Executive Session may be called

10. Old Business
   9. New Business
   8. FY 18 Budget Presentation
   7. Policy BK: School Committee Membership – 2nd
   6. Policy BK: School Committee Membership – 2nd
   5. Jointlines Trust Fund
   4. 2017-2018 School Year Calendar
   3. GHS RFP to Puerto Rico
   2. Ten Children, Spanish Teacher at GHS – Update on
   1. Public Hearing FY18 Budget

Topics anticipated to be discussed:

Active Subcommittees
   Community Exports – Student Reps, Chair, Superintendent, and
   Public Community
   Approval of Minutes
   Call to Order

Location: 393 Main Street
Time: 6:30 p.m.
Date: Wednesday, March 8, 2017

School Committee
Special Meeting of the
Public Body: Greenland Public Schools

You are hereby notified that there will be a meeting of:
Inhabitants of the Town of Greenland:

NOTICE OF MEETING
GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
Wednesday, March 8, 2017
6:30 p.m.
GCTV Studios, 393 Main Street, Greenfield

AGENDA

I. Roll Call/Call to Order

II. Public Hearing FY18 Budget

III. Approval of Draft Minutes: 02.08.17

IV. Public Comment

V. Reports:
   Student Reps
   Chairperson
   Superintendent
   Subcommittees

VI. Business:
   a. Tara Cloutier, GHS Spanish teacher – Update on GHS trip to Puerto Rico
   b. 2017-2018 School Year Calendar
   c. Joneunas Trust Fund
   d. Policy BK: School Committee Membership – 2nd Reading and Vote
   e. Policy BDG: School Committee Attorney
   f. Budget Presentation

VII. Old Business

VIII. New Business

IX. Other Business

X. Executive Session may be called

XI. Adjournment
GREENFIELD PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
DRAFT MINUTES: Wednesday, February 8, 2017  
GCTV Studios, 393 Main Street, Greenfield MA

Present: Don Alexander (DA); Timothy Farrell (TF); Jordana Harper, Superintendent (JH); Susan Hollins (SH); William Martin (WM); Adrienne Nunez (AN); Nathaniel Tripp (NT).  
Absent: Cameron Ward (CW).  
Also present: GEA representatives Tom Bevaqua, Donna Rivers, Ann Valentine; Howard Barber, Business Manager; Dianne Ellis, Director of Student Services; Valerie Miller, AEL principal; Karen Patenaude, GHS Acting Principal; GHS Student Representative Amy O’Sullivan; other school staff and citizens.

I. Call to Order  
With a quorum present (DA, TF, SH, WM, AN, NT), Chair Martin opened the meeting at 6:37 p.m.

II. Approval of Minutes  
AN moved to approve minutes of Dec. 14, 2016 and Jan. 11, 2017. TF 2nd. Motion passed.

III. Public Comment  
Tom Bevaqua, GEA president and GMS teacher, spoke to shortage of substitute teachers, concern for effect on children, GEA’s desire to work with School Cte to find solutions.

Ann Valentine, GEA Vice-President and Federal Street teacher, described how schools cope when subs not available: children sent to other classrooms with worksheet packets; principals and paras cover, neglecting their own duties. Suggestions:  
- increase pay for subs  
- training seminars for subs  
- hire full-time sub for each building  
- compensate teachers who receive extra students  
- interview/exit survey: Why are subs not returning?

Donna Rivers, GEA representative and GMS/MSA teacher, shared statement of concern re: shortage of subs, paras, nurses. Administrators are aware. Effect on students: crowded classrooms, health/safety concerns, behavior issues. Suggestions:  
- prioritize outreach (post job ads, social media, job search sites, radio, outreach to colleges)  
- comparable pay  
- hiring full-time sub at each school  
- training for subs  
- recruit parents  
- tokens of appreciation to subs  
- replace automated system with substitute coordinator to make personal calls  
- pay for paras who serve as subs

IV. Reports  
A. Student Representatives  
Amy O’Sullivan reported on activities at GHS including club activities, fundraisers, prom dress drive; volunteering at Stone Soup Café, Winter Carnival; winter sports (notably girls’ hockey team two wins from playoffs).
**B. Chair's Report**

1. Substitute Shortage
Chair Martin thanked GEA/staff for bringing concerns re: substitute teacher shortage. Requests data: number of subs; number of vacant classrooms; categories of why teacher is out; nearby districts’ rates of pay, their experience with shortage.

Discussion:
SH suggested evaluating Aesop.
JH described benefits of Aesop; extensive efforts to recruit subs.
TF: Why are there fewer subs?
Bevaqua: Full-time subs help in other ways if not needed to cover classrooms.

2. Subcommittees Appointments
   - Budget & Finance – Chair: Nunez; members: Farrell, Hollins
   - Policy & Program – Chair: Hollins; members: Alexander, Martin
   - Personnel & Collective Bargaining: Chair: Tripp; members Nunez, Ward
   - Facilities, Health & Safety – Chair: Ward; members Alexander, Tripp
   - Unique Learning – Chair: Martin; members Farrell, Hollins
   - ELT Task Force (ad hoc) – Chair: Alexander; members, Ward, Nunez, Supt. designee, resident/parent

**TF moved to approve subcommittee appointments. SH 2nd. Motion passed unanimously.**
Request for subcommittee list, with description of purpose, to be posted on GPS website.

3. Innovation School at Four Corners
WM: Reminder that final plan to be presented at April mtg. Directed Unique Learning Subcte to review. Unique Learning Subcte to discuss MAVA as opportunity to enhance GPS curriculum.

**C. Superintendent’s Report**
Superintendent Harper highlighted recent work:
   - Kindergarten registration (Class of 2030)
   - Preschool Open House Feb. 15
   - MSA food drive donation to Food Bank of Western Mass.
   - Snow/weather cancellations: difficult decision, err on side of caution
   - Thanked parents, staff on MSA transition team. “Robust conversations.” Fall 2017 MSA program moves to GMS building: how to preserve MSA identity, program; benefits to both MSA and GMS.
   - Students involved in successful Winter Carnival

SH suggested AEL’s entry into 2016 film festival for welcome, marketing.

**D. Subcommittees**

1. Personnel
NT reported that subcte re-organizing with revised membership, wider charge that includes collective bargaining.

2. Budget
AN reported subcte is deep into budget process. Reviewing principals’ requests, opportunities for decreases. Comprehensive summary at March School Cte mtg.

3. Negotiations
AN reported that Unit C negotiations are moving forward.
Following executive session consideration (1/11/17), need open-session vote on movement of occupational therapist assistant and physical therapist assistant into GEA Unit C. **AN moved to**
accept agreement between Greenfield School Committee and GEA regarding occupational therapy assistant and physical therapy assistant. SH 2nd. Motion passed unanimously.

4. Policy
SH reported that 6 policies are under active discussion: revolving funds, facility use, plus preparing 2nd reading of 4 reviewed prior. Desire to clarify process by which voted policies get in place. WM requested Subcete bring to next School Cte mtg policy on School Cte attorney. WM asked Supt. to provide GHS Curriculum Handbook.

SH: State reimbursement for transportation covers students with IEPs stipulating transportation; for early childhood program registered/licensed as daycare. Potential reimbursement if students first driven to one school, switch buses to go to other school (as with MSA students). Dianne Ellis clarified special education reimbursement. Howie Barber will research potential preschool reimbursement.

V. Business
A. GHS Global Glimpse trip to Nicaragua
Karen Patenaude, GHS Acting Principal, responded to School Cte concerns from Jan. 11 mtg.
- Chaperone’s trip paid by Global Glimpse, not by students
- 1 GHS chaperone, 4 total chaperones. GHS group (11 students, 1 teacher) teamed with Springfield group (9 students, 1 teacher), plus 2 Global Glimpse staff in Nicaragua.
- Tourist police office next to students’ hostel
- Medical Information, including vaccinations
- Benefits of leadership training
- Most received full scholarships. Fundraising to reduce students’ costs.

B. Academy of Early Learning Tuition Rates for FY18
Supt. Harper provided overview: Rates not adjusted for 7-8 years. Timing of decision allows advance notice to families for next year. AEL rates among lowest in county/region. Goals: Keep AEL accessible to all families (Level 1 = free) and keep program self-sustaining.
Discussion:
- Rates increasing $1-$2/day. Other districts up to $65/day; AEL’s proposed highest rate $33/day.
- Value of AEL: free breakfast, lunch; educational program; most teachers with Master’s degrees; 166 days in session; full-day, morning, afternoon options.
- Wrap care (before and after school): proposed fee increase from $4 to $5/hour.
- $496K from general funds, plus grants. Approx. $750K operational costs. AEL serves severely handicapped children with extraordinary individual costs. Active search for grants.

AN moved to approve proposed tuition rate increase for AEL for FY 2018, and to approve increase in wrap care from $4 to $5/hour. DA 2nd. Motion passed unanimously.

C. Policy BK: School Committee Membership – first reading
SH provided first reading of BK, reviewed changes. Second reading, vote to come at March mtg.

VI. New Business
A. Full Committee Budget Meetings
Members asked to hold March 1 for possible special School Cte mtg to review, discuss budget. Budget hearing March 8.

B. Hockey Fundraiser
TF announced GHS hockey alumni game (25th anniversary) on Feb. 11, scholarship fundraiser.
C. Calendars
Draft of 2017-18 school calendar sent to GEA. Administrators reviewing. Likely presentation at March mtg.

Policy Subcte directed to draft calendar for School Cte (topics by month, deadlines)

D. GHS Course Offerings
Add to agenda for March School Cte mtg.

E. Strategic Plan
The 3-5 year Strategic Plan is currently in progress (approved by School Committee October 2015). Request to distribute now to members to review. Consider both Superintendent's and School Cte’s goals. Put on agenda for workshop meeting and/or regular April meeting? Potentially include strategic planning training.

F. Minutes Process
WM clarified that unedited draft minutes will be sent to members as soon as available. Consideration, amendments at next regular mtg. Goal for “general encapsulation,” consistent style/tone.

VII. Adjournment
TF moved to adjourn. SH 2nd. Motion passed unanimously. Meeting adjourned at 8:11 p.m.

Respectfully submitted,
Susan Farber
Recording Secretary
Dear Commissioner and Board of Education:

I am writing with grave concerns regarding the proposed expansion of enrollment at PVCICS. The impact of this decision will have a direct, negative impact on Greenfield as well as other schools in our surrounding area.

Please consider the following:

1) The proposed expansion is an increase of over 70% of the enrollment of PVCICS. This increase is neither justified by the current waitlist, nor is it a "moderate" expansion as proposed.

2) Greenfield currently has 15 students enrolled at PVCICS; at $9,462 per student, our annual loss is $141,930. In FY18, the proposed expansion could bring our PVCICS tuition to nearly $300,000. Greenfield's total loss to Charter schools is ~1.1 million annually. While the Commissioner's memo notes that "PVCICS has a consistent history of strong performance on key financial metrics and is financially sound and stable," area districts face budget cuts and teacher layoffs. Greenfield is no exception, with a projected budget gap and the potential loss of many key positions.

3) Comparison between PVCICS and Holyoke and Springfield, the lowest 10% cohort in its area, does not tell the full story. PVCICS' demographics vary widely from both Holyoke and Springfield, as well as the neighboring 34 communities from whom their students are drawn. PVCICS, like other charter schools, has a far lower percentage of students from poverty, students with disabilities, or ELI students than many of its sending districts, yet is held to the same standards for performance. Neighboring districts are then left with an ever-higher proportion of these students, whose educational needs are greater, with diminished resources to attend to their needs.

As an aside, the notification to area Superintendents from PVCICS, required by law in order to receive the approval sought and sent during the summer recess -- referred to in the Commissioner's memo -- is neither transparent nor detailed, and does not alert Superintendents of the intended increase in enrollment. The text of this notice reads in full: "Folks, See attached proposed PVCICS charter amendment. Sincerely, Rich" In fact, many area superintendents did not see this at all. One can only conclude that the area schools would object to a more explicit statement of the goal: nearly doubling enrollment, and thereby nearly doubling the impact on surrounding districts.

Please oppose this unnecessary expansion at this time.

Thank you,

[Signature]
Jordana B. Harper, Superintendent
Greenfield Public Schools

The Greenfield Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, marital status, race, color, creed, sexual orientation, gender identity, national origin, disability, ancestry, genetic information or military service. The Greenfield Public Schools maintain a commitment to ensuring that the school community is free from discrimination in education and employment.
Goal 1: Instructional Leadership & Educator Evaluation

Key Actions

1. By April-May, review all feedback to teachers to support educator effectiveness
2. By May-June, conduct learning walk-throughs at each school to observe student learning and instructional practices and to provide feedback to principals / teachers
3. By May-June, complete evaluations for all principals with emphasis on student learning outcomes

 Benchmarks

1. Log of learning walk-throughs at each school (see monthly School Committee report)
2. Focus on instructional leadership at E-Team meetings (see relevant E-Team agendas)
3. Professional Development support for Administrators in evaluating (see PD agenda)
4. Completion of annual evaluations on Principals (outcome).

Goal 2: Curriculum Alignment By the end of the 2016-2017 school year, the district will have taken measurable steps to further develop an aligned curriculum, including use of common assessment, in keeping with district’s Strategic Plan. This work is accomplished at the direction of the Superintendent in order to achieve the goals as outlined, and include actions taken by the Assistant Superintendent, principals, teachers, and others.

Key Actions

1. By September, set curriculum goals for the year including address to all teachers regarding Curriculum priorities and update all teachers on progress made in Spring and Summer ‘16 including pilot assessments
2. By October, plan outline for year-long curriculum alignment activities including PD days
3. By January, train teacher leaders in facilitating curriculum alignment work
4. By February, complete and review feedback from scheduled Professional Development days for Curriculum Alignment and Common Formative Assessments
5. By March, form a teacher leadership team to continue curriculum alignment and development of common formative assessments in English Language Arts and Math
6. By June-July, produce proposed Common Formative Assessments and curriculum alignment materials

 Benchmarks

1. Professional Development feedback used to assess effectiveness of offerings (outcome and process)
2. PD days completed as scheduled (process).
3. Curriculum mapping and common assessments completed (outcome).

Goal 3: Parent / Community Engagement To best involve parents and families in student learning, and in order to have a strong and active understanding of community needs, the Superintendent
will participate in and seek out opportunities for meaningful, two-way parent/community engagement, with representation of the diversity in the Greenfield Public Schools community.

**Key Actions**

1. Respond promptly to parent/family inquiries (process) and increase opportunities for informal feedback.

2. Participate in family engagement opportunities, including school-based events, community events, public meetings, and

3. Form a transition team for the Math & Science Academy / GMS transition, in order to anticipate and address any potential parent/community concerns.

4. Actively seek out information and opportunities that will enable the superintendent to understand and publicly advocate for the best interest of students and families of the Greenfield Public Schools.

5. Attend relevant School Committee and Sub Committee meetings.

**Benchmarks**

1. Attendance at school & community events (see school Calendars)

2. Attendance at relevant public meetings (School Committee, sub committee, ad hoc committee, Community Relations & Education, Town Council, working groups, etc)

3. Prompt response to parents by phone, email, and in-person.
To: The Greenfield School Committee

From: Tara Cloutier

Re: GHS Trip to Puerto Rico

March 3, 2017

There has been a slight change to the trip involving dates. The company moved the dates to allow for cheaper travel by avoiding Easter weekend. Our flights are listed below. The change would mean that the students and 2 GHS teachers would miss the first 2 days of school after April vacation. Our return flight arrives in Hartford at 6:34am and while we may get back in time for a partial school day, we will most likely be too tired to attend school on Tuesday.

Jetblue Airlines

Tues. April 18, 2017
Flt. 275 Depart Hartford 6:10am - 9:56am Arrive San Juan, PR

Tues. April 24, 2017 (at airport around midnight 4/23)
Flt. 2276 Depart San Juan 2:25am - 6:34am Arrive Hartford, CT
Greenfield Public Schools | 2017-2018 CALENDAR

<table>
<thead>
<tr>
<th>JULY 2017</th>
<th>JANUARY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Independence Day</td>
<td>1 No School – New Year's Day observed</td>
</tr>
<tr>
<td>5 Independence Day</td>
<td>2 Return to School</td>
</tr>
<tr>
<td>24 &amp; 25 New Teacher Orientation</td>
<td>18 No School – Dr. M.L. King Day</td>
</tr>
<tr>
<td>26 &amp; 27 Teacher In-Service Days</td>
<td>16 No School – Teacher In-Service</td>
</tr>
<tr>
<td>28 Meet &amp; Greet 6-7pm</td>
<td></td>
</tr>
<tr>
<td>Newton, 4 Corners &amp; GHS</td>
<td></td>
</tr>
<tr>
<td>29 Meet &amp; Greet 6-7pm</td>
<td></td>
</tr>
<tr>
<td>Federal, GMS</td>
<td></td>
</tr>
<tr>
<td>30 First Day of School for Grades 1-12</td>
<td></td>
</tr>
<tr>
<td>30 &amp; 31 Kindergarten Screenings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUGUST 2017</th>
<th>FEBRUARY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1st Day for Kindergarten (Half-day Kindergarten ONLY)</td>
<td>19-23 No School – Winter Break</td>
</tr>
<tr>
<td>4 No School – Labor Day</td>
<td></td>
</tr>
<tr>
<td>5 1st Day for PreK</td>
<td></td>
</tr>
<tr>
<td>5 Open House</td>
<td></td>
</tr>
<tr>
<td>5:30pm Elemenary</td>
<td></td>
</tr>
<tr>
<td>6:30pm GMS, MSA &amp; GHS</td>
<td></td>
</tr>
<tr>
<td>9 No School – Columbus Day</td>
<td></td>
</tr>
<tr>
<td>26 Early Release K-12 Parent conferences/No PreK</td>
<td></td>
</tr>
<tr>
<td>27 Early Release K-7 Parent conferences/8-12 Teacher In-Service/No PreK</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER 2017</th>
<th>OCTOBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1st Day for Kindergarten (Half-day Kindergarten ONLY)</td>
<td>1 1st Day for PreK</td>
</tr>
<tr>
<td>4 No School – Labor Day</td>
<td>4 1st Day for PreK</td>
</tr>
<tr>
<td>5 1st Day for PreK</td>
<td>8 1st Day for PreK</td>
</tr>
<tr>
<td>5 Open House</td>
<td>9 1st Day for PreK</td>
</tr>
<tr>
<td>5:30pm Elementary</td>
<td>10 1st Day for PreK</td>
</tr>
<tr>
<td>6:30pm GMS, MSA &amp; GHS</td>
<td>11 1st Day for PreK</td>
</tr>
<tr>
<td>9 No School – Columbus Day</td>
<td>15 1st Day for PreK</td>
</tr>
<tr>
<td>26 Early Release K-12 Parent conferences/No PreK</td>
<td>16 1st Day for PreK</td>
</tr>
<tr>
<td>27 Early Release K-7 Parent conferences/8-12 Teacher In-Service/No PreK</td>
<td>22 1st Day for PreK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER 2017</th>
<th>DECEMBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 No School Teacher In-Service</td>
<td>8 Last day for PreK</td>
</tr>
<tr>
<td>10 No School – Veteran’s Day Observed</td>
<td>13 Early Release – K-12 – Last Day of School</td>
</tr>
<tr>
<td>22 Early Release K-12 Thanksgiving break begins/No PreK</td>
<td>20 Last Day of School (Including 5 Snow Days)</td>
</tr>
<tr>
<td>23 &amp; 24 No School – Thanksgiving Break</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER 2017</th>
<th>JUNE 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Early Release K-12/No PreK</td>
<td>13 Early Release K-12/No PreK</td>
</tr>
<tr>
<td>22-30 No School – December vacation</td>
<td>15 Early Release K-12/No PreK</td>
</tr>
<tr>
<td>Primary Grades Kindergarten-4</td>
<td>20 Last Day of School (Including 5 Snow Days)</td>
</tr>
<tr>
<td>Nov. 3: 1st Quarter ends</td>
<td></td>
</tr>
<tr>
<td>Jan. 26: 2nd Quarter ends</td>
<td>8 Last day for PreK</td>
</tr>
<tr>
<td>Apr. 6: 3rd Quarter ends</td>
<td>13 Early Release K-12 – Last Day of School</td>
</tr>
<tr>
<td>Last day of school: 4th Quarter ends</td>
<td>20 Last Day of School (Including 5 Snow Days)</td>
</tr>
<tr>
<td>Report Cards will be mailed home at the end of the 2nd &amp; 4th Quarter.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2017</th>
<th>MAY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 1st Day for PreK</td>
<td>6 1st Day for PreK</td>
</tr>
<tr>
<td>9 1st Day for PreK</td>
<td>8 1st Day for PreK</td>
</tr>
<tr>
<td>10 1st Day for PreK</td>
<td>9 1st Day for PreK</td>
</tr>
<tr>
<td>11 1st Day for PreK</td>
<td>10 1st Day for PreK</td>
</tr>
<tr>
<td>12 1st Day for PreK</td>
<td>11 1st Day for PreK</td>
</tr>
<tr>
<td>13 1st Day for PreK</td>
<td>12 1st Day for PreK</td>
</tr>
<tr>
<td>14 1st Day for PreK</td>
<td>13 1st Day for PreK</td>
</tr>
<tr>
<td>15 1st Day for PreK</td>
<td>14 1st Day for PreK</td>
</tr>
<tr>
<td>16 1st Day for PreK</td>
<td>15 1st Day for PreK</td>
</tr>
<tr>
<td>17 1st Day for PreK</td>
<td>16 1st Day for PreK</td>
</tr>
<tr>
<td>18 1st Day for PreK</td>
<td>17 1st Day for PreK</td>
</tr>
<tr>
<td>19 1st Day for PreK</td>
<td>18 1st Day for PreK</td>
</tr>
<tr>
<td>20 1st Day for PreK</td>
<td>19 1st Day for PreK</td>
</tr>
<tr>
<td>21 1st Day for PreK</td>
<td>20 1st Day for PreK</td>
</tr>
<tr>
<td>22 1st Day for PreK</td>
<td>21 1st Day for PreK</td>
</tr>
<tr>
<td>23 1st Day for PreK</td>
<td>22 1st Day for PreK</td>
</tr>
<tr>
<td>24 1st Day for PreK</td>
<td>23 1st Day for PreK</td>
</tr>
<tr>
<td>25 1st Day for PreK</td>
<td>24 1st Day for PreK</td>
</tr>
<tr>
<td>26 1st Day for PreK</td>
<td>25 1st Day for PreK</td>
</tr>
<tr>
<td>27 1st Day for PreK</td>
<td>26 1st Day for PreK</td>
</tr>
<tr>
<td>28 1st Day for PreK</td>
<td>27 1st Day for PreK</td>
</tr>
<tr>
<td>29 1st Day for PreK</td>
<td>28 1st Day for PreK</td>
</tr>
<tr>
<td>30 1st Day for PreK</td>
<td>29 1st Day for PreK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE 2018</th>
<th>Primary Grades Kindergarten-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 1st Day for PreK</td>
<td>Nov. 3: 1st Quarter ends</td>
</tr>
<tr>
<td>3 Early Release K-12/No PreK</td>
<td>Jan. 26: 2nd Quarter ends</td>
</tr>
<tr>
<td>3 Interchangeable</td>
<td>Apr. 6: 3rd Quarter ends</td>
</tr>
<tr>
<td>Primary Grades Kindergarten-4</td>
<td>Last day of school: 4th Quarter ends</td>
</tr>
<tr>
<td>Nov. 3: 1st Quarter ends</td>
<td>Report Cards will be mailed approx. 1 week after term ends.</td>
</tr>
<tr>
<td>Jan. 26: 2nd Quarter ends</td>
<td></td>
</tr>
<tr>
<td>Apr. 6: 3rd Quarter ends</td>
<td></td>
</tr>
<tr>
<td>Primary Grades Kindergarten-4</td>
<td>Last day of school: 4th Quarter ends</td>
</tr>
<tr>
<td>Nov. 3: 1st Quarter ends</td>
<td>Report Cards will be mailed approx. 1 week after term ends.</td>
</tr>
<tr>
<td>Jan. 26: 2nd Quarter ends</td>
<td></td>
</tr>
<tr>
<td>Apr. 6: 3rd Quarter ends</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intermediate Grades (5, 6, 7)</th>
<th>High School (8, 9, 10, 11, 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 1: 1st Trimester ends</td>
<td>Nov. 3: 1st Quarter ends</td>
</tr>
<tr>
<td>March 16: 2nd Trimester ends</td>
<td>Jan. 26: 2nd Quarter ends</td>
</tr>
<tr>
<td>Last day of school: 3rd Trimester ends</td>
<td>Apr. 6: 3rd Quarter ends</td>
</tr>
<tr>
<td>Report Cards will be mailed approx. 1 week after term ends.</td>
<td>Last day of school: 4th Quarter ends</td>
</tr>
<tr>
<td>Report Cards mailed approx. 1 week after term ends.</td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL COMMITTEE MEMBERSHIP

[Note: The January 5, 2017 review added a reason for the Committee having association memberships, removed the specific requirement to join and be active in one national organization, and added a statement that memberships should be included in the budget.]

As school committees face increasing and complex challenges, membership in different organizations can be of keen advantage.

The Committee will maintain memberships in the local, regional, state, and national associations that may support and benefit its work. National, state and regional School Committee (boards) associations and take an active part in the activities of these groups. The School Committee will maintain a membership in the Massachusetts Association of School Committees (MASC).

It may also maintain institutional memberships in other educational organizations which the executive officer and Committee and/or Superintendent find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the Committee and the staff.

All institutional memberships shall be budgeted and the school committee budget shall assure adequate funding for school committee memberships.

Adopted 4.27.2005;
Subcommittee review: 1.5.2017
CLIENT FEE AGREEMENT

We, the GREENFIELD SCHOOL COMMITTEE, hereinafter the CLIENT, hereby agree to retain the legal services of PETER L. SMITH, ESQUIRE, 200 North Main Street, Suite 8, East Longmeadow, Massachusetts 01028, the ATTORNEY, in connection with consultations, negotiations, dispute resolutions, mediations, conferences, hearings, motions, trials, and appeals under Massachusetts and federal law and the regulations promulgated thereunder, regarding student services, including, but not limited to special education, Section 504, DCAP, disciplinary matters, student health services, ELL, and Metco, and other legal representation specifically assigned to the ATTORNEY by the CLIENT, Superintendent of Schools, or Director of Student Services.

1. The scope of services to be performed by the ATTORNEY on behalf of the CLIENT includes, but is not limited to:

   (a) Consultations on all special education, Section 504, DCAP, student discipline, student health services, ELL, Metco, and specifically assigned school law issues, both on the telephone and in-person;

   (b) Research and legal opinions on all student services, student discipline, and specifically assigned school law issues;

   (c) Representation before the School Committee on all student services matters, including student discipline;

   (d) Representation at Mediation, conferences, and pre-hearings before administrative agencies;

   (e) Representations before state and federal courts;
(f) Review of student records and case files, including an initial assessment of potential concerns;

(g) Attendance at Team meetings when invited;

(h) Professional development with the CLIENT, administrators, and/or staff, as requested;

(i) Attendance at School Committee meetings when invited by the CLIENT or Superintendent of Schools;

(j) Periodic advisory communications on school law matters;

(k) Review and drafting of correspondence and policy statements on school law matters; and

(l) Consultation on policies and policy revision.

2. It is agreed by and between the CLIENT and the ATTORNEY that services actually performed by the ATTORNEY shall be charged at the following hourly rates from July 1, 2016 to June 30, 2017, the CLIENT being responsible for the same:

(a) Time reasonably spent out of court or hearing, including travel to and from destinations outside of East Longmeadow, telephone conversations and conferences (all telephone calls are billed at a minimum of 1/10th of an hour); legal research, review of documents, drafting documents, pleadings, and memoranda, and preparation for trials, hearings, conferences and meetings at one hundred fifty and 00/100 ($150.00) dollars per hour;

(b) Time reasonably spent in mediation, hearings, and conferences before administrative agencies (for example, the Bureau of Special Education
Appeals, Division of Labor Relations, or in Juvenile or District Court at one hundred seventy-five and 00/100 ($175.00) dollars per hour;

(c) Time reasonably spent in Massachusetts Superior or Federal District Court at two hundred and 00/100 ($200.00) dollars per hour;

(d) Time reasonably spent in the United States First Circuit Court of Appeals at two hundred twenty-five and 00/100 ($225.00) dollars per hour;

(e) Services performed by an Intern are billed at thirty and 00/100 ($30.00) dollars per hours; Administrative Assistant or Legal Secretary are billed at seventy and 00/100 ($70.00) dollars per hour; services performed by a Paralegal are billed at eighty-five and 00/100 ($85.00) dollars per hour; and services performed by an Associate Attorney are billed at one hundred and 00/100 ($100.00) dollars per hour. Services performed by a Consulting Attorney with over ten (10) years experience in educational law are billed at the same hourly rate as those of the ATTORNEY.

3. It is agreed by and between the CLIENT and the ATTORNEY that services actually performed by the ATTORNEY shall be charged at the following hourly rates from July 1, 2017 to June 30, 2018, the CLIENT being responsible for the same:

(a) Time reasonably spent out of court or hearing, including travel to and from destinations outside of East Longmeadow, telephone conversations and conferences (all telephone calls are billed at a minimum of 1/10th of an hour); legal research, review of documents, drafting documents, pleadings, and memoranda, and preparation for trials,
hearings, conferences and meetings at one hundred seventy-five and 00/100 ($175.00) dollars per hour;

(b) Time reasonably spent in mediation, hearings, and conferences before administrative agencies (for example, the Bureau of Special Education Appeals, Division of Labor Relations, or in Juvenile or District Court at two hundred and 00/100 ($200.00) dollars per hour;

(c) Time reasonably spent in Massachusetts Superior or Federal District Court at two hundred twenty-five and 00/100 ($225.00) dollars per hour;

(d) Time reasonably spent in the United States First Circuit Court of Appeals at two hundred fifty and 00/100 ($250.00) dollars per hour;

(e) Services performed by an Intern are billed at thirty and 00/100 ($30.00) dollars per hours; Administrative Assistant or Legal Secretary are billed at seventy and 00/100 ($70.00) dollars per hour; services performed by a Paralegal are billed at eighty-five and 00/100 ($85.00) dollars per hour; and services performed by an Associate Attorney are billed at one hundred and 00/100 ($100.00) dollars per hour. Services performed by a Consulting Attorney with over ten (10) years experience in educational law are billed at the same hourly rate as those of the ATTORNEY.

4. It is agreed by and between the CLIENT and the ATTORNEY that services actually performed by the ATTORNEY shall be charged at the following hourly rates from July 1, 2018 to June 30, 2019 the Client being responsible for the same:

(a) Time reasonably spent out of court or hearing, including travel to and from destinations outside of East Longmeadow, telephone conversations and
conferences (all telephone calls are billed at a minimum of 1/10th of an hour); legal research, review of documents, drafting documents, pleadings, and memoranda, and preparation for trials, hearings, conferences and meetings at one hundred eighty-two and 50/100 ($182.50) dollars per hour;

(b) Time reasonably spent in mediation, hearings, and conferences before administrative agencies (for example, the Bureau of Special Education Appeals, Division of Labor Relations, or in Juvenile or District Court at two hundred ten and 00/100 ($210.00) dollars per hour;

(c) Time reasonably spent in Massachusetts Superior or Federal District Court at two hundred forty and 00/100 ($240.00) dollars per hour;

(d) Time reasonably spent in the United States First Circuit Court of Appeals at two hundred seventy and 00/100 ($270.00) dollars per hour;

(e) Services performed by an Intern are billed at thirty and 00/100 ($30.00) dollars per hours; Administrative Assistant or Legal Secretary are billed at seventy and 00/100 ($70.00) dollars per hour; services performed by a Paralegal are billed at eighty-five and 00/100 ($85.00) dollars per hour; and services performed by an Associate Attorney are billed at one hundred and 00/100 ($100.00) dollars per hour. Services performed by a Consulting Attorney with over ten (10) years experience in educational law are billed at the same hourly rate as those of the ATTORNEY.
5. It is agreed by and between the CLIENT and the ATTORNEY that services actually performed by the ATTORNEY shall be charged at the following hourly rates from July 1, 2019 to June 30, 2020, the CLIENT being responsible for the same:

(a) Time reasonably spent out of court or hearing, including travel to and from destinations outside of East Longmeadow, telephone conversations and conferences (all telephone calls are billed at a minimum of 1/10th of an hour); legal research, review of documents, drafting documents, pleadings, and memoranda, and preparation for trials, hearings, conferences and meetings at one hundred ninety and 00/100 ($190.00) dollars per hour;

(b) Time reasonably spent in mediation, hearings, and conferences before administrative agencies (for example, the Bureau of Special Education Appeals, Division of Labor Relations, or in Juvenile or District Court at two hundred twenty and 00/100 ($220.00) dollars per hour;

(c) Time reasonably spent in Massachusetts Superior or Federal District Court at two hundred fifty and 00/100 ($250.00) dollars per hour;

(d) Time reasonably spent in the United States First Circuit Court of Appeals at two hundred ninety and 00/100 ($290.00) dollars per hour;

(e) Services performed by an Intern are billed at thirty and 00/100 ($30.00) dollars per hours; Administrative Assistant or Legal Secretary are billed at seventy and 00/100 ($70.00) dollars per hour; services performed by a Paralegal are billed at eighty-five and 00/100 ($85.00) dollars per hour; and services performed by an Associate Attorney are billed at one hundred
and 00/100 ($100.00) dollars per hour. Services performed by a Consulting Attorney with over ten (10) years experience in educational law are billed at the same hourly rate as those of the ATTORNEY.

4. It is agreed by and between the CLIENT and the ATTORNEY that services actually performed by the ATTORNEY shall be charged at the following hourly rates from July 1, 2018 to June 30, 2019 the Client being responsible for the same:

(a) Time reasonably spent out of court or hearing, including travel to and from destinations outside of East Longmeadow, telephone conversations and conferences (all telephone calls are billed at a minimum of 1/10th of an hour); legal research, review of documents, drafting documents, pleadings, and memoranda, and preparation for trials, hearings, conferences and meetings at one hundred eighty-two and 50/100 ($182.50) dollars per hour;

(b) Time reasonably spent in mediation, hearings, and conferences before administrative agencies (for example, the Bureau of Special Education Appeals, Division of Labor Relations, or in Juvenile or District Court at two hundred ten and 00/100 ($210.00) dollars per hour;

(c) Time reasonably spent in Massachusetts Superior or Federal District Court at two hundred forty and 00/100 ($240.00) dollars per hour;

(d) Time reasonably spent in the United States First Circuit Court of Appeals at two hundred seventy and 00/100 ($270.00) dollars per hour;

(e) Services performed by an Intern are billed at thirty and 00/100 ($30.00) dollars per hours; Administrative Assistant or Legal Secretary are billed at
seventy and 00/100 ($70.00) dollars per hour; services performed by a Paralegal are billed at eighty-five and 00/100 ($85.00) dollars per hour; and services performed by an Associate Attorney are billed at one hundred and 00/100 ($100.00) dollars per hour. Services performed by a Consulting Attorney with over ten (10) years experience in educational law are billed at the same hourly rate as those of the ATTORNEY.

5. It is agreed by and between the CLIENT and the ATTORNEY that services actually performed by the ATTORNEY shall be charged at the following hourly rates from July 1, 2019 to June 30, 2020, the CLIENT being responsible for the same:

(a) Time reasonably spent out of court or hearing, including travel to and from destinations outside of East Longmeadow, telephone conversations and conferences (all telephone calls are billed at a minimum of 1/10th of an hour); legal research, review of documents, drafting documents, pleadings, and memoranda, and preparation for trials, hearings, conferences and meetings at one hundred ninety and 00/100 ($190.00) dollars per hour;

(b) Time reasonably spent in mediation, hearings, and conferences before administrative agencies (for example, the Bureau of Special Education Appeals, Division of Labor Relations, or in Juvenile or District Court at two hundred twenty and 00/100 ($220.00) dollars per hour;

(c) Time reasonably spent in Massachusetts Superior or Federal District Court at two hundred twenty fifty and 00/100 ($250.00) dollars per hour;
(d) Time reasonably spent in the United States First Circuit Court of Appeals at two hundred ninety and 00/100 ($290.00) dollars per hour;

(e) Services performed by an Intern are billed at thirty and 00/100 ($30.00) dollars per hours; Administrative Assistant or Legal Secretary are billed at seventy and 00/100 ($70.00) dollars per hour; services performed by a Paralegal are billed at eighty-five and 00/100 ($85.00) dollars per hour; and services performed by an Associate Attorney are billed at one hundred and 00/100 ($100.00) dollars per hour. Services performed by a Consulting Attorney with over ten (10) years experience in educational law are billed at the same hourly rate as those of the ATTORNEY.

6. The CLIENT agrees to pay the ATTORNEY for all reasonable costs incurred and out-of-pocket disbursement made on the CLIENT's behalf, including, but not limited to filing fees, witness fees, travel outside of East Longmeadow, sheriff's and constable fees, expenses of depositions, investigative expenses, expert witness fees, charges for photocopies, facsimile, telephone, and other incidental expenses.

7. Interim billing will be submitted to the CLIENT on a monthly basis. All interim billings shall be due and payable within thirty (30) days unless otherwise stated.

8. The CLIENT shall have the right to terminate this Agreement for good cause. The ATTORNEY shall be paid for all work performed and costs expended up to the point of termination of services.

9. The CLIENT agrees that the final bill submitted by the ATTORNEY for legal fees and costs will be due and payable at the conclusion of this Agreement or at the termination of the ATTORNEY/CLIENT relationship.
10. The CLIENT and ATTORNEY acknowledge that at the present time it is impossible to determine precisely the cost of the legal services referenced in Section 1, above.

11. The CLIENT shall be responsible for payment of the legal services rendered herein in the first instance and shall be reimbursed for any amounts paid, if any, which are subsequently collected by the ATTORNEY from other sources.

12. If the CLIENT and ATTORNEY are unable to resolve their differences on the question of any fee, or expense, they hereby agree to make a good faith effort at resolving their dispute informally. If the dispute cannot be resolved, the CLIENT and ATTORNEY agree to place the matter before the Fee Arbitration Board of the Massachusetts Bar Association, or some other fee dispute resolution body, and agree to be bound by the decision.

13. The ATTORNEY and CLIENT state that no results have been guaranteed by the ATTORNEY to the CLIENT and that this Agreement is not based on any such promises or inducements.

14. The CLIENT will facilitate communication by and between its administrators and staff and the ATTORNEY regarding matters falling under this Agreement.

15. The ATTORNEY will regularly communicate with the Superintendent of Schools regarding ongoing work under this Agreement as well as specifically assigned matters.

16. The CLIENT understands that it has a right and is encouraged to consult with an attorney or representative of its choosing prior to execution of this Agreement.

We, the CLIENT and ATTORNEY, have read this CLIENT FEE AGREEMENT, understand its terms, and have signed it as our free act and deed.
Signed this ______ day of February 2017

In the presence of:

WITNESS

WITNESS

William Martin, School Committee

PETER L. SMITH, Esquire