

GREENFIELD SCHOOLS

POLICY AND PROGRAM SUBCOMMITTEE

Minutes

Friday, November 17, 2017

Present: Committee members Susan Hollins (chair); Mayor William Martin.

1. Call to Order at 11:00 a.m.

This meeting was primarily to address tracking of policy activity with Mayor Martin both as policy and program subcommittee member and chairman of the school committee. Given the school committee's BGB Policy Adoption and Amendment revision, forward-moving policies can be presented in three categories:

- 1) current policy reviewed by subcom with no change recommended; for affirmation,
- 2) current policy reviewed with revisions recommended or a new policy recommended, proposed for first step of a two-step process following subcommittee review,
- 3) current policy reviewed with revisions recommended or a new policy, at the 2nd or final step for a vote, after a first reading.

2. Tracking

SH reviewed the tracking system and status of policy work, particularly sections B and D, plus initial policy work in Sections I and J, and other policies reviewed in subcommittee. Policies were discussed in terms of their current forward-moving status. Remaining policies in Section B were identified. SH expressed that policies with content like following Roberts' Rules or posting agendas 48 hours in advance would likely not be time-consuming to address.

Question: Do you have to "read" the entire policy out loud?

SH: According to advice received, the entire policy process is up to the school committee and the only law involved in policy work is that policy votes are taken in public session.

These current policies were either already reviewed with no changes recommended to date or are anticipated to be reviewed & continue as written.

BBA Member Authority

BDD School Committee-Superintendent Relationship

BE School Committee Meeting

BEDA Notification of Meetings

BEDD Rules of Order

BEDF Voting Method

BEDG Minutes

BIBA Conferences and Conventions (school committee attendance)

CHA Development of Regulations

IGC 8th Graders Taking Grade 9 Courses

IHAE Physical Education

First Reading.

Current policies and regulations for first reading:

- BB Legal status
- BDC Appointed Officials (requested feedback in June)
- BEDB Agenda Format (subcom recommends change to 2016 update)
- BDD Board-Superintendent Relationship (tabled to December)
- BGE Policy Dissemination (predates websites for posting a policy manual)
- Regs for Life Threatening Food Allergies (waiting for meeting to be scheduled)
- KG-R2 Fees for Community Use of School Facilities

Q: Does a fee schedule need to be treated like a policy?

SH/WM: Fees are voted by the committee as a business item and then can be attached to policy as an exhibit.

SH mentioned status of six (6) policies related to discussions about safety and security of students. Agreement to move these forward and share as first reading, after additional subcommittee review

- JIH Search and Seizure
- JL Student Welfare
- JRA Student Records
- KI Visitors to the Schools (currently policy does not require checking in at office)
- KLK Relations with Policy Authorities
- KLK Relations with Government Authorities

Second Reading

Policies and Regulations in the pipeline for 2nd reading

- | | | | |
|--------|--|---------------------------|------------|
| BDA | Organizational Meeting | 1 st reading | 11.08.17 |
| BDE | Subcommittees of School Comm | Sent back for definitions | 1.11.2017 |
| BGB-R1 | Policy Process | 1 st Reading | 11.08.2017 |
| BGB-R2 | Final Document | 1 st Reading | 11.08.2017 |
| BGD | School Committee Review of Regulations | | 10.11.2017 |
| GCG | Part-time and Substitute Personnel | Tabled | 10.11.2017 |
| IGBH | Alternative Programs | 1 st Reading | 06.14.2017 |
| KF | Community Use of School Facilities | 1 st Reading | 12.14.2016 |
| EEAA | Walkers and Riders | 1 st Reading | 06.14.2017 |
| DBB | Budget Format | 1 st Reading | 10.11.2017 |
| | (referred to budget subcom) | | |

3. Policy Discussion (11:50 a.m.)

Read through three current Section L policies related to current Franklin County discussions about collaboration and possible efficiencies among and between school districts. Is it important for the school committee to be aware of these current policies?

- LA Education Relations Goals
- LB Relations with Other Schools and School Districts
- LBC Relations with Non-public School

No change is recommended for LA, LB, or LBC which basically describes district open-mindedness about collaborating where there is mutual benefit and not prohibited by law.

Quickly reviewed a file of L policies other districts have but GPS does not have— Membership in Collaboratives, Research Activities (structures if and how students can be used for research activities), Loan of Textbooks, Relations with Other Schools & Dual Enrollment, Advanced/Alternative Courses for Credit (from other schools or other students in GPS schools), Approval of Private Schools (the process to follow), Guidelines for sharing Title I and Title II funds with private schools, Community Relations between Private Industry and Schools.

In the future subcommittee recommends review of these topics: Formalized Dual-enrollment, Research requested using GPS students, and Relations with Private Industry.

4. Other: Calendar:

December School Committee Meeting is Wednesday, December 13th.

Materials for December 13th need to be submitted by Wednesday, December 6th.

Typically the first December subcommittee meeting is 1st Thursday December 7, 2017.

To comply with the new guideline for submitting materials by the 1st Wednesday and to address policy work, this subcommittee will meet November 30th. Superintendent Harper said she could arrange to meet on the 30th.

Chairman Martin discussed the December school committee agenda. Review all potential one-vote policies at the November 30th subcommittee meeting and share with all school committee members. Include the three Section L policies. At November 30th meeting decide a slate of current policies to bring forward to affirm as written. Need to give school committee members and administrators time to read. All these current policy files are posted on line.

All policies moving forward for 1st reading will also be on the November 30th subcommittee agenda. Sharing these in December will allow for a January or early 2018 vote unless the chairman calls a special meeting on December 7th. These are recommended to be presented with Policy Code and Title.

No more than four (4) policies can come forward for a 2nd Reading/Vote on the December agenda. From the list, the four (4) selected were:

BDA Organizational Meeting (needed in January)

BDE Subcommittees of the School Committee (needed in January)

GCG Part-time and Substitute Personnel (need the revision to clear up confusions about teacher salaries and new substitute rates)

KF Community Use of School Facilities.

5. Adjournment: 12.00 noon
S. Hollins