

**GREENFIELD PUBLIC SCHOOLS
POLICY & PROGRAM SUBCOMMITTEE MEETING
DRAFT MINUTES: April 3, 2019**

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

Present: 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 5:35 p.m.

II. Public Comment

None.

III. Policy Review with MASC, Liz LaFond

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 BDA: School Committee Organizational Meeting

- Tabled until examples from MASC received

Section BDB: School Committee Officers

- Summarized BDB discussion from last meeting

Section BDC: Appointed Committee Officials

- MASC and GPS versions are the same

Section BDD: School Committee-Superintendent Relationship

- Consensus to change "will have the privilege of asking" to "may seek"
- Consensus to change "school system" to "school district"

Section BDE: Subcommittees of the School Committee

- MASC Representative LaFond suggested creating a separate document outside of the policy manual outlining the purpose and description of subcommittees, providing clarity on duties and responsibilities of subcommittee members
- Add the following statement in policy: "Subcommittees have the authority to deliberate on specific items as referred to them by the full School Committee."
- Remove #5 from GPS policy
- Add: "The superintendent may advise the subcommittee in matters before the subcommittee."
- Add: "School Committee members who are not appointed to a given subcommittee may attend subcommittee meetings but shall be treated as members of the public for purposes of the subcommittee in accordance with open meeting law."

MASC Representative LaFond suggested the superintendent consider issuing a weekly/biweekly memo highlighting upcoming items of interest to the School Committee, purely as an "FYI" communication tool. She

also suggested that subcommittee minutes be added to the full School Committee agenda to make the subcommittee minutes approval process more efficient.

Section BDF: Advisory Committees to the School Committee

- Consensus to adopt MASC language

Section BDFA: School Councils

- Consensus to leave GPS' BDFA version as is, with the exception of keeping "and approval" and removing the legal reference from the body of the policy (and keep at the bottom)

Section BDFA-E-1: School Improvement Plan

- Consensus to adopt MASC language
- MASC Representative LaFond will check legal references

Section BDFA-E-2: Submission and Approval of the School Improvement Plan

- Consensus to adopt MASC language

Section BDFA-E-3: Conduct of School Council Business

- Consensus to adopt MASC language

Section BDG: School Attorney

- Add "or chair" after "superintendent"

Section BE: School Committee Meetings

- Keep the GPS version with the exception of adding legal reference that MASC has which GPS does not

Section BEC: Executive Sessions

- Consensus to adopt MASC language

Section BEDA: Notification of School Committee Meetings

- Consensus to adopt MASC language

Section BEDB: Agenda Format

- Keep the GPS version with the exception of adding the following fourth paragraph: "The subcommittee agenda is to be based on items referred by the full School Committee. Subcommittee agendas will be developed in coordination with the superintendent so that there is sufficient time to provide all necessary information for subcommittee consideration."
- Add "at least" prior to "forty-eight hours"

Section BEDB-E: Agenda Format

[Unknown; recording ended]

VI. Review Suggested Changes to the District

[Unknown; recording ended]

VII. New Business

[Unknown; recording ended]

VIII. Adjournment

[Unknown; recording ended]

Meeting Documents

1. GPS Policy Manual
2. MASC Policy Manual