

**GREENFIELD PUBLIC SCHOOLS
POLICY & PROGRAM SUBCOMMITTEE MEETING
DRAFT MINUTES: January 28, 2019**

Greenfield Public Schools Central Office, 195 Federal Street, Greenfield, MA 01301

Present: Don Alexander (DA), Chair; Katie Caron (KC); Adrienne Nunez (AN)

Absent: None

Also present: Jordana Harper, Superintendent; Liz LaFond, MASC Representative

I. Call to Order

With a quorum present (KC, AN), KC opened the meeting at 5:16 p.m. [DA arrived after opening]

II. Public Comment

None.

III. Policy Review with MASC

Review of Sections B & C of Policy Manual

Members reviewed and edited the following subsections of Section B, taking MASC Representative LaFond's recommendations into consideration.

Section BB: School Committee Legal Status

- Should compensation be added in?
- Should charter be referenced?

Section BBA: School Committee Powers and Duties

- Clarify "personnel matters" section?
- Discussion on how often policy should be looked at/reviewed.

Section BBAA: School Committee Authority

AN moved to support the following MASC recommended change to BBAA: the insertion of "and other necessary documents" after "warrants" in Number 11. KC 2nd. Motion passed unanimously.

Section BBBA/BBBB: School Committee Member Qualifications/Oath of Office

AN moved to support MASC language for BBBA/BBBB. AN amended motion to include requesting that MASC review to make sure final statement is comprehensive. DA 2nd. Motion passed unanimously.

Section BBBC: School Committee Member Resignation

AN moved to accept the MASC language with the following change: replace "appropriate certifying authority" with "city clerk". KC 2nd. Motion passed unanimously.

Section BBBE: Unexpired Term Fulfillment

- MASC Representative LaFond will double check legal references and timelines.
- Keep current policy, but strike "in case of impasse, Council President votes"?

Section BCA: School Committee Member Ethics

Section BDA: School Committee Organizational Meeting

- MASC Representative LaFond will bring back answers to questions raised on BCA and BDA.

Section BDB: School Committee Officers

- Members explained to MASC Representative LaFond current Secretary structure (there are multiple “secretaries” involved in the current process).
- Suggested addition: “At full School Committee meetings, the Secretary shall make accessible a reference library including Robert’s Rules of Order, an annotated M.G.L. document, policy manual, and any other such guiding documents the School Committee deems necessary.”
- Suggested addition: “In the event that the recording secretary/recording equipment is not available, the Secretary of the School Committee is responsible for recording the minutes”.
- Suggested addition: “The Secretary will ensure that a substitute secretary is available to take the minutes in the event the recording secretary is unavailable”.
- With recommendation from MASC Representative LaFond, members discussed revisiting the way in which subcommittees are formed/currently operate.

MASC Representative LaFond will make all changes and send to individual committee members for review.

IV. Next Meeting

March 4th, 2019 from 5:00 p.m.- 7:30 p.m.

V. Adjournment

KC moved to adjourn the meeting. DA 2nd. Motion passed unanimously. Meeting adjourned at 7:34 p.m.

[Unclear on all documents distributed/referenced]

Meeting Documents

1. Policy Manual

