GREENFIELD SCHOOLS

POLICY AND PROGRAM SUBCOMMITTEE MEETING

OCTOBER 17.2017

Present: Subcommittee members: S. Hollins (Chair), D. Alexander. Also present at 3:30 p.m. T. Farrell, and a staff member.

1. Call to Order at 2:55 p.m.
2. Tracking Review
   SH prepared and shared tracking update for sections B and D. Careful review of 1.11.2016 subcom minutes showed that BB Legal Status and BE School Committee Meetings had been reviewed with specific wording recommendations. Also, Remote Participation was reviewed on 1.11.16 as a possible new policy that would address the Executive Order of Mayor Martin as well as state guidelines.

   There is a new concern from checking a few policies online today—posted policies do not all have the specific revisions voted by the school committee. Discussion of how to address this. Who checks the final file and posting to assure wording is what was voted? A future suggestion is making sure the policy that was in the packet to be voted is attached to the minutes of the school committee meeting in the form it was presented at the meeting for reference with vote and wording changes in the minutes. Another suggestion is assuring a complete packet for each sc meeting is kept for document reference since this would have the policies that were in the school committee packet and the minutes for checking final postings.

3. Discussion of Policies and Related Program, primarily related to process and meeting preparation. (T Farrell joined meeting)
   SH prepared a report outlining what subcommittees do and what specific people are assigned to do in current school committee policies. Other than checking and tracking, the policy subcommittee's handling of a policy ends when it recommends a reviewed policy to the chairperson/superintendent and the school committee votes.

   From our policies that guide particular actions:
   1. The chairman of the school committee has decision-making discretion in creating the agenda and deciding which policies (and how many policies) to include.
   2. The superintendent has the responsibility to order the agenda for the most efficient use of time.
   3. The policy subcommittee does not post meetings, attach documents to postings, distribute work at hand to school personnel, distribute completed policies, decide what goes on the agenda, or update policy manuals.
   Some issues of concern about agenda and the flow of policy work do not rest with responsibilities of the policy subcommittee.

Discussion of policies that have some bearing on concerns about process:
BDB School Committee Officers. Revision Voted 4.13.2016 Discussed as reference.
The school committee Secretary (officer) has the responsibility to assure Attorney
General guidelines are followed.

BEDD: Rules of Order
Reviewed today. This three-sentence policy says the school committee will follow
Roberts Rules of Order. The chairperson will address any parliamentary rules questions
or may appoint a parliamentarian.

No change recommended.

BDE Subcommittees.
Discussed briefly to review that the role of a subcommittee is to review, update, clarify
<policy, budget, contracts, programs>, create reports or documents when necessary or
appropriate, and report and make recommendations to the school committee.

BEDA Notification of School Committee Meetings
Reviewed today. Policy is four sentences stating meetings are posted a minimum of 48
hours as required by law, including subcommittee meetings. Discussion was whether it
would be helpful or another obstacle to attach documents being discussed to meeting
notices online.

No change recommended.

BEDB Agenda Format   Voted Revision 6.8.2016
Reviewed again today for reference. Three paragraphs: P1—The Superintendent *"will
arrange items on the meeting agendas so that the committee can accomplish the business
as expeditiously as possible."* Subcom discussed process difficulties having policy action
items at the end of the meeting when often policies are passed or tabled.   P2—The
Chairperson decides what items of business go on the agenda—no one else decides *"The
inclusion of items, however, will be at the discretion of the Chairperson of the
Committee.*" P3—The agenda with supporting materials will be distributed 48 hours in
advance.

Discussion. There is not enough time for sc members to actually read meeting
information before school committee meetings. SH mentions that the ethics policy talks
about commitment to be prepared for meetings. TF and DA state that in order to actually
have time to read the package and be prepared, materials should be available the Friday
afternoon before the meeting. Members would have time on the weekend to read and be
ready for discussion.

Decision to recommend change timeline for materials to be provided in advance from 2
days or 48 hours to "Friday afternoon prior to the following week's scheduled meeting."
Some committee members might want to pick up packets to read if they cannot easily

read and make notes through online files. If materials are available the Wednesday before a school committee meeting, this still gives 48 hours to make the packet.

BEDB Revision recommended.

Question: How to check that policies posted are the policies voted?
Discussion about Materials and having packets. TF notes some organizations have a tablet for each committee member to read online and/or use a program "Directors Desk." But cost can be $40,000/year. Not realistic.

Question: If the policy posted online says one thing and the policy in the hard copy manual is another version, which policy is enforceable, or which can be grieved if not followed? Avoiding different versions of same policy is another reason to assure voted policies are posted and manuals updated promptly. Thinking is that the last voted policy is the policy that is enforceable.

BGB-R1 Policy Review Process
These guidelines were developed & reviewed starting in September 2016.
Each of the 14 steps was reviewed one by one today, with SH asking DA and TF if they agreed with each step before going to the next step.
Steps 1 and 2. No change (policies are reviewed by schedule, requests, or need)
Step 3. Strike "preferred prior to first reading." Superintendent feedback is welcome at any time.
Step 4. No change (re policies under discussion being shared with school personnel)
Step 5. Add "Comments can be sent directly to the subcommittee chair." Change 30 days to two weeks. Thirty days doesn't fit with movement of policies through readings. Staff can also submit through an administrator.
Step 6. Add "As a professional courtesy, other subcommittees will let the Policy and Program Subcommittee know its position." This has to do with policies on a topic being referred to another subcommittee and asks that the receiving subcommittee respond if it plans to take up the policy review or not.
Step 7. Change "return" to "be forwarded with committee comments"
Step 8. Strike current draft #8 in total.
Step 9 (now 8) Delete "or" before c). Add "and forwards its recommendation to the school committee chairperson and superintendent."
Step 10 (now 9) Rewrite to; "The school committee chairperson will schedule policy on the school committee's agenda at his/her discretion." This removes wording about whether the policy is 1st reading or 2nd reading. It could be a 3rd reading or 10th reading.
Step 11 (now 10): change "2nd reading for adoption" to just "adoption." Sometimes a policy can return after 2nd reading.
Step 12 (now 11). There isn't enough time for a superintendent to get a final copy out to the school community if policies go into effect immediately. Change "when voted" to "within 48 hours or by the date certain voted." Then add "The superintendent's office will be responsible for distribution of updated final policies to administrators and others, as relevant, within 48 hours." There needs to be a structure and expectation so this is accomplished.

Step 13 (now 12). Rewrite. The Superintendent's office will create the final, voted policy to update the online and hard copy policy manuals. Clarify that the distribution of the final, updated policies to administrators and others, as relevant, is within 48 hours.
Step 14 (now 13) Change "voted" to "created"
Step 14 (new) Once the school committee has voted a policy, the policy and program subcommittee's responsibility ends. It may check to assure the policy posted is accurate with the vote of the school committee.

BGB-R2 Guidelines for Converting the Voted Draft to Final Posting Copy
These were developed May 2017 to address confusion and help get final copies completed and posted.
Each step was reviewed and agreed by consensus.
Steps 1, 2, 3, 4, 5, and 6. No change.
Step 7 (re legal references) Add at end of sentence "…or keep as an exhibit."
Steps 8, 9, 10, 11 No Change.
Step 12. Delete.

SH mentioned having checked with the former GPS superintendent. After school committee vote, superintendent's secretary would make the final policy copy and distribute, updating the policy manual. For more than a decade this was the practice.

Meeting adjourned at 4:45 p.m.

S. Hollins