

GREENFIELD SCHOOLS

POLICY AND PROGRAM SUBCOMMITTEE

Minutes

Thursday, November 30, 2017

Present: Subcommittee members Susan Hollins (chair), Mayor William Martin, Don Alexander (5:02 p.m.). Also attending, SC Member Adrienne Nunez (5:20 p.m.), School Resource Officer Brook, members of the public.

1. Call to Order at 4:02 p.m. Brief introductions, explanation of policy categories and of agenda.
2. Tracking (passed).
3. Review of policies with no change recommended for affirmation on 12.13.2017.
Mayor Martin asked if anyone had any concern about this grouping, explaining they were reviewed previously. Superintendent Harper submitted a written concern on IGC 8th Grade taking grade 9 Courses. Reasons for policy IGC were discussed and how allowing advancement fit into the district's commitment to AP, 5th-year, dual-enrollment, and college courses. Following reading and discussion, it was requested this policy be on the December 7th subcommittee agenda for administrative update and to hear from the high school principal to understand the concern. Regarding the slate for affirmation: Motion by Mayor Martin, 2nd Hollins: Move that the subcommittee recommend a positive vote for affirmation of all policies listed on today's agenda, except IGC.
4. Review of Policies to Consider for Recommendation of 1st Reading.

BB LEGAL STATUS:

BB refers to number of school comm. members, term length, and state laws about autonomous nature as a city department. Three changes are agreed: a) mayor is 7th member, not 9th; term begins in January, not July; terms are 4 years, not 3. Public suggestion: define "staggered terms," e.g. three 4-year terms starting every two years.

BDC APPOINTED COMMITTEE OFFICIALS

BDC is a one-sentence policy & mentions only the superintendent. GPS policy includes "and shall serve as secretary;" current MASC policy does not. Mention difference to school committee. Discussion was on confusions with the word "secretary" as there is an executive secretary to the superintendent, a board officer of secretary whose role is not office secretarial, and a recording secretary for school committee minutes. Chair notes historically this provision related to the superintendent serving as "clerk" to a school committee— receiving and sending school committee mail, organizing and distributing school committee agenda materials, keeping all official contracts and records, keeping archival records of the school committee, etc.

Questions as to whether to list other appointed school committee officials in policy and to whom appointed officials report. Suggested wording to add: "School Committee

appointed officials also include assistant superintendents, business managers, special education administrators, and others who are employees of the school committee and whose administrative contracts may clarify to whom these personnel report and reporting responsibilities. All other employees of the school system are directly supervised by the Superintendent.”

BEDB AGENDA FORMAT

The BEDB on the GPS website policy manual is from 7.28.11 and is not the revised BEDB voted by GPS SC on 6.18.16 which changed distribution of materials from 3 days (2011) to 2 days. Current MASC 2016 wording is exactly the same as the GPS 7.28.11 policy.

Discussion is about when a school committee should have materials in order to be prepared for decision-making at its meetings. Prior subcommittee discussion mentioned need for materials the Friday before school committee meeting so members have the weekend to prepare. Current practice is members can pick up hard copy day of meeting; otherwise, all materials are sent 48 hours in advance by computer file.

Guest comment is that not everyone has printers and not everyone can read materials by computer. Chair contacted a prior GPS supt who served 6 years and said school committee meetings were on Thursdays and physical packets were mailed or delivered to homes the Friday before school committee meetings. Also contacted was prior school comm chairman Doyle, an attorney, who commented that there is no requirement for election and public office to have computer equipment at home and be technologically adept. Doyle recalled packets were available to be picked up as soon as available and sometimes they were delivered, if requested.

There is consensus in the room of subcommittee members and public that the physical copy should be available by Friday or Saturday using policy wording “no less than three business days prior to the meeting.” Also agreement to state why, e.g. “In order for the school committee to be prepared for decision-making at its meetings, ...” Discussion of Friday and Monday holidays. Using “three business days” takes care of handling no-work holidays. Using “no later than” allows for packets to be distributed earlier. Mayor discusses that materials need to be in the Superintendent’s office the Wednesday before school committee. Clarification that the new timeline provides that materials can be accepted at sc meetings. Agreement that with Wednesday meetings the wording “no less than three business days prior to the meeting” means Friday.

BEDB-E This is an exhibit of the agenda format to use. Chair mentions Exhibits do not require a vote. School Committee Chairman requests exhibit of a sample agenda reverse “other” and “non-public session” so that “other” comes before Executive Session.

BDD SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

Not discussed for first reading as BDD is on the slate for affirmation with no changes.

JIH SEARCHES AND INTERROGATIONS

Chair reminds this policy is raised around community concerns for immigrant students.

Part 1: Searches by Staff. No revision recommended. Will gather reference info.

Part II. Interrogation by Police

The list of policy elements in this section is recommended for revision; 1st paragraph OK.

GPS SRO Brook described laws that prevail, examples of situations that do and do not fit the policy (emergency interventions, e.g.), the current MOU with local police, and current practice. Current GPS SC policy has two (2) guidelines. Revision recommends four (4). Chair relates reading new guidelines related to immigrant students stressing that the first step has to be law enforcement personnel going to the office to register/sign in and then staff have guidelines for what to do and say.

Revisions recommended:

1. (new) Whenever a local, state, or federal law enforcement officer is there to investigate or interrogate, the officer must check in at the principal's or front office.
2. (new) Before giving any law enforcement officer access to a minor student, the administration must attempt to contact the parent—for permission and to see if the parent wants to be present. The school Principal or his/her designee will be present for student searches and interrogations, when appropriate.
3. (new) All school and law enforcement officials will follow the Memorandum of Understanding between the Greenfield Police Department and the Greenfield School Committee as well as all state and federal laws.
4. (current wording) If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

Discussion of Miranda rights and Miranda's differing provisions for minors and students over 18, although all students inside the schools are "students" for which "... (current wording) schools have legal custody during the school day and during hours of approved extracurricular activities." SRO will provide SH copies of legal references and Miranda guidelines that apply.

Mayor's Executive Order regarding Safe City; reference and include as Exhibit.

[Chair note: The current MASC policy referenced today has the exact wording of the 2003 MASC policy which GPS adopted in 2004.]

KLG RELATIONS WITH POLICE AUTHORITIES

(5:25 p.m.) Mayor Martin had to leave, but did not object to the meeting continuing as a quorum was still present.

Paragraph 1: "for the protection of students **and employees.**" Students are not the only people inside schools whose protection is important.

Paragraph 2: Add sentence. "The Greenfield Schools will have a Memorandum of Understanding with the Greenfield Police Department and other law enforcement authorities, as needed.

Reference the MOU on Greenfield Policy.

KI VISITORS TO THE SCHOOLS

The Chair explained that this is another policy that could relate to immigrant students.

Following reading and active discussion:

Paragraph 1. Add: “During the school day,”...the school committee

Change: “encourages” to “welcomes”

Paragraph 3. Change “should” to “will” (...the following guidelines **will** be followed) and add “Exceptions can be made by the Principal.”

Question if the exception statement should say “by the principal and superintendent.”

#1. Sentence #1. Remove “Parental” and start “Requests for classroom visitation...”

People other than parents make requests to visit.

Sentence #2 rewrite: To allow for proper arrangements, requests must be made at least forty-eight (48) hours in advance.

Suggestion to give reason at the sentence beginning.

#2. No change

#3. First line to read: “For security purposes, all visitors shall report to the Principal’s office....”

#4. Add “by parents and guests” = “classroom observations by parents and guests....”

#5. Change “guest” to “student guest” in line 1,

Change “administrative staff” to “Principal or Principal’s designee” in line 2,

Last sentence of #5 to be the ending policy paragraph and change “student regulations” to “school regulations.”

KLK RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

[Maryelen Calderwood joined the meeting.]

No change recommended to this two-sentence policy stating the school committee welcomes participation with local and county government officials related to mutually beneficial projects and improved services.

Some discussion about what it means that “administrations inform elected and appointed officials.” How does this work? Is this something burdensome for the superintendent or is it a standard letter once/year?

5. Adjournment at 6:00 p.m.

S. Hollins