

GREENFIELD SCHOOL COMMITTEE
POLICY AND PROGRAM SUBCOMMITTEE

MEETING OF May 4th, 2017
Superintendent's Office Conference Room

In attendance: Subcommittee members: S. Hollins (chair), D Alexander.
Also present: Asst. Supt. Pratt, Newton Principal M. Goodwin, and three Newton Kindergarten teachers.

1. Call to Order: 3:20 p.m.
With concerned Newton Kindergarten teachers present, we first reviewed Admissions and Entrance Age policies, the last meeting's discussion, and all the ideas that emerged. A district cannot exclude kindergarten-eligible children who are not toilet trained. Discussed the Transitional Kindergarten program idea and whether or not it would be helpful to mention that creating this is currently covered under policy IGBH Alternative Programs—on the list for review.

Reviewed JF Admissions, JEB Entrance Age, and JHD Exclusions/Exemptions policies. No changes recommended for these three. Ideas offered for working with parents: 1) a First Six Weeks of School Program for kindergarten, 2) something on registration materials, 3) fostering more independence at the preschool level, 4) adding something to policy IGBH Alternative programs.
2. Related to the Kindergarten discussion and how to strengthen the superintendent's authority to create or endorse transitional kindergarten programs (a 2-year K model), Policy IGBH Alternative Programs was reviewed. Recommended wording revisions were agreed by all present: a) giving examples that include half-day or full-day transitional kindergarten program, b) giving more guidance to proposal contents (to include budget impact and goals), c) addressing a concern EP mentioned about where the supt is mentioned, and d) clarifying that a proposal can emerge from anywhere but if from within the school system it must come through the superintendent and if from outside the school system the superintendent will advise before a school committee votes to approve. Asst. supt. will review with supt.
3. Review redraft (for clarity) of JHCDA Life-Threatening Food Allergy. Careful reading by all, line by all. Clarified unclear wording.
4. Revolving Funds (pass to next meeting)
5. May Policy Topics. Finish Facility, Revolving Funds, and any remaining B governance policies. Continue with Student and Instructional policies from sections I and J. Current list to review includes: 8th Grade Courses, Supplemental Instruction, Physical Education, Gifted/Talented, Acceleration, Library Materials, and a few others previously agreed. Superintendent, administrators, committee can submit additional requests.

6. Recommendations for School Committee based on last three meetings:
- BGE: Policy Dissemination: Reviewed. No Change.
 - BGF: Suspension of Policies. Reviewed. No Change.
 - JEB: Entrance Age. Reviewed. No Change
 - JF: School Admissions. Reviewed. No Change
 - JHD: Exclusions and Exemptions Reviewed. No Change
 - JGBH**: Alternative Programs. For Supt review; 1st reading of wording revisions
 - JHCDA**: Life Threatening Food Allergies: 2nd reading/adoption
 - JC: Attendance Areas. Reviewed. No Change
 - EEA: Student Transportation. Reviewed. No Change.
 - EEAA**: Walkers and Riders: 1st reading of wording revisions.

Hold for June SC meeting:

BGD: School Committee Review of Regulations. Small change. 1st Reading

7. Guidelines for Converting Edited, Notated, Voted Policy to Posting Copy Discussion. Clear guidelines will be helpful to attempt consistency. Question: What do colors mean in drafts? Answer: Colors have no policy significance; color is the Chair's way of tracking dates when revisions were made.
1. Save the notated policy file (in Word) that was in the school committee packet of materials at the meeting when the vote was taken. Save and date as final post. Example: **JF School Admissions, finalpost, 02.22.17**
 2. Add in changes voted by school committee (refer to meeting minutes), if any.
 3. Make all print one font and size: Times New Roman, print size 12.
 4. Make all print black.
 5. Delete strike-outs.
 6. Keep bold print that shows wording changes.
 7. Save legal references at bottom in 8-point print size.
 8. Keep excerpts from City Charter at bottom.
 9. Keep legal references and adoption dates.
 10. Note at bottom the committee's vote with meeting date, e.g. 02.22.2017
 - *Adopted 02.22.2017 (for new policies only)
 - *Revised 02.22.2017
 - *Reviewed. No Change. 02.22.2017
 - *Rescinded. 02.22.2017
 11. Look at completed FinalPost file. If a small amount of print requires another page, use judgment. Perhaps adjust the print size or widen margins.
 12. Suggestion: 1) a tab at rear of policy manuals for keeping rescinded policies. 2) send revised policies in color that isn't white so people can easily find and review revised policies.
8. Meeting Times.
Member Alexander's time schedule is more flexible again. Fix schedule for 3:00 p.m. 1st Thursdays and 9:00 to 11:00 a.m. 3rd Tuesdays.
9. Adjournment: 5:15 p.m.

