**DK: Payment Procedures:** Add that even with signed warrants no vendor is paid without a W-9 on file? No, revision adds "...and compatible with city accounting department policies" and the W-9 is a city accounting department policy.

**DKC: Expense Reimbursement.** Add that reimbursement for meals will conform to Mayor's guidelines for the city. Yes. Something like "When meals are part of travel reimbursement, reimbursement amounts will conform to city meal reimbursement guidelines."

**DJB (new): Capital Purchasing.** Specific paragraph about buses not needed. A policy is recommended to clarify that the wish list for capital requests come to the school committee with Supt priorities so school committee can discuss and confirm priorities prior to going to the Capital Planning committee on behalf of the school department.

Other Policies Previously Distributed:

**IJOA Field Trips.** Quick review of law: MGL Section 37N requires a policy for trips sponsored that involve midnight through 6:00 a.m. and include overnight stay away from a student's home.

Take up next subcom mtg—September.

Innovation Schools. Noting GPS Innovation School needs reauthorization and community online discussion about charter schools, SC should be somewhat familiar with these laws. Bring up at 2<sup>nd</sup> School Committee meeting, August 24<sup>th</sup>, 2016.

4. Other, Next Steps with Policy Subcommittee.

- a. **Future meetings will be set for 2:30 to 4:30 p.m. on 1<sup>st</sup> Wednesday.**
- b. Prior to September 7<sup>th</sup> policy subcommittee meeting, Chair SH will have the complete Fiscal Management policy package completed and shared with superintendent/business manager to be sure all comments are in. SH suggested HB share with business staff.
- c. Proposal for next 6 months, TF will share with SC, including sharing reader copies of policies on the table for comment before subcommittee reviews a section.
- d. HB says the Supt has asked him to attend all policy subcom meetings.

5. Adjournment

11:59 a.m.