

GREENFIELD SCHOOLS

POLICY SUBCOMMITTEE

Minutes of September 29, 2016

1. Meeting called to order at 1:32 p.m.
Present: Subcommittee Members Susan Hollins, Chair (SH), Tim Farrell (TF), and Don Alexander (DA). Also present, Assistant Superintendent Beth Pratt, Food Services Administrator Madison Walker (MW); City Finance Administrator Lane Kelly (LK). At 2:30 p.m. a parent attended.
2. Section D Remaining Fiscal Management Policies.
SH reviewed Fiscal Management policies needing finalization, referencing her report of 9.26.16. TF clarified that DBD and DBG had been approved by school committee.
Nine policies then were read and discussed individually, with unanimous recommendations, as follows:
 - **DGA APPROVAL OF SCHOOL BUDGET PAYROLL**
No changes. Recommend SC vote revision on 10.12.2016
 - **DIE AUDITS**
No changes. Recommend SC vote revision on 10.12.2016
 - **DJ PURCHASING**
No changes. Recommend SC 1st reading on 10.12.2016
 - **DJA PURCHASING AUTHORITY**
Decision to keep authority with superintendent, not designee. No change from current policy. Recommend SC 1st reading on 10.12.2016
 - **DJE PURCHASING/PROCUREMENT**
Policy was adapting to 2014 statute changes, then, today, new August 2016 changes. New bidding guidelines are \$10,000 to \$49,999 = 3 written quotes required; \$50,000 or more (up from \$35,000, which was up from \$25,000) must follow bidding requirements of MGL 30B Procurement Act.
LK suggested wording revisions. Recommend SC 1st reading on 10.12.2016
 - **DJG VENDOR RELATIONS**
Reworded for clarity but no policy content change. Basic policy—school personnel do not have to meet with all salespersons and companies that want attention.
Recommend SC 1st reading on 10.12.2016
 - **DK PAYMENT PROCEDURES**
9.29.16 revisions to include “minimum of four (4)” signatures needed on warrant.
Recommend SC 1st reading on 10.12.2016
 - **DKC EXPENSE REIMBURSEMENTS**
No change from last review and edits.
Recommend SC vote to approve revision on 10.12.2016
 - **DIB CAPITAL IMPROVEMENT PLANNING (CIP) (new)**
No change from last review.
Recommend SC vote to approve new policy on 10.12.2016

The subcommittee agreed that when all current SC Section D policies are reviewed, the subcommittee will then discuss and consider financial management policies that Greenfield does not have but are customary and/or in the school committee’s interests.

Also, most citations listed or relevant for Section D policies have been researched; footnotes including relevant text of legal references are written out for review purposes. DA suggests keeping this info on SC policies as it is helpful.

3. Discussion of Policy Process

Several policy process areas were discussed and clarified. Regarding collaboration with other subcommittees, policies relevant to the broad assignment of other committees will be shared, as currently is happening. Receiving subcommittees can notify that their committee wishes to address these topics or can pass or refer back to policy subcom with or without comment on the specific policies. Any subcommittee policy work will return to the policy subcommittee. Regarding how SC voted policy action is completed—final copy created, posted, added to hard copy policy manual, and shared, TF clarified the school committee secretary (officer, not recording secretary) will have assistance of the Executive Secretary to create/check the format and final policy copy to be posted. A response guideline of 30 days for hearing back on distributed policy was discussed as reasonable since the policy subcommittee meets each month.

4. Standing Requests:

- a. Facility: TF discussed policy review concerns (fees and applications) and distributed copies of current guidelines. Need to take a closer look at expenses and charges. Asks that subcommittee review for next meeting.
 - b. Food Allergy (new):
We were joined by parent, Adelle Ferreira. At first the topic seemed too complex and unfamiliar to address; however, the discussion clarified that the school committee's policy provides the goals and policy commitment/overview. Following this, the details of implementation (regulations, protocols, procedures) are worked out by the Superintendent with district personnel. We then looked at DESE guidelines for school committee policy and reviewed another district's policy in detail. With a few revisions, the subcommittee agreed on a school committee-level policy and recommends SC 1st reading on 10.12.2016.
 - c. Family Engagement.
SH shared state guidelines for this Title I policy requirement and the SC's current policy KBA School/Parent Relations Goals. KBA states: "It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students." Since there already is a commitment policy and a mission statement policy for the district, what is needed for Title I is a brief Family Engagement Outreach policy specific for Title I schools (e.g. KBAA). The Superintendent and personnel creates administrative guidelines for schools. Next meeting.
 - d. Wellness. Passed to next meeting. SH mentioned sharing policies related to wellness with former Health & Safety subcommittee chair (February 2016).
 - e. Field Trips: Policy IJOA FIELD TRIPS was shared with text of MGL 71: 37N—statutory school committee policy requirements for school-sponsored travel and overnight stays. SH mentioned this was on a prior list for attention and is important to review. For October agenda.
5. Future Agenda. No time to discuss priorities from Sections A, I, J, and remainder of B.
 6. Meeting adjourned at 3:46 p.m.

Respectfully submitted,
Susan Hollins