

Greenfield School Committee
Policy Subcommittee
Meeting Minutes
July 6, 2023

1. Call to order: Present: Glenn Johnson-Mussad (GJM) (Subcommittee Chair), Amy Proietti, (AP); Elizabeth Deneeve (ED)

Call to order: 11:06 am

2. Glenn asked if there was any public comment. No public present
3. Minutes May 4, 2023
 - a. Motion AP; Second ED
 - b. Approved unanimously
4. Subcommittee Webpage
 - a. Looking for the page to be reorganized for it to look similar to the page for the full School Committee
5. Review policy BDE
 - a. Process for updates of updated policies is inconsistent
 - b. BDE from MASC and BDE.pdf (Glenn believes this is Greenfield version).
 - i. Suggested to update policy to include current subcommittees to include
 - ii. Discussion regarding Chair being ex-officio member of subcommittees – AP discussed that our legal counsel advised that practice not occur – strike “the Committee chairperson and” and leave the rest
 - iii. GJM suggest recommending replace our current version with the MASC version
 - c. GJM move that we replace current BDE with MASC version; second by AP
 - d. Unanimously approved
6. Review policy BDA
 - a. Reviewed discussion at previous School Committee meeting
 - b. GJM provided proposed revision to include public comment before election of officers
 - c. ED motion; GJM seconded
 - d. Discussion:
 - i. AP current version of BDA addresses issue in saying that officers serve until a successor is voted – is there a suggestion to change that portion? GJM agreed that current language makes sense to leave
 - ii. AP wondered what prompted this request for change – GJM stated that chair should be subject of public comment due to role of the chair on function of schools
GJM noted we have precedent for comment prior to each meeting; AP noted instances when the SC does not have public comment prior to meetings, noted special meetings
ED stated that reorganization should be separate meeting and the Committee should establish public comment at every meeting
 - e. Motion to recommend revised policy to the full Committee: ED:yes; AP; no; GJM; yes

Motion to adjourn AP; second ED
Unanimous to adjourn 11:26 am

COMMUNITY USE OF SCHOOL FACILITIES

Conditions of Use

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent or his/her designee in conformity with the following School Committee regulations, ~~which have been approved by the School Committee.~~

1. Requests for the use of school facilities will be ~~made at the office of the Superintendent or her/his designee at least~~ submitted to the building principal no less than 14 days prior to the date of use, ~~unless extenuating circumstances exist.~~ Approval process may take up to 7 days.
2. School facilities may not be used for individual, private, or commercial purposes without the approval of the ~~School Committee or~~ Superintendent. Organizations ~~should be able to~~ must provide a tax document to demonstrate non-profit status. ~~School Committee~~ The Superintendent has the final authority to determine whether a purpose is nonprofit or for profit in nature.
3. Requests for school facilities must be ~~cleared with~~ approved by the Superintendent and/or ~~his/her~~ their designee.
4. Applicants receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent and/or ~~his/her~~ their designee.
5. The Superintendent or his/her designee has the authority to ~~set an agreed-upon flat rate for recurring activities or events~~ charge according to the fee schedule. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent and/or his/her designee.
6. Local guidelines regarding safety, security, and traffic control will be enforced during all events. Principals will consult with the Superintendent of Schools and Public Safety personnel regarding any event that could have significant impact regarding capacity of facilities, including parking lots, and/or welfare issues and concerns associated with them. The Principal or Superintendent may require additional custodial or police personnel ~~if appropriate~~. If police presence is required, it is to be arranged at the expense of the Applicant through the Police Chief. Proof of arrangement will be provided prior to the event.
7. A custodian* or an assigned school employee is required to be at the school while applicants use the buildings. In general, and whenever possible, use of buildings will be limited to times when one or more custodians are scheduled on duty. If the applicant will be using the facility other than during normal custodial hours (weekends, holidays, school vacation periods and before or after regular custodian hours), they will be required to pay for custodial coverage at contractual rates. A custodian* or an assigned

school employee shall be responsible to report to administration all non-compliance with

the School Committee Policies regarding the condition of all school facilities and property after use.

8. The custodian* or an assigned school employee will always be the person to lock and unlock the building. No keys will be distributed. The ~~custodian*assigned school employee~~ will turn on the lights and arm/disarm the security system.
 - a. Keys should never be provided to non-school personnel (other than fire and police officials). ~~Administrators must know everyone who has a key to school facilities.~~
 - b. The custodian* or an assigned school employee ~~in charge~~ should not be expected to assist in cleaning or set up of special activities although they can voluntarily choose to assist. Applicants are responsible for cleaning up after their program.
9. The applicant using the facilities will be held financially responsible for any damage to the building, grounds, or equipment incurred during their time of usage. School facilities are not to be abused and must be left in ~~substantially~~ the same condition. In the event that employees must spend time cleaning, repairing, or replacing damaged equipment or facilities, the organization responsible must reimburse the school department for its additional labor costs at a rate of 1.5 times the hourly rate for those employed to correct the problem. Applicants will also be charged for damaged materials/equipment ~~as appropriate~~. These charges will be billed to the applicant by the School Department. Applicants may want to conduct a walk-through ~~with the principal or custodian~~ prior to and after use to inspect and document conditions.
10. The School Department reserves the right to cancel any permission previously granted. In the case of school cancellation, ~~or early dismissal, or due to weather, unplanned/emergency early dismissal, or cancellation by the building principal in an emergency situation~~ ~~other emergency~~, the facilities will not be available for use.
11. Special state regulations govern the use of the kitchen facilities. A licensed food handler employed by Greenfield Public Schools is required to oversee the preparation and delivery of all food.
 - a. Food purchased and/or prepared offsite cannot be stored in the school storage areas that also contain foods used in the preparation of school lunches. However, auxiliary refrigerators are available for use at some schools if ample advance notice is provided to the Food Services Director.
 - b. Food for special events can be purchased ~~by through~~ the Food Service Director with ample advance notice. If purchased by the Food Service Director, food can be stored in the school food storage area.
 - c. When ~~licensed school food service~~ personnel are required to oversee kitchen use, a fee will be charged at the ~~ir~~ contractual rate. The role of ~~school food service~~ personnel will be to oversee activities to ensure safe food handling practices and to inspect the kitchen for cleanliness and cleanup.
12. The Greenfield Public Schools makes its facilities and programs available without discrimination on the basis of race, religion, age, sex, sexual orientation, creed, national origin, gender identity, or disability conditions. The applicant shall comply with all

federal, state and local laws, regulations and license requirements, including, but not limited to the Americans with Disabilities Act. Persons and organizations seeking or obtaining permits to use the school property shall be responsible for:

- a. Compliance with the Department of Internal Revenue in cases where admission is charged.
- b. Compliance with all applicable laws and regulations including those requiring additional permits, licenses, personnel, and payment of applicable taxes and fees.
- c. Open flames of any kind (candles, cooking stoves, etc.) are prohibited.
- d. The number of attendees shall not exceed the authorized capacity of the area of the facility that the applicant is using.
- e. Children or minors shall NOT have access or use of facilities unless accompanied by adult supervision.
- f. Decorations, scenery, lighting, and exhibits shall conform to the rules and regulations of the Greenfield Fire Department and shall be installed under school supervision in such a way as not to deface any part of the school property.
- g. The use of the building is confined to the area stipulated in the application. Access to all other areas of the buildings is strictly prohibited.
- h. Driveways must be kept clear at all times. Parking of vehicles is the responsibility of the applicant, and must be handled so that driveways are not obstructed for use of other vehicles or fire department apparatus. ~~Driveways must be kept clear at all times.~~ If necessary, additional police will be hired at the applicant's cost, to enforce the regulations. Applicant is responsible for maintaining order at all times.
- j. User groups must provide sufficient adult supervision, and young children should be accompanied to the bathrooms by an adult.
- k. Possession, use and/or distribution of controlled substances including cannabis, illegal drugs, alcohol and/or use of tobacco products within the school building and or school grounds is prohibited.
- l. Persons under the influence of alcoholic beverages or illegal drugs shall not be admitted on school property.
- m. Certificate of proper liability insurance will be required of all groups given permission to use school facilities. Certificate of Insurance, naming the City of Greenfield, its agents, servants and employees as additional insured, evidencing the following: Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000. The absence of said certificate will preclude use of facility.
- n. The applicant agrees to indemnify and hold harmless the School Committee and/or any of its employees, officials, volunteers, or agents from and against all claims, damages, losses and expenses, including but not limited to legal fees arising from or in any way

connected with use of the school facility whether said injuries or damages are a direct or consequential result of said use.

- o. Cancellation notification of forty-eight (48) hours is required by all renting organizations or individuals. If the cancellation procedure is not followed, a fee equal to the full custodial fee will be charged.
- p. Computer lab use requires a minimum of two business days' notice to create login accounts. Applicants must agree to abide by the Greenfield Public Schools Acceptable Use Policy. Documents and files will not be saved on the computers after use.
- q. In the event of a medical emergency, the applicant must notify the ~~School Administrator~~building principal within 24 hours of such occurrence and complete an accident report form.
- r. The Committee and/or Superintendent have the discretion to request and require CORI/ fingerprint information checks.

13. Compliance with the Acts of the Commonwealth which apply to the use of public property and any other State or local regulations applicable to this use.

~~The School Committee reserves the right to review and amend the foregoing policy at such times as it may deem necessary.~~ The Superintendent or his/her designee further reserves the right to disapprove an application for building use at ~~his/her~~their sole discretion if such use is not in the public interest.

~~M.G.L. c.71, §37H requires school districts to have a comprehensive Safety and Security Policy. The Use of School Facilities Policy(ies) must be consistent with and incorporated into the Safety and Security Policy.~~

~~Adopted:~~

M.G.L c.71 &37H

Approved by the School Committee on:

~~*When noted by asterisk, "Custodian" may also refer to a school employee assigned by the Superintendent and/or his/her designee.~~

COMMUNITY USE OF SCHOOL FACILITIES

The Greenfield School Committee desires to promote the use of its buildings and grounds for educational and recreational activities subject to school district values and policies, regulations it establishes, and provided such use does not interfere with the use of school buildings and grounds for school purposes (MGL 71:71).

In creating community use guidelines and priorities, the School Committee has these key concerns:

- programs that benefit Greenfield students and their families,
- safety and security of buildings, students, employees, and visitors,
- preserving the condition of buildings, equipment, and grounds for school purposes,
- adherence to ~~S~~school ~~C~~committee policies and individual school guidelines,
- ~~en~~assuring users having appropriate liability coverage,
- guidelines for rooms with specialized equipment, inventories, and regulatory rules,
- fair and reasonable fees, while assuring the district does not incur unbudgeted costs,
- strict compliance with state laws regarding no alcoholic beverage, drugs, weapons, or smoking on school buildings or grounds,
- enhancing the Greenfield community through use of school buildings and grounds.

Permission and Priority of Use

Applications for permission to use school facilities and/or grounds can be obtained ~~either through the respective building administrator via the GPS website www.gpsk12.org or the Office of the Superintendent at the Central Office at 195 Federal Street, Suite 100~~ (submit "Use of School Facilities Request" form). Only the Superintendent and ~~his/her~~their designee are authorized to approve and schedule the use of school facilities or grounds.

All organizations wishing to use school facilities will be expected to share in the direct costs (if applicable) attributed to their use of the facilities (see KF-R). The School Committee ~~cannot/should~~will not absorb any additional, unbudgeted costs (custodial or otherwise) for non-school activities.

School facilities will be used in accordance with Massachusetts General Laws and School Committee policy and regulations, including a rental fee schedule approved by the School Committee ~~(KG-R2)~~.

In the event of conflicting calendar requests, and absent a situation that requires an exception, the Superintendent and/or Superintendent's designee will make decisions about school use by the following prioritization:

1. national elections,
2. Greenfield Public School activities,
3. other programs for school-age youth, in this priority:
 - a. programs connected to, supported by, or affiliated with Greenfield school programs, e.g. before and after-school childcare programs, ArtSpace, Youth Orchestra, ~~certain~~Youth-Recreation Department programs, PTO programs,
 - b. programs for school-age youth sponsored by non-profits or city departments,
 - c. programs for school-age youth provided by private, profit-making groups or businesses,
4. official town public hearings and political activities,

5. fundraising programs and activities to benefit the school system,
6. other city departments, including Rec Department programs for adults,
7. local non-profit and non-commercial organization activities,
8. metropolitan, civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town,
9. activities of other organizations when approved by the School Committee or Superintendent/Superintendent's designee.

The Superintendent and Principals must be aware any time buildings and grounds they oversee are being used by the community.

Revised June 10, 2015

~~Review 10.20.2016, 10.24.2016, 12.7.16; 12.13.16, 4.6.17, 10.5.17~~

~~1st Reading 12.14.16; 2nd reading for vote to Revise 10.11.17 Tabled
Voted and approved by school committee 12.13.17~~

Legal Ref: MGL 71:71; 71:71B; 272:40A

MGL 71:71 Use of School Property; Purposes

~~Section 71. For the purpose of promoting the usefulness of public school property **the school committee** of any town **may conduct such educational and recreational activities in or upon school property under its control**, and, subject to such regulations as it may establish, and, consistently and without interference with the use of the premises for school purposes, **shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community.** The **affiliation** of any such association **with a religious organization shall not disqualify** such association from being allowed such a **use for such a purpose.** The use of such property as a place of assemblage for citizens **to hear candidates for public office shall be considered a civic purpose** within the meaning of this section. A school committee **shall award concessions for food at any field** under its control **only to the highest responsible bidder.** This section shall not apply to Boston.~~

MGL 272:40A

~~Section 40A. Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medicinal purposes, in any public school building, or on any premises used for public school purposes and under the charge of a school committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars, or both; provided, however, that a school committee of a city, town or district may authorize a public or nonprofit organization using a public school building with its permission during non-school hours to possess and sell alcoholic beverages therein provided such nonprofit organization is properly licensed under the provisions of section fourteen of chapter one hundred and thirty eight.~~

FACILITIES USAGE FEE SCHEDULE

* Location requires additional GPS staff. Please check availability. * Not available in all locations.

<u>Qty</u>	<u>LOCATION</u>	<u>Non-Profit</u>	<u>For-Profit</u>
	<u>Mandatory Charge</u>	<u>\$25.00/event</u>	<u>\$25.00/event</u>
	<u>Auditorium (Rehearsals)</u>	<u>\$10.00/hour</u>	<u>\$20.00/hour</u>
	<u>Auditorium</u>	<u>\$30.00/hour</u>	<u>\$50.00/hour</u>
	<u>Gymnasium</u>	<u>\$30.00/hour</u>	<u>\$50.00/hour</u>
	<u>Computer Lab *</u>	<u>\$75.00/hour</u>	<u>\$75.00/hour</u>
	<u>Locker Room</u>	<u>\$9.00/hour</u>	<u>\$15.00/hour</u>
	<u>Cafeteria (no Kitchen)</u>	<u>\$35.00/hour</u>	<u>\$35.00 hour</u>
	<u>Classrooms</u>	<u>\$10.00/hour</u>	<u>\$20.00/hour</u>
	<u>Library</u>	<u>\$15.00/hour</u>	<u>\$20.00/hour</u>
	<u>Music Room</u>	<u>\$9.00/hour</u>	<u>\$15.00/hour</u>
	<u>Grounds</u>	<u>\$10.00/event</u>	<u>\$15.00/event</u>
	<u>Athletic Fields (no lights)</u>	<u>\$25.00/event</u>	<u>\$50.00/event</u>
	<u>Athletic Fields (w/ lights)</u>	<u>\$30.00/event</u>	<u>\$80.00/event</u>
	<u>Track</u>	<u>TBD</u>	<u>TBD</u>
	<u>Kitchen</u>	<u>\$35.00/hour</u>	<u>\$35.00/hour</u>

<u>QTY.</u>	<u>EQUIP/AMENITIES*</u>	<u>Non-Profit</u>	<u>For-Profit</u>
	<u>Microphone & Speakers</u>	<u>\$15.00/event</u>	<u>\$20.00/event</u>
	<u>Shot clock/Score board</u>	<u>\$25.00/hour</u>	<u>\$25.00/hour</u>
	<u>Piano</u>	<u>\$100.00/event</u>	<u>\$100.00/event</u>
	<u>Extra Tables & Chairs</u>	<u>\$15.00/event</u>	<u>\$15.00/event</u>
	<u>Spotlight</u>	<u>\$20.00/event</u>	<u>\$30.00/event</u>
	<u>Movie Screen</u>	<u>\$20.00/event</u>	<u>\$30.00/event</u>
	<u>Computer Workstation</u>	<u>\$5.00/station</u>	<u>\$10.00/station</u>
	<u>Internet Access (Wi-Fi)</u>	<u>\$5.00/event</u>	<u>\$30.00/event</u>
<u>Qty</u>	<u>REQ. STAFFING</u>	<u>Non-Profit</u>	<u>For-Profit</u>
	<u>Custodian</u>	<u>Contractual rate</u>	<u>Contractual rate</u>
	<u>Faculty Stage Manager</u>	<u>\$21.00/hour</u>	<u>\$21.00/hour</u>
	<u>Student Stage Crew</u>	<u>State minimum wage</u>	<u>State minimum wage</u>
	<u>IT/Technology Staff</u>	<u>Contractual rate</u>	<u>Contractual rate</u>
	<u>Kitchen Staff</u>	<u>Contractual rate</u>	<u>Contractual rate</u>

Approved by the Greenfield School Committee: