

File: IJNDB - EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

Approved by the Greenfield School Committee February 14, 2024

File: BEDH-E - GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to them and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 2 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.

3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

Approved by the Greenfield School Committee: November 8, 2023

File: KF-R - COMMUNITY USE OF SCHOOL FACILITIES

Conditions of Use

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent or their designee in conformity with the following 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 their designee at least 14 days prior to the date of use, unless extenuating circumstances exist.
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 provide a tax document to demonstrate non-profit status. School Committee 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 the Superintendent and/or 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 their designee.
5. The Superintendent or their designee has the authority to set an agreed-upon flat rate for recurring activities or events. In situations where there is no cost factor to the school district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, rates may be modified or eliminated by the Superintendent and/or their 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.
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* 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 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 due to weather, unplanned/emergency early dismissal, or cancellation by the building principal in an emergency situation, 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 off site 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 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 personnel are required to oversee kitchen use, a fee will be charged at the contractual rate. The role of school 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. 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. Applicants are responsible for maintaining order at all times.
- i. User groups must provide sufficient adult supervision, and young children should be accompanied to the bathrooms by an adult.
- j. 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.
- k. Persons under the influence of alcoholic beverages or illegal drugs shall not be admitted on school property.
- l. 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.
- m. 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.

n. 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.

o. 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.

p. In the event of a medical emergency, the applicant must notify the School Administrator within 24 hours of such occurrence and complete an accident report form.

q. 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 their r designee further reserves the right to disapprove an application for building use at 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.

LEGAL REF.: M.G.L. [71:37H](#)

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

Approved by the Greenfield School Committee June 12, 2024

File: ADDA-E - FINGERPRINT BASED CHRI CHECKS

Unless otherwise specified, all persons employed by the Greenfield Public School District shall submit to and bear the cost of the Fingerprint-based CHRI checks, and further, be determined to have a record suitable for work with children as a condition of employment. The current fee shall not exceed \$55 for employees who are certified pursuant to M.G.L. [chapter 71 section 38G](#) and shall not exceed \$35 for employees who are not certified pursuant to M.G.L. [chapter 71 section 38G](#).

Non-contract employees, paid hourly at a rate of \$17.00 per hour, or less, will be eligible for reimbursement on the grounds of financial hardship. Employees employed as on-call substitutes for full- time positions shall be eligible for reimbursement after completing five (5) complete days of service to the school system. GBJC-1 Greenfield Public Schools, Final Policy - Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Approved by School Committee on 10.08.14

Fingerprint-based CHRI checks shall be required for all Sub-Contractors/Laborers commissioned by the school employer, or employed by the city or town, to perform work on school grounds, who may have direct and unmonitored contact with children, with the CHRI results forwarded to the Greenfield Public Schools prior to commencing work within the school system. The Sub-Contractor shall bear the cost of fingerprinting.

Volunteers who may have direct and unmonitored contact with children shall be subject to fingerprinting, but will be eligible for reimbursement from the school system if fingerprinting is required, and, the volunteer is approved to work in the school system. In determining whether to require discretionary fingerprint-based background check, the Greenfield Public School District may consider all relevant factors depending on the circumstances, such as the likelihood of direct and unmonitored contact, duration of potential contact (e.g. chaperones on day trips versus overnight field trips), and the ability of the district to limit potential for unmonitored contact (e.g. by means of escorting, physical separation, restrictions on hours of access to school facility). If the Superintendent does not require a fingerprint-based background check for a volunteer, a Massachusetts Criminal Offender Registry Information check shall still be completed prior to work in the schools.

Greenfield School Committee

Policy, Program and School Committee Handbook Sub-Committee

Meeting Minutes

March 30, 2026

1. Call to Order:

The meeting was called to order at 6:31 p.m.

ED read the Chair Statement relative to meeting recordings.

2. Roll Call of Members:

Present: Elizabeth DeNeeve, Chair (ED), Ann Childs (AC), Jeffrey Diteman (JD)

Also present: Roland R. Joyal, Jr., Interim Superintendent of Schools (RJ)

3. Public Comment:

There were no public comments at this time.

4. Approval of sub-committee minutes – December 3, 2025

On a motion by AC, 2nd by JD, the minutes were approved as presented. The roll call vote was unanimous.

On a motion by JD, 2nd by AC, the sub-committee voted to suspend Robert's Rules of Order to allow them to conduct a working session. The roll call vote was unanimous.

5. Draft and discussion of calendar year 2026 sub-committee goals:

It was the consensus and convenience of this sub-committee to conduct monthly meetings on the last Monday of each month at 6:30 p.m., when applicable.

The following ideas were discussed:

- Policy clean-up, i.e. edits, structure, etc.
- End-of-year assessment of goals/ideas completed throughout the year
- Commit to search and compare our most relevant and impactful policies with those from other districts to determine alignment, if any
- Communications with legal counsel (to be included in the handbook)
- Responsibilities of chair and vice chair (to be included in the handbook)

6. Policies for discussion, review, and revision:

A. Policy IJNDB: Empowered Digital Use Policy:

On a motion by JD, 2nd by AC, the sub-committee voted to discuss, review, and revise policy IJNDB. The roll call vote was unanimous.

This policy was brought before the sub-committee out of concern from member, AC due to the addition of proposed AI (artificial intelligence) content language

RJ will invite Ian Edwards, GPS Director of Technology to the April 27 sub-committee meeting to further discuss this matter.

AD will send the proposed amended policy to our legal counsel for advisement as to the proper manner in which to include AI and ChatGPT into our policy, specifically, the degree to which we have the authority to decide how teachers use AI.

On a motion by JD, 2nd by AC, the sub-committee voted to postpone this item until next month's meeting. The roll call vote was unanimous.

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- B. Policy IJOA: Field Trips, specifically discuss for revision of out-of-state requirements:
On a motion by JD, 2nd by AC, the sub-committee voted to discuss, review, and revise policy IJOA. The roll call vote was unanimous.

On a motion by JD, 2nd by AC, the sub-committee voted to strike the wording “out-of-state” and replace it with “international or extended overnight trips” in the policy. The roll call vote was unanimous.

- C. Policy BBAA: School Committee Member Authority, specifically discussion of adding a twenty-four (24) hour waiting period between releasing the warrants and having them signed:
On a motion by AC, 2nd by JD, the sub-committee voted to discuss, review, and revise policy BBAA. The roll call vote was unanimous.

For clarification on the submittal of updated policies to MASC for updating in the electronic policy manual, RJ offered to have his office take on the task of forwarding the updates for processing by MASC.

On a motion by AC, 2nd by JD, the sub-committee voted to include the following language after the word “warrants” in number 11 of the policy: “(no sooner than 24 hours after release from the Business Office)”. The remaining language will stay the same.

On a motion by AC, 2nd by JD, the sub-committee voted to also review policy DK at this time. The roll call vote was unanimous.

DK – Payment Procedures:

On a motion by AC, 2nd by JD, the sub-committee voted to include the following language in the fourth paragraph of the policy, following the word “payment” - “(no sooner than 24 hours after release from the Business Office).” The roll call vote was unanimous.

- D. Policy JIB: Student Involvement in Decision-Making:
1. Discussion of how to start the process of creating a policy to add a non-voting student member to the School Committee
 2. Start the process of following the policy regarding meeting with the Student Council every other month through a School Committee representative
- On a motion by AC, 2nd by JD, the sub-committee voted to discuss, review, and revise policy JD. The roll call vote was unanimous.

Under the Student Advisory Committee section in the policy, in the first paragraph, first sentence, after the word “will,” include the following: “send one member to.”

RJ suggested they reach out to the GHS School Council advisor, A. Mass to discuss this initiative and options for implementation. JD offered to initiate contact with said advisor.

On a motion by AC, 2nd by JD, the sub-committee voted to revise and start the process to implement the revised policy. The roll call vote was unanimous.

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7. Adjournment:

On a motion by AC, 2nd by JD, the meeting adjourned at 7:55 p.m. The roll call vote was unanimous.

Approved:

DRAFT

1. Structure the Resolution

A standard board resolution consists of the heading, the preamble ("Whereas" clauses), and the operative section ("Resolved" clauses).

- **Heading:** Includes the company name, a unique resolution number (e.g., 2026-001), the date of the meeting, and a clear title (e.g., "Resolution to Approve 2026 Budget")
- **Preamble ("Whereas" Clauses):** These introductory paragraphs outline the background and reasons for the decision.
 - *Example:* "WHEREAS, the Board has reviewed the proposed 2026 budget; and WHEREAS, the Board believes this budget is in the best interest of the organization..."
- **Operative Section ("Resolved" Clauses):** These clauses clearly state the action the board is taking.
 - *Example:* "NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves the 2026 budget as presented."
- **Authorization:** Defines who is responsible for implementing the decision (e.g., "Be it further resolved that the Treasurer is authorized to sign all relevant documents...").
- **Signature Block:** Includes spaces for the board chair or president and secretary to sign, certifying that the resolution was passed.

2. Drafting Tips for Clarity

- **Use Formal Language:** The document is a legal record.

- Be Specific: Vague language creates risk. State the exact action, amount, or authorization.
- Keep it Concise: Focus on the "what" and "why" without unnecessary details.
- Use Separate Paragraphs: Separate each 'Whereas' and 'Resolved' statement.

3. Passing and Recording the Resolution

- Motion and Vote: The chair asks for a motion to adopt, a director moves, another seconds, and the board votes.
- Record Votes: The minutes should record if the resolution passed, failed, and the number of "aye," "no," and "abstention" votes.
- Certify the Document: The corporate secretary should certify that the resolution was approved at a properly called meeting.
- Storage: Keep resolutions in the minutes book or a secure, digital board management system for future audit or reference.

Sample Board Resolution Template

RESOLUTION NUMBER [0001]

OF THE GREENFIELD SCHOOL COMMITTEE

Title: [e.g., support bill xyz]

WHEREAS, the Greenfield School Committee has determined that it is in the best interest of the district to [background reason for the action];

WHEREAS, [additional background information if needed];

NOW, THEREFORE, BE IT RESOLVED, that the school committee hereby authorizes [action to be taken] effective [date];

BE IT FURTHER RESOLVED, that [Name/Title] is authorized to act on behalf of the committee in this matter;

Passed and adopted this [Date] day of [Month], [Year].

Chair's signature

_____ (Signature)

based on discussion from 3/6/25 executive subcommittee and the policy manual

Duties of the Chairperson:

1. sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee,
2. consult with the Superintendent in planning the Committee's agendas,
3. confer with the Superintendent on crucial matters that may occur between Committee meetings,
4. appoint subcommittees, subject to Committee approval, and make chairperson assignments,
5. call special meetings of the Committee as necessary,
6. be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others,
7. be responsible for the orderly conduct of all Committee meetings,
8. represent or ensure School Committee representation at city council and other meetings where representation is required or deemed necessary, and
9. be the liaison to legal consultants on School Committee matters.

As presiding officer at all meetings of the Committee, the chairperson will:

1. call the meeting to order at the appointed time,
2. announce the business to come before the Committee in its proper order,
3. enforce the Committee's policies relating to the order of business and the conduct of meetings,
4. recognize members of the public who wish to make short comments to do so at appropriate times and within time guidelines, recognizing speakers for the record, and protect the speaker who has the floor from disturbance or interference,
5. explain what the effect of a motion would be if this is not clear to members,
6. restrict discussion to the question when a motion is before the Committee,
7. answer all parliamentary inquiries, or appoint one member to serve as Parliamentarian,

8. put motions to a vote, stating definitely and clearly the vote and result thereof,
9. ensure that date-sensitive School Committee business is handled in a timely fashion, and
10. conduct meetings with professional courtesy and fairness, setting an example for the school system.

Additional duties identified in past executive meetings:

Mentorship of the vice chair and documentation of that mentorship.

Approves biweekly payroll

Builds the agenda with the vice chair

signing diplomas, shaking hands of graduates, grinspoon awards dinner, ceremonial community events

keeper of the keys to the john zon

keeper of the zoom ipad

receives draft minutes

makes sure chromebooks and business cards are available to members

supervisor of the recording secretary and does an evaluation of them

consultation with counsel to address OML complaints and other legal issues

Duties of the Vice-Chairperson:

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee. The vice-chairperson will perform such other duties as may be delegated by the chairperson or assigned by the School Committee.

Works with the chair and learns the position with the intent to become chair

assists chair in all responsibilities the chair wishes to delegate

Recording Secretary:

The secretary will keep or cause to be kept an accurate journal and permanent record book of all Committee meetings in which all its votes, orders, and proceedings shall be recorded; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state.

Is evaluated by the chair

Secretary:

The Secretary shall make accessible at full School Committee meetings, a reference library, including:

- Roberts Rules of Order,
- Selected Massachusetts General Laws (MASC publication),
- Policy Manual,
- Any other guiding documents as the School Committee deems necessary.

In the event the Recording Secretary and or the recording is not available, the Secretary of the School Committee shall be responsible for capturing minutes of meetings. The secretary will perform such other duties as may be delegated by the chairperson or assigned by the School Committee. The secretary will ensure Attorney General guidelines are met, which includes taking and recording roll call when required,

takes secondary minutes

times public comment

monitors new policies via MASC and disseminates them as needed

Runs the zoom aspect of the meeting