

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
MINUTES**

Wednesday, November 13, 2013

GCTV Studios, Greenfield MA

Approved 12.4.2013

Present: Margaret Betts (MB); Maryelen Calderwood (MC); Daryl Essensa (DE); Donna Gleason (DG); John Lunt (JL); William Martin (WM); Franca Wisnewski (FW); student representatives Lily Richards and Vicki Balis. **Absent:** none

Also present: Susan Hollins, Superintendent (SH) (arrived 6:46); Peter Smith, school attorney; Lane Kelly, Greenfield Finance Director; Tom Bevacqua, GEA president; Paul DeMarco, MTA; Mark Leonard, GHS teacher; other school staff, citizens, and the press.

I. Call to Order

With a quorum present (MB, CD, DE, DG, JL, WM, FW), Chair Martin called the meeting to order at 5:30 p.m.

MB moved to allow student representatives to report before executive session. FW 2nd. Motion passed.

II. Approval of Draft Minutes

MB moved, MC 2nd, to table consideration of minutes. Motion passed unanimously.

Student Representative Report

GHS student representatives Lily Richards and Vicki Balis reported on National Honor Society induction; tour of new building; bocce tournament with Special Olympics; fundraisers; Student Council food drive; Thanksgiving football game; marching band competition at UMass.

III. Executive Session, in conformance with MGL c 30A, §21, (2): To conduct strategy sessions in preparation for negotiations with non-union personnel.

JL moved, MB 2nd, to go into executive session to conduct strategy sessions in preparation for negotiations with non-union personnel. Yes: MB, CD, DE, DG, JL, WM, FW. Moved into executive session at 5:43 p.m.

MC moved to leave executive session. MB 2nd. YES: MB, CD, DE, DG, JL, WM, FW. Motion passed. Committee returned to public session at 6:44 p.m.

IV. Superintendent Search

JL moved that the GSC contract with MASC as our consultant for supt search. DG 2nd. Motion passed unanimously.

V. Public comment

Tom Bevacqua, GEA, requested representation of teachers and paras on supt. search cte.

Discussion:

- Request for GEA to provide 1 K-3/elementary teacher, 1 middle/high teacher, 1 para.
- WM has asked FW to chair Supt Search Cte.
- School Cte members contact WM to express interest in serving or chairing Search Cte.

MC moved to appoint chair as appointing authority for superintendent search committee upon approval of full cte. MB 2nd. Discussion: approval vote is by custom entire slate, not individual-by-individual. **Motion passed 5-0-1** (DE abstain). WM invited citizens to express interest in serving. Letters of interest due by Nov. 30.

VI. Reports

A. Superintendent's Report

- Enrollment update; homeless student count dropped by approx. 30 since last month.
- Volunteer program working very well
- New high school construction on schedule
- Capital needs/requests for next year. Davis St needs energy-efficiency update.
- 2 grant-funded outreach coordinators hired: Safe Schools, Smart Schools; family outreach
- Nursing, custodial positions fully staffed
- Substitute teachers: considering using Aesop management program
- Preparing for supt. transition amidst many projects: virtual school transition; 5-year district evaluation; teacher evaluation; school improvement plans; induction/mentoring of many new personnel
- Questions re: budget report:
 - Virtual school MOU termination effects on budget? Virtual school payments not included in general budget. Request for Liz Gilman (LG) to attend Dec mtg to clarify virtual school payments. MOU decisions must come before School Cte. Request for audit of virtual school.
 - "Sys Wide Undistributed Salary." Placeholder account for payroll clerk if unsure about which account to charge
 - "Extraordinary Maintenance" \$35,000
 - Request for list of central office personnel and salary, what portion is in administrative budget and what in grants
 - Is \$20,000 for available for supt. search? Possibly from virtual school payments. SH and LG to draw up plan to cover supt. search
 - Request for list of staff salaries (non-union, non-salary schedule)
 - Request for list of pending legal actions
 - upcoming audit by DOE will include interviewing School Cte
 - unbudgeted costs re: homeless students

B. Subcommittee Reports

1. Policy, HR & Planning

FW reported:

- presentation by GEA
- need for nursing subs; some towns have Board of Health coordinate school nursing coverage
- safety, emergency policies
- communications, including protocols for parents' grievances

2. Health, Safety, Security & Facilities

MC reported:

- draft of emergency procedures manual; when adopted, to be reviewed at school staff mtgs; include supplement for those using schools after-hours
- plan to review evacuation plans
- MOU with Greenfield Police Dept.; to be included in next month's SC agenda, with Atty. Smith present; police dept. has copy for review
- reviewed snack list with goal to improve healthy choices

- request to WM to arrange for police presence during GHS construction, esp. drop-off/pick-up.

Discussion:

Review of emergency procedures, esp. lock-down, by state police? Lock-down procedures unique to each school b/c of unique buildings.

When are snacks provided: only for extended-day programs? snacks provided by parents? SH will research, clarify.

Innovation and Curriculum

DE announced next mtg Nov. 20, 6-7 p.m., Davis St.

Contracts and Negotiation

JL reported:

- GEA and subcte working together on Extended Learning Time
- restarting innovation school process

Finance and Budget

JL reported:

- working on 2014-2015 budget: considering bussing alternatives, permanent substitutes
- way to clarify true cost of "adj" line items
- earlier timeline, with draft for review by SC in February

MC moved to adopt revised Emergency Procedures Manual for 2013-2014 school year. JL 2nd. Motion passed unanimously.

VII. Business Topics

1. Superintendent Evaluation

MC moved to forego evaluation of SH. JL 2nd. Motion passed unanimously.

JL moved to use phase 1 of supt evaluation as our template for creating goals for the upcoming year. MC 2nd. Friendly amendment: and that those recommendations will be part of a transition or entry plan for a new supt. Friendly amendment motion passed unanimously. Motion passed unanimously.

2. Compost Program

MC presented proposal from Greening Greenfield to initiate food composting program; to be discussed at Dec. 11 SC mtg.

3. Special Meeting December 4, 2013

Agenda: Finance/Budget discussion (with Liz Gilman); GEA grievance; MASC search

VIII. Adjournment

MC moved to adjourn. DG 2nd. Motion passed unanimously. Meeting adjourned at 8:47 p.m.

Respectfully submitted,
Susan Farber
Recording Secretary