

**GREENFIELD SCHOOLS
POLICY AND PROGRAM SUBCOMMITTEE**

**Tuesday, September 19, 2017
Minutes**

Present: Subcommittee members Susan Hollins, Don Alexander. Special Education Administrator joined meeting at end for Regs Review.

1. Call to order 1:15 p.m.
2. Date Tracking of School Committee Policy Decisions
Don read the relevant portions of School Committee minutes starting January 2016 and Susan checked recorded votes against current tracking notes through August 2017. Did not have September minutes to check record.

The Section B, Board Governance, includes approximately 45 policies.
Approx. 7 were started but not finished.

BBBE Unexpired term fulfillment	for 2 nd reading/vote
BDC Appointed Officials	
BDE Subcommittees	for 3 rd reading
(request to include definition and purpose)	
BDF: Advisory Committees	
B DFA School Councils--	needs info from administrators to update
BEC Executive session	Tabled after 1 st reading
BGD Review of Regulations	for 2 nd reading/vote

There are approx. 8-10 B section policies not addressed yet or not caught in the record: member ethics, organizational meeting, rules of order, voting method, minutes, public participation, special procedures for conducting hearings.

Of 19 Section D Fiscal Management policies, all but one has been reviewed and updated— budget deadlines and schedules (in charter). Four new policies have been discussed: capital improvement planning (voted); revolving funds (ready for vote), budget format (discussed 9.19.17), and activity accounts (not active but previously discussed as needed).

We identified all the remaining policies from all sections that need a 2nd reading/vote scheduled. The tracking is helpful.

3. Policy BGD Policy Adoption and Amendment
Referred to subcom from September committee meeting. SH shared result of reading 40 different BGD policies posted online. Several districts shaped their own policies. Reviewed interesting elements of other districts' BGD policy. Long discussion of points of view about use of 1-step approval if no changes. Will recommend:
Add to Para 1: "Only the written statements so adopted as policy and so recorded shall be regarded as official policy of the Greenfield School Committee."

Add to Para 2: "...and copies of the policy document(s) are included in meeting materials."

Add to Para 3: "...amendment, "

Revise Para 4 to read: "When policy review results in a recommendation for no revision, the Committee may exercise the option for a consent agenda at first presentation, absent any objection and consensus for a second reading before voting."

Need to assure policies already passed are good.

4.. Policy GCG Part-time and Substitute Personnel:

Salary Form. Give file code GCG-E.

Conferred with Pat Graves about what "extended day" means.

Recommend wording change on Wage Information FY18 form:

"extended day" to "full extended day at Extended Learning Time Schools (Middle School and Newton Elementary)

Is notation about using minimum wage guidelines needed?

Policy GCG. Title and first paragraph make no sense.

Professional teachers' pay is covered under the teachers' contract, Article IV.

This policy is about substitutes for teachers,

Recommendations:

Change policy name to SUBSTITUTE TEACHER EMPLOYMENT

Reorganize so 1st para is: The School Committee will set the rate of pay for substitute teachers.

Organize in 2 sections: Substitute Teachers: Daily & Substitute Teachers: Long Term

Add to Substitute Teachers: Daily "The school committee has rates for full day, full extended day, and half day substitute teachers."

Para #2, for clarity change wording to "...will assign substitute teachers on the basis of ..."

Rewrite first paragraph to read: "Substitute Teachers: Long-term

"The salary of long-term substitute teachers will be a percent of full-time salary equivalent to the percent of employment. The salary will be based on the first step of the teacher salary schedule degree track where the substitute teacher would be classified if employed full-time."

5.. Support Personnel

GPS Contract Review shows the following personnel are not covered by union contracts.

Admin Assistants working less than 20 hours/week, summer employees, students;

Custodial Maintenance employees working less than 15 hours/week and temps;

Teacher Assistants, Unit C working less than 20 hours/week;

Cafeteria Workers working less than 17.5 hours week;

The above positions seem to be "support personnel."

We think bus drivers, bus monitors, crossing guards, before and after school childcare workers, would be support personnel. Not sure about central office personnel who are not administrators.

Will seek concurrence that these are support personnel positions to which support personnel policies would apply, unless there is a different negotiated provision in a contract.

6. Budget Format

Discussed whether or not to recommend a policy that outlines the format the school committee would like for its budget. Would help have consistency from year to year and administrator to administrator. Each time something changes year-to-year comparisons are confusing. Will pursue. Looked at cost centers. MASC and MASBO both advise that school committee budget is a policy document.

At 3:20 pm. discussed end time and agreed to continue.

7. Life Threatening Food Allergies—Regs Review

Brief discussion on key elements of new policy and document presented to school committee. Will schedule time to review regulations re conformance to the school committee's policy. Shared a few elements of attorney advice. Subcommittee offered to meet in October before the next school committee meeting at a time most convenient for SEA.

8. Other

Policy topics for school committee and for October subcommittee agenda. SH will type of tracking notes. Agree to recommend templates developed and approved by school committee become part of the policy manual.

DA and SH found today's extra hour for tracking and review of details helpful and productive. Agree to schedule extra hour at beginning for something that seems important and takes time.

Adjourn. 4:00 p.m.