

**GREENFIELD PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
DRAFT MINUTES: Wednesday, July 10, 2019**  
John Zon Community Center, 35 Pleasant Street, Greenfield MA  
Approved 08.19.19

**Present:** Katie Caron (KC) (remote via phone); Susan Eckstrom (SE); Susan Hollins (SH); Glenn Johnson (GJ); William Martin (WM); Adrienne Nunez (AN); Cameron Ward (CW)

**Absent:** Jordana Harper, Superintendent (JH)

**Also present:** Jodi Falk, SEPAC Co-Chair; Matt Holloway, Director of Pupil Services; Stephen Nembirkow, Business Manager; Mary Traver, SEPAC Co-Chair; Crystal Zimmer, SEPAC Secretary; and citizens.

### **I. Call to Order**

With a quorum present (KC, SE, SH, GJ, WM, AN, CW), Chair Nunez opened the meeting at 6:36 p.m.

### **II. Approval of Minutes**

**WM moved to approve minutes of May 29, 2019, 2019. CW 2nd. Motion passed unanimously. SE moved to approve minutes of June 12, 2019, 2019. WM 2nd. Motion passed unanimously.**

### **III. Public Comment**

None

### **IV. Reports**

#### **A. Chair**

AN noted that agenda is policy-focused. AN will email members proposed schedule of special meetings to review budget. Members will also receive relevant budget documents from FY19 and FY20 via email.

#### **B. Subcommittees**

##### **1. Health, Safety, Facilities – KC**

Upcoming meeting will discuss regulations re: lead in water.

##### **2. Policy – KC**

Comprehensive study of all policies with MASC continues. Goal to have fully completed policy manual for coming year.

### **V. Business**

#### **A. Special Education Parent Advisory Council report**

Presentation by Jodi Falk, SEPAC Co-Chair; Matt Holloway, Director of Pupil Services; Mary Traver, SEPAC Co-Chair; Crystal Zimmer, SEPAC Secretary

Matt Holloway spoke of importance of relationships with parents and SEPAC, and reviewed MA law establishing SEPAC and its purpose.

Mary Traver reported on past accomplishments and Crystal Zimmer previewed upcoming goals, as listed in "SEPAC Accomplishments as of July 2019."

Discussion: School Cte members welcome to attend SEPAC meetings. Idea to have SEPAC representative as non-voting member of School Committee. SEPAC liaisons identified for each school. Have advocated recently for cameras on busses, importance of paraprofessionals. UCP plans to move office to Greenfield. SEPAC helps educate staff, connects families with resources.

SEPAC creates positive place for parents; being a parent of special needs child can be isolating; a lot of support and sharing of resources. Also bridging isolation through language translation, providing transportation. SEPAC members successfully using public comment period at School Cte meetings. Support for Provider Fair. Suggestion to record speakers; use technology to extend learning from speakers.

## **B. Follow-up regarding attorney review process**

GJ reported on progress, including review of Policy BDG, discussions with MASC. No process-template available from MASC. Goal to clarify who is involved in review; how is it conducted (e.g., open or closed session); what are goals of review.

Discussion: Timeliness of response is important. Policy allows use of different attorneys, so useful to know of school-law specialists, e.g., immigration. Some districts pay attorneys flat rate per year; some pay by hour.

## **C. Policies for First Reading:**

### **1. Section D**

At bottom of each policy, "Source" shows whether it follows MASC template or is unique to Greenfield.

KC (Policy Subcommittee Chair) reviewed changes.

- DBD Budget Planning emphasizes School Committee's priority to support students.
  - **WM made a motion for Policy Subcommittee to specify deadline for Superintendent's budget – e.g., Jan. 10 or 15 deadline for Supt's budget, to allow 60 days of discussion by School Committee. SE 2nd.** Deadline would follow budget timeline in City Charter. **Motion passed unanimously.**
  - Last sentence, add "draft": "The Superintendent will have overall responsibility for draft budget preparation..."
  - **SH moved to add that the School Cte has responsibility to vote a final budget. AN 2nd. Motion passed unanimously.**
- DBE Revolving Funds – Subcommittee recommends removal of this policy because it ties hands of GPS administrators, as needs for Revolving Funds change every year. Removal recommended by prior and current business managers.
  - WM suggests including description of each revolving fund and associated laws.
  - SH: Recommends keeping last paragraph to ensure that every year School Cte will be advised about revolving funds; and Supt. to come before School Cte to request changes to revolving funds. Without this policy, Supt. can deplete a fund without School Cte's knowledge.
  - KC: Problem is with exact \$ amounts included in policy; open to using last paragraph.
  - AN: Under current policy, straying from exact \$ amounts would require School Cte vote to suspend policy. Consider including amounts as informational document.
  - **KC moved to send DBE back to Policy Subcommittee. GJ 2nd.** Discussion: Nembirkow pointed out difference between policy and procedure; prior policy inappropriately contained procedure. **Motion passed 6-1 (No: AN).**
- DBJ Budget Transfer Authority
  - SH: What's the definition of "major cost center"? Should say simply "cost center." **SH moved to strike the word "major." CW 2nd.**
    - "DESE cost centers"? But GPS budget does not follow DESE categories.
    - "School district budget cost centers"? Cost centers have flexibility.
    - Policies should avoid including procedures.

- **Motion passed 4-3.**
- Clarification that all motions are to refer suggestions back to Policy Subcommittee, not final decision.
- DGA Approval of School Budget Payroll
  - Payroll warrants are paid even if Supt is not available to sign. Is there anybody else who should be signing? This policy's purpose is to provide process if Supt is away or on leave. Although Supt. may choose a designee, Supt is still ultimately responsible for accuracy.
- DH Bonded Employees and Officers
  - Last sentence, now removed, was originally to address problem of notifying City who handles money and needs to be included in bond. Sentence removed as procedure, not policy. Nembirkow clarified GPS must inform City of specific people who are to be covered.
- DI Fiscal Accounting and Reporting
  - Delete in final sentence "as found desirable."
  - School Cte oversight vs. micromanaging the budget
  - Change from "periodic" to "quarterly" important. Quarterly reports consistent with City's system, conforms with state requirements.
  - **WM moved to refer DI to Subcommittee, considering points brought up in discussion. GJ 2nd. Motion passed unanimously.**
- DJ Purchasing
  - Prior policy was internal procedure, not policy. Adopted MASC version.
- DKC: Expense Reimbursements
  - Prior policy written to clarify who approves Supt's out-of-state travel and avoid having Supt approve their own travel. This is now covered in individual contracts.

This concludes first reading of Policy Section D.

## 2. Section B

**KC moved to table First Reading of Section B and move forward with Second Reading of Section A. WM 2nd. Motion passed unanimously.**

### D. Policies for Second Reading: Section A

**WM moved to accept Policy Section A as presented and amended. CW 2nd.**

- ADF School District Wellness Program
  - Blank line in para. 2. Intention to specify title (e.g., Director of Pupil Services), not a person's name which would require changing policy in event of personnel change.
- ADDA Background Checks
  - SH: Concern that ADDA and ACAB Sexual Harassment contain detailed procedures (e.g., \$55 fee). If a detail changes, requires policy change. Preference for policy to be statement of commitment to goal, followed by regulation with all details.
  - KC: These policies were created from instructions from attorneys, following legal requirements.
  - CW called the question. GJ 2nd. Motion to end debate passed. 4-3 (No: SH, AN, WM).
  - **Motion to accept Policy Section A passed unanimously.**

KC assured that marijuana issue is covered.

### **IX. Adjournment**

AN moved to adjourn. 2nd WM. Motion passed 5-1 (No: SH). Meeting adjourned at 8:41 p.m.

Respectfully submitted,  
Susan Farber  
Recording Secretary

### **Meeting Documents**

1. Notice, Agenda, Timed Agenda: July 10, 2019
2. Draft minutes: May 29, 2019, June 12, 2019
3. SEPAC Accomplishments as of July 2019
4. Section D: Fiscal Policies – Revisions and Rationale
5. Section D Policies:
  - a. DA Fiscal Management Goals
  - b. DB Budget
  - c. DBC Budget Deadlines and Schedules
  - d. DBD Budget Planning
  - e. DBG Budget Adoption
  - f. DBJ Budget Transfer Authority
  - g. DD Funding Proposals and Applications
  - h. DGA Approval of School Budget Payroll
  - i. DH Bonded Employees and Officers
  - j. DI Fiscal Accounting and Reporting
  - k. DIE Audits
  - l. DJ Purchasing
  - m. DJA Purchasing Authority
  - n. DJB Capital Improvement Planning
  - o. DJE Procurement Requirements
  - p. DJG Vendor Relations
  - q. DK Payment Procedures
  - r. DKC Expense Reimbursements
6. Section A Policies: Foundations and Basic Commitments
  - a. AA School District Legal Status
  - b. AB The People and Their School District
  - c. AC Nondiscrimination
  - d. ACA Nondiscrimination on the Basis of Sex or Gender Identity
  - e. ACAB Sexual Harassment
  - f. ACE Nondiscrimination on the Basis of Disability
  - g. AD Vision and Mission
  - h. ADC Tobacco Products on School Premises Prohibited
  - i. ADDA Background Checks
  - j. ADDA-R DCJIS Model CORI Policy

- k. ADDA-E Fingerprint Based CHRI Checks
  - l. ADF School District Wellness Program
  - m. AE Commitment to Accomplishment
7. Section B:
- a. BA School Committee Operational Goals
  - b. BAA Evaluation of School Committee Operational Procedures
  - c. BB School Committee Legal Status
  - d. BBA School Committee Powers and Duties
  - e. BBAA School Committee Member Authority
  - f. BBBA/BBBB School Committee Member Qualifications/Oath of Office
  - g. BBBC School Committee Voluntary Resignation
  - h. BBBE Unexpired Term Fulfillment
  - i. BCA School Committee Member Ethics
  - j. BDA School Committee Organizational Meeting
  - k. BDB School Committee Officers
  - l. BDC Appointed Committee Officials
  - m. BDD School Committee-Superintendent Relationship
  - n. BDE Subcommittees of the School Committee
  - o. BDF Advisory Committees to the School Committee
  - p. BDFA School Councils
  - q. BDFA-E-1 School Improvement Plans
  - r. BDFA-E-2 Submission & Approval of the School Improvement Plan
  - s. BDFA-E-3 Conduct of School Council Business
  - t. BDG School Attorney
  - u. BE School Committee Meetings
  - v. BEC Executive Sessions
  - w. BEDA Notification of School Committee Meetings
  - x. BEDB Agenda Format
  - y. BEDB-E Agenda Format
  - z. BEDD Rules of Order
  - aa. BEDF Voting Method
  - bb. BEDG Minutes
  - cc. BEDH Pubic Comment at School Committee Meetings
  - dd. BEDH-E Guidelines for Public Comment
  - ee. BEE Special Procedures for Conducting Hearings
  - ff. BG School Committee Policy Development
  - gg. BGB Policy Adoption
  - hh. BGC Policy Revision and Review
  - ii. BGD School Committee Review of Regulations
  - jj. BGE Policy Dissemination
  - kk. BGF Suspension Policies
  - ll. BHC School Committee-Staff Communication
  - mm. BHE Use of Electronic Messaging by School Committee Members
  - nn. BIA New School Committee Member Orientation
  - oo. BIBA School Committee Conferences, Conventions, and Workshops

- pp. BID School Committee Member Compensation and Expenses
- qq. BJ School Committee Legislative Program
- rr. BK School Committee Memberships