

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
MINUTES: Wednesday, July 11, 2018**
GCTV Studio, 393 Main Street, Greenfield MA
Approved 08.08.18

Present: Don Alexander (DA); Katie Caron (KC); Susan Eckstrom (SE); Jordana Harper, Superintendent (JH); Susan Hollins (SH); William Martin (WM); Adrienne Nunez (AN).

Absent: Cameron Ward (CW).

Also present:

Eliza Calkin, Director of Food and Nutrition Services; Pat Correira and Liz Lafond, MASC; Paul Gablon, resident; Stephen Nembirkow, Business Manager; Amy Proietti, resident; Atty. Gordon Quinn; other school staff and citizens.

I. Call to Order

With a quorum present (DA, KC, SE, SH, WM, AN), Chair Nunez opened the meeting at 6:33 p.m.

II. Approval of Minutes

KC moved to approve minutes of June 13, 2018. DA 2nd. Motion passed unanimously.

KC moved to approve minutes of June 28, 2018. WM 2nd. Addition to Adjournment: SE moved to adjourn, AN 2nd. Motion passed unanimously.

III. Public Comment

Amy Proietti, parent, spoke in support of Superintendent Jordana Harper and urged renewal of her contract.

Paul Gablon, resident, spoke in support of renewing the Superintendent's contract and in general improving the contract renewal process.

IV. Reports

A. Chair (AN)

1. Executive Session later on agenda re: contracts for Superintendent, cafeteria workers

2. Support for Subcommittees re: minutes.

Suggestions: Attach pertinent documents to Committee minutes; continued training on using Google Drive; use available templates, guidelines; create part-time position of School Committee secretary.

WM moved to instruct Superintendent to hire a recorder for subcommittee minutes. DA 2nd. Motion passed unanimously.

SH moved that our recording secretary for School Committee minutes put "unofficial" on draft minutes and that those minutes are posted as soon as they are available. KC 2nd. Motion passed unanimously.

3. Being time-efficient in deliberations

4. Welcome to new administrative staff members:
Eliza Calkin, Director of Food and Nutrition Services
Stephen Nembirkow, Business Manager

C. Superintendent (JH)

- Excellent media coverage (articles included in packet)
- GMS principal search continues. Excellent interviewing committee. Preferred candidates took offers from other districts. Interim principal possible outcome. Outgoing principal working until September. Formal appointment by next School Cte meeting.
- New administrative team members (Calkin and Nembirkow)
- Educator evaluation system: Praise for principals' work; all teachers evaluated. Instructional assistants evaluated.
- Installation of new public announcement (PA) systems moving forward with quotes
- New communication system provides texts and calls in multiple languages. Family communication outreach survey identified this as priority.
- Director of Pupil Services: Assembling interview team for interviews next week. Finalists to come before School Committee.
- Upcoming events
- Staffing report
- Advertisements and publications, including GHS Maker Space, Green Room summer program; social media, summer PD, GHS Girls Softball champions.
- Business Manager's reports
- Four Corners paving project with higher-than-anticipated costs, need for School Committee vote.

WM requested status report on Chapter 76, Attorney General's office. JH to provide.

WM requested contracts of current principals. JH to provide.

AN referred to Policy Subcommittee request to review, update salary range for principals.

D. Subcommittees

1. Policy & Program (DA)

Policy BDE, Subcommittees of the School Committee, tabled indefinitely.

Support for MASC Policy Review program

Continued work re: students not being picked up at end of school day; potential dismissal policy.

2. Personnel & Negotiations (DA)

Next mtg July 17 re: Superintendent's goals

3. Health, Safety & Facilities (KC)

No report – meeting was scheduled for 7/10 but was not able to be held due to lack of quorum.

Materials provided to the full School Committee.

4. Collaborative for Educational Services (SE)

SE urged increased use of CES support, including for potential alternative school. SE stated Superintendent was already in communication with Executive Director about this.

5. Budget (SH reporting for CW)

Propose using special education tuition revolving account funds for in-district programs

Need to clarify School Choice amounts

Set schedule for twice-monthly meetings and schedule for agenda topics

Need to re-vote FY19 budget adjusted for \$800K gap by September

Discussion regarding creation of a special education, self-contained program at GHS that would enable special education students currently in out-of-district placements to return to the district, as is both cost-effective and educationally appropriate.

WM moved to allow funds from the special education tuition revolving account to be spent to support a new high school program with the limitation of ensuring that \$250,000 remains in the account, and to allow additional revenues to accrue in the special education tuition revolving account. SH 2nd. Motion passed unanimously.

Consensus to shift agenda to next consider:

V. Business

F. Vote to support using district funds to supplement capital pavement project at Four Corners

Discussion regarding unusual circumstances creating need for additional funding beyond what was available in Capital.

SH moved to approve \$15,000 to complete the Four Corners paving project using any leftover FY18 funds and to approve those funds being transferred into an appropriate account, to be determined by the administration. WM 2nd. Motion passed unanimously.

JH expressed concerns re: Budget Subcommittee discussions held without Mayor, Business Manager, School Committee Chair, and herself present.

6. Town Planning & Construction Committee (SH)

School roofs for solar installations: GHS solar storage project, previously voted by School Cte, received expanded funding from DOER. Four Corners, North Parish not good candidates for solar; other schools being considered. JH requested advance coordination of planned projects affecting schools, and minutes from Planning & Construction meetings available to the Committee in advance.

V. Business

A. School Committee Self-Evaluation Exploration

Pat Correira and Liz Lafond, MASC, introduced MASC's self-evaluation rubric and support; no cost, service is part of membership.

DA moved that the Greenfield School Committee accept the MASC rubric and instrument for School Committee self-evaluation. KC 2nd. Members to respond by next Wednesday, July 18. Motion passed unanimously.

SH recommended evaluation process include two policies (broad goals, strategic planning) and goals approved at Dec. 17 School Cte mtg.

B. MASC Policy Services: Recommendation by subcommittee to use MASC services

AN summarized: Policy Subcommittee recommended. Tabled at previous School Cte meeting.

MASC offers two services: Policy 21, on-line hosting program; contracted policy service.

Pat Correira, MASC, presented services and costs: \$10,500 for review, support; \$3,500 to put on-line; thereafter \$950/year maintenance. Costs can be budgeted over 3-4 years to accommodate district's budget and make feasible.

DA moved that the Greenfield School Committee enter into the contract policy services including Policy 21 provided by MASC for the policy review services and all of the services spoken to tonight for the purposes of updating our district policies to ensure that we remain in compliance with state law and guidelines. WM 2nd. Motion passed 5-1.

C. Director of Pupil Services

JH continuing to accept applications; interviews next week. WM asked if there are any prohibition against School Cte members talking with outgoing Director. JH stated that normal contractual prohibitions would apply.

D. Status update on implementation of Life-Threatening Food Allergy Policy JHCDA

JH: New policy implemented August 2017. Feedback includes letters from 4th grade class at Discovery School requesting changes to the policy. Recommends review of first year of implementation by new Director of Pupil Services, with any recommended changes.

Consensus for JH to thank students for their input and tell them that new Director will review the policy and procedure.

E. Update on FY8 Teacher Evaluations

Previously covered in Superintendent's report. Some schools using TeachPoint software.

F. Financial Reports

Steve Nembirkow clarified, in response to questions:

- Choice and Circuit Breaker quarterly payments (June 2018) to be included in FY18 totals, will go into revolving accounts for roll-over.
- Expects no conversion to free cash by DOR.
- Prepaid \$249K toward FY19 expenses (\$1.1million actual expenses, with \$800K funded). \$249K from unexpended balances in FY18 budget. JH added that this was in budgeted in the FY19 Budget as voted by the School Committee.
- Rental revenue report now available.

SH requested that MUNIS report be set up to match cost centers. JH recommended Budget Subctce review and recommend changes to current format to full Committee, and that any requests be consistent.

VIII. Executive Session

AN announced intent to move into Executive Session in accordance with MGL c 30A, §21, (2) To conduct strategy sessions in preparation for negotiations with non-union personnel and (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

DA moved to enter Executive Session. 2nd SE. Roll call vote: Yes – (DA, KC, SE, SH, WM, AN). Moved into executive session at 9:07 p.m.

KC moved to leave Executive Session. SH 2nd. Roll call vote: Yes – (DA, KC, SE, SH, WM, AN). Returned to public session at 10:52 p.m.

IX. Adjournment

WM moved to adjourn. 2nd KC. Motion passed unanimously. Meeting adjourned at 10:52 p.m.

Respectfully submitted,
Susan Farber
Recording Secretary

Meeting Documents

1. Notice of Meeting, Agenda and Timed Agenda: July 11, 2018
2. Draft minutes: June 13 and June 28, 2018
3. Superintendent's Report, Staffing Report
4. Media:
 - a. Ads: Makerspace; Green Room summer program
 - b. *Recorder* articles:
 - i. Last day of school at Newton Elementary filled with sunshine
 - ii. GMS Principal Gary Tashjian retires
 - iii. Wave poised to end title drought
 - iv. WMass Softball: Turners Falls, Greenfield grab top seeds
 - v. Wave secures first crown since 1986
 - c. Superintendent's Twitter sampling
5. Budget Reports
 - a. Memo from Steve Nembirkow, July 5, 2018
 - b. Year-to-Date MUNIS, as of June 30, 2018
 - c. Account Balances, as of June 30, 2018
 - d. Special Education Prepayments, FY18 for FY19
 - e. Capital projects and balances
6. Subcommittee minutes:
 - a. Policy & Programs, June 26, 2018
7. Policy BAA, Self-Evaluation of School Committee Performance
8. MASC packet on School Committee Self-Evaluation, including draft agreement
9. Policy JHCDA, Life-Threatening Food Allergy
10. Letters from Mrs. Pinger's 4th grade class, Discovery School re: Food Allergy policy
11. School Committee Agenda Calendar, July and August 2018