

GREENFIELD PUBLIC SCHOOLS
POLICY AND PROGRAM SUBCOMMITTEE
MINUTES
MEETING OF July 11, 2017

1. Call to Order

Subcommittee meeting was called to order at 1:10 p.m.

Present: Susan Hollins (SH, chair) and Don Alexander (DA, subcommittee member).

Superintendent Harper (JH) joined for part of the meeting; participated in tracking discussion for Section B: School Governance.

2. Discussion of Policy Tracking

SH mentioned wanting to finalize the review of complete Sections B Governance and D Finance—important policy sections for the school committee. SH mentioned that Section B has been confusing because the coding letters all sound alike (B, C, D, E, G) and are easily confused in minutes. SH tracks policy work starting with subcommittee work and is still reviewing all the subcommittee records. JH's office is tracking policy work from school committee minutes. It was decided to add a tracking column to the JH tracking system so policy discussion activity and decisions to move policies forward from subcommittee are also tracked.

Tracking Results: Section B Board Governance and Operations (39 policies, not counting Exhibits) Thirty (30) of thirty-nine (39) Governance and Operations policies have had policy and review and action. Nine (9) policies in this section need review to complete Section B.

13 policies were fully reviewed and completed with school committee votes.

17 policies were discussed and recommended to move forward; many had first readings but did not return to school committee for 2nd reading/votes or went to school committee but were passed and did not return.

9 policies* in Section B have not been reviewed by the subcommittee:

- BBAA School Committee Member Authority
- BEDA Notification of School Committee Meetings
- BEDD Rules of Order
- BEDF Voting Method
- BEDG Minutes
- BEDH Public Participation at School Committee Meetings
- BEE Special Procedures for Conducting Hearings
- BHC School Committee-Staff Communications
- BHE Use of Electronic Messaging by School Committee Members

*It is possible that 1 or 2 were reviewed, which will be clarified through continued record review.

DA and SH agreed to work subcommittee review of the nine (9) unaddressed Section B policies into the August 3rd, 2017, Policy and Program Subcommittee meeting.

Tracking Results for Section D: Fiscal Management (18 policies plus 2 new policies)

Nineteen (17-18) existing policies in this section were reviewed plus two (2) new policies were

developed and one new policy completed.

17 policies were fully reviewed and completed with school committee votes.

2-3 policies were discussed and had first readings; ready for 2nd reading/votes.

0-1 policy was not yet discussed; tracking completion will clarify.

Summary Discussion:

How do we finalize the completion of School Committee policy work for Sections B and D?

How do we finish a tracking review of all other policy work completed since January 2016?

Consensus:

1. Put all the policies that seemed to get lost in the process and need second review and vote together in a packet, ask if these can be included in the August school committee agenda, and distribute the policies well enough in advance that school committee members have time to review these before the meeting.
2. Schedule the 9 (perhaps one more) policies that have not been reviewed from Section B and the possible 1 policy from Section D for the August 3rd, 2017, subcommittee meeting.
3. Continue tracking review for all other policy work at next subcommittee meeting.

Adjournment at 2:30 p.m.

S. Hollins