

Greenfield School Committee
Policy Subcommittee
Meeting Minutes
March 24, 2022

1. Call to order: Present: Glenn Johnson-Mussad (GJM) (SubChair), Elizabeth Deneeve (ED), Christine DeBarge, Ed.D,

Call to order: 11:00 am

2. Glenn asked if there was any public comment.
 - a. Paul Jablon: Provided public comment on prior suggestion about process for SC to meet with the public at meetings outside of the School Committee meetings and request for it to be back on the School Committee meeting agenda; request to have recording of subcommittee meetings put back on an agenda for discussion
 - b. Doug Selwyn: comment that subcommittee meetings should be recorded as previously mentioned; comment regarding communication with School Committee not exclusively be through the Chair and feels that should not be the case; rarely more than a few people at School Committee meetings and wonder if we could build in child care options and would that increase attendance

Amy Proietti joined at 11:04 am

3. Schedule next meeting: April 28, 2022 at 11:00 am
4. Approval of minutes: Motion to table until next meeting. Motion ED; second AP. Unanimous vote
5. Review of Section B:
 - a. Previously reviewed by School Committee in 2019
 - b. Discussion about “notes” being edited out –
Motion to have Superintendent to remove unnecessary notes throughout the document Motion AP; second GM. Vote: unanimous
 - c. Motion agenda format exhibits to a resource folder for School Committee members – Motion: GM, second ED –Vote is unanimous
 - i. Discussion about where to house the documents – determination that Google folder with Superintendent’s admin assistant
 - d. BB – School Committee Legal Status – change July start to January start of tem
 - e. Policy BEDH: Motion by GM to strike BEDH and replace with current policy; second by ED
Vote is unanimous
 - f. BCA School Committee Ethics: GM: Motion to delete “and assigned subcommittees.....” to end of phrase; second ED. Vote is unanimous

Motion to advance Section B to the whole School Committee for a second read by AP; second GM. Vote is unanimous.

6. Section C: second review – no changes shared by Superintendent or members of the subcommittee

GM move to advance to SC for second reading; second AP; vote is unanimous

7. New Business: GJM moved to review minutes of School Committee meetings when listening sessions were discussed and what actions were determined. AP moved to request superintendent and Chair to review New Business from last School Committee meeting; second GJM
 - a. AP noted that the Superintendent and Chair have a weekly meeting and can review. If next step was referral to Policy and Program then it will be referred
 - b. ED recalled it was not about virtual listening sessions because public could not always attend but rather in person

Vote was unanimous.

GJM noted that meetings would be focused on policy review work and would like to continue with one meeting as much as possible.

Motion to adjourn AP; second ED.

Discussion ED – remind members what expectations is for the next section. GJM will review notes and determine next section that will be for the first reading for April.

AP – yes; ED – yes; GJM – yes

Meeting adjourned at 11:39 am

Greenfield School Committee
Policy Subcommittee
Meeting Minutes
March 31, 2022

1. Call to order: Present: Glenn Johnson-Mussad (GJM) (Subcommittee Chair), Amy Proietti, (AP); Elizabeth Deneve (ED), Christine DeBarge, Ed.D,

Call to order: 11:32 am

2. Glenn asked if there was any public who intended to record the meeting.
3. Glenn asked if there was any public comment. None.
4. Schedule next meeting: May 19, 2022 at 11:00 am
5. Approval of minutes: March 3, 2022 Motion ED, second GJM
 - a. Discussion that March 3 minutes were not included in materials posted with the agenda
 - b. AP indicated she will abstain

ED motion to table minutes of March 3. Second GJM. AP: abstain; ED yes; GJM yes

GJM declared a two minute recess. GJM then reminded members of Roberts Rules of Order.

AP made a motion to adjourn. No second

GJM noted that he perceived one member had concerns about materials not being available prior to the meeting. He believes all laws are being followed.

6. Approval of minutes: March 24, 2022. Motion GJM; second AP.
 - a. GJM noted difference in his recollection of how the notation for reviewing past minutes in relation to the listening session. No other member noted same concern.

AP; yes; ED yes; GJM yes

7. Recording of Subcommittee Meetings
 - a. GJM noted this item was referred to P&P subcommittee for discussion from the full Committee
 - b. GJM prepared a series of approaches to the situation

AP raised point of order – questioning when subcommittee members would get to see the materials referenced by the subcommittee Chair

AP motion to adjourn. No second.

11:48 am, noting concerns about transparency.

- c. Review a component of Open Meeting Law (shared by GJM) from the Open Meeting Law guide, regarding recording of open session of a public meeting. Noted it could be practice to have a script available for use at GPS School Committee meetings.

Motion to include script at start of SC meetings. Attached. Motion GJM; second ED
ED noted she thought it was required. Believes the MASC training included language supporting this was required. GJM requested the Superintendent confer with school counsel to determine what, if any, legal requirement exists.

Amendment by GJM to refer above to full Committee unless recommended otherwise by the attorney:
Second; ED

Vote: ED yes; GJM yes

- d. Discussion about Greenfield Public School Policy KA School-Community Relations Goals (attached)

GJM stated this policy could be indication of how policy and procedure intersect. Noted he perceives policy is broad and procedures can be determined outside of the broad policy and stepping into area of goal setting and procedure.

GJM motion: I move administration make reasonable efforts to make audio of video recordings of all Greenfield School Committee and subcommittee meetings available to the public

ED: noted prior submeetings until 2020 had been recorded; noted few subcommittee meetings recorded in 2021. Asked what barriers may exist to continuing the process.

GJM stated that had been his original intent in raising the topic previously.

CD raised questions about:

How long we are keeping recordings? Legal requirement is to keep them until the minutes are voted.

If we keep recordings, webpage would become cluttered?

If video is not available, can we post audio and if so, would there be recordings posted in various places?

GJM stated logistics could be with the administration. Stated he was ok with leaving recordings until minutes are approved.

GJM amended: Subcommittee recommend that the School Committee direct the administration make reasonable efforts to make audio and video recordings of all Greenfield School Committee and subcommittee meetings available to the public until minutes are approved and posted on the GPS website. Accepted by ED.

ED yes; GJM yes

GJM shared suggestions about how the superintendent could implement. CD will follow up on implementation and include potential steps in documentation for the next School Committee meeting.

8. New Business: none

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Motion to adjourn ED; second GJM

Unanimous to adjourn 12:13 pm

**GREENFIELD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
DRAFT MINUTES: Wednesday, July 10, 2019**
John Zon Community Center, 35 Pleasant Street, Greenfield MA
Approved 08.19.19

Present: Katie Caron (KC) (remote via phone); Susan Eckstrom (SE); Susan Hollins (SH); Glenn Johnson (GJ); William Martin (WM); Adrienne Nunez (AN); Cameron Ward (CW)

Absent: Jordana Harper, Superintendent (JH)

Also present: Jodi Falk, SEPAC Co-Chair; Matt Holloway, Director of Pupil Services; Stephen Nembirkow, Business Manager; Mary Traver, SEPAC Co-Chair; Crystal Zimmer, SEPAC Secretary; and citizens.

I. Call to Order

With a quorum present (KC, SE, SH, GJ, WM, AN, CW), Chair Nunez opened the meeting at 6:36 p.m.

II. Approval of Minutes

WM moved to approve minutes of May 29, 2019, 2019. CW 2nd. Motion passed unanimously. SE moved to approve minutes of June 12, 2019, 2019. WM 2nd. Motion passed unanimously.

III. Public Comment

None

IV. Reports

A. Chair

AN noted that agenda is policy-focused. AN will email members proposed schedule of special meetings to review budget. Members will also receive relevant budget documents from FY19 and FY20 via email.

B. Subcommittees

1. Health, Safety, Facilities – KC

Upcoming meeting will discuss regulations re: lead in water.

2. Policy – KC

Comprehensive study of all policies with MASC continues. Goal to have fully completed policy manual for coming year.

V. Business

A. Special Education Parent Advisory Council report

Presentation by Jodi Falk, SEPAC Co-Chair; Matt Holloway, Director of Pupil Services; Mary Traver, SEPAC Co-Chair; Crystal Zimmer, SEPAC Secretary

Matt Holloway spoke of importance of relationships with parents and SEPAC, and reviewed MA law establishing SEPAC and its purpose.

Mary Traver reported on past accomplishments and Crystal Zimmer previewed upcoming goals, as listed in "SEPAC Accomplishments as of July 2019."

Discussion: School Cte members welcome to attend SEPAC meetings. Idea to have SEPAC representative as non-voting member of School Committee. SEPAC liaisons identified for each school. Have advocated recently for cameras on busses, importance of paraprofessionals. UCP plans to move office to Greenfield. SEPAC helps educate staff, connects families with resources.

SEPAC creates positive place for parents; being a parent of special needs child can be isolating; a lot of support and sharing of resources. Also bridging isolation through language translation, providing transportation. SEPAC members successfully using public comment period at School Cte meetings. Support for Provider Fair. Suggestion to record speakers; use technology to extend learning from speakers.

B. Follow-up regarding attorney review process

GJ reported on progress, including review of Policy BDG, discussions with MASC. No process-template available from MASC. Goal to clarify who is involved in review; how is it conducted (e.g., open or closed session); what are goals of review.

Discussion: Timeliness of response is important. Policy allows use of different attorneys, so useful to know of school-law specialists, e.g., immigration. Some districts pay attorneys flat rate per year; some pay by hour.

C. Policies for First Reading:

1. Section D

At bottom of each policy, "Source" shows whether it follows MASC template or is unique to Greenfield.

KC (Policy Subcommittee Chair) reviewed changes.

- DBD Budget Planning emphasizes School Committee's priority to support students.
 - **WM made a motion for Policy Subcommittee to specify deadline for Superintendent's budget – e.g., Jan. 10 or 15 deadline for Supt's budget, to allow 60 days of discussion by School Committee. SE 2nd.** Deadline would follow budget timeline in City Charter. **Motion passed unanimously.**
 - Last sentence, add "draft": "The Superintendent will have overall responsibility for draft budget preparation..."
 - **SH moved to add that the School Cte has responsibility to vote a final budget. AN 2nd. Motion passed unanimously.**
- DBE Revolving Funds – Subcommittee recommends removal of this policy because it ties hands of GPS administrators, as needs for Revolving Funds change every year. Removal recommended by prior and current business managers.
 - WM suggests including description of each revolving fund and associated laws.
 - SH: Recommends keeping last paragraph to ensure that every year School Cte will be advised about revolving funds; and Supt. to come before School Cte to request changes to revolving funds. Without this policy, Supt. can deplete a fund without School Cte's knowledge.
 - KC: Problem is with exact \$ amounts included in policy; open to using last paragraph.
 - AN: Under current policy, straying from exact \$ amounts would require School Cte vote to suspend policy. Consider including amounts as informational document.
 - **KC moved to send DBE back to Policy Subcommittee. GJ 2nd.** Discussion: Nembirkow pointed out difference between policy and procedure; prior policy inappropriately contained procedure. **Motion passed 6-1 (No: AN).**
- DBJ Budget Transfer Authority
 - SH: What's the definition of "major cost center"? Should say simply "cost center." **SH moved to strike the word "major." CW 2nd.**
 - "DESE cost centers"? But GPS budget does not follow DESE categories.
 - "School district budget cost centers"? Cost centers have flexibility.
 - Policies should avoid including procedures.

- **Motion passed 4-3.**
- Clarification that all motions are to refer suggestions back to Policy Subcommittee, not final decision.
- DGA Approval of School Budget Payroll
 - Payroll warrants are paid even if Supt is not available to sign. Is there anybody else who should be signing? This policy's purpose is to provide process if Supt is away or on leave. Although Supt. may choose a designee, Supt is still ultimately responsible for accuracy.
- DH Bonded Employees and Officers
 - Last sentence, now removed, was originally to address problem of notifying City who handles money and needs to be included in bond. Sentence removed as procedure, not policy. Nembirkow clarified GPS must inform City of specific people who are to be covered.
- DI Fiscal Accounting and Reporting
 - Delete in final sentence "as found desirable."
 - School Cte oversight vs. micromanaging the budget
 - Change from "periodic" to "quarterly" important. Quarterly reports consistent with City's system, conforms with state requirements.
 - **WM moved to refer DI to Subcommittee, considering points brought up in discussion. GJ 2nd. Motion passed unanimously.**
- DJ Purchasing
 - Prior policy was internal procedure, not policy. Adopted MASC version.
- DKC: Expense Reimbursements
 - Prior policy written to clarify who approves Supt's out-of-state travel and avoid having Supt approve their own travel. This is now covered in individual contracts.

This concludes first reading of Policy Section D.

2. Section B

KC moved to table First Reading of Section B and move forward with Second Reading of Section A. WM 2nd. Motion passed unanimously.

D. Policies for Second Reading: Section A

WM moved to accept Policy Section A as presented and amended. CW 2nd.

- ADF School District Wellness Program
 - Blank line in para. 2. Intention to specify title (e.g., Director of Pupil Services), not a person's name which would require changing policy in event of personnel change.
- ADDA Background Checks
 - SH: Concern that ADDA and ACAB Sexual Harassment contain detailed procedures (e.g., \$55 fee). If a detail changes, requires policy change. Preference for policy to be statement of commitment to goal, followed by regulation with all details.
 - KC: These policies were created from instructions from attorneys, following legal requirements.
 - CW called the question. GJ 2nd. Motion to end debate passed. 4-3 (No: SH, AN, WM).
 - **Motion to accept Policy Section A passed unanimously.**

KC assured that marijuana issue is covered.

IX. Adjournment

AN moved to adjourn. 2nd WM. Motion passed 5-1 (No: SH). Meeting adjourned at 8:41 p.m.

Respectfully submitted,
Susan Farber
Recording Secretary

Meeting Documents

1. Notice, Agenda, Timed Agenda: July 10, 2019
2. Draft minutes: May 29, 2019, June 12, 2019
3. SEPAC Accomplishments as of July 2019
4. Section D: Fiscal Policies – Revisions and Rationale
5. Section D Policies:
 - a. DA Fiscal Management Goals
 - b. DB Budget
 - c. DBC Budget Deadlines and Schedules
 - d. DBD Budget Planning
 - e. DBG Budget Adoption
 - f. DBJ Budget Transfer Authority
 - g. DD Funding Proposals and Applications
 - h. DGA Approval of School Budget Payroll
 - i. DH Bonded Employees and Officers
 - j. DI Fiscal Accounting and Reporting
 - k. DIE Audits
 - l. DJ Purchasing
 - m. DJA Purchasing Authority
 - n. DJB Capital Improvement Planning
 - o. DJE Procurement Requirements
 - p. DJG Vendor Relations
 - q. DK Payment Procedures
 - r. DKC Expense Reimbursements
6. Section A Policies: Foundations and Basic Commitments
 - a. AA School District Legal Status
 - b. AB The People and Their School District
 - c. AC Nondiscrimination
 - d. ACA Nondiscrimination on the Basis of Sex or Gender Identity
 - e. ACAB Sexual Harassment
 - f. ACE Nondiscrimination on the Basis of Disability
 - g. AD Vision and Mission
 - h. ADC Tobacco Products on School Premises Prohibited
 - i. ADDA Background Checks
 - j. ADDA-R DCJIS Model CORI Policy

- k. ADDA-E Fingerprint Based CHRI Checks
 - l. ADF School District Wellness Program
 - m. AE Commitment to Accomplishment
7. Section B:
- a. BA School Committee Operational Goals
 - b. BAA Evaluation of School Committee Operational Procedures
 - c. BB School Committee Legal Status
 - d. BBA School Committee Powers and Duties
 - e. BBAA School Committee Member Authority
 - f. BBBA/BBBB School Committee Member Qualifications/Oath of Office
 - g. BBBC School Committee Voluntary Resignation
 - h. BBBE Unexpired Term Fulfillment
 - i. BCA School Committee Member Ethics
 - j. BDA School Committee Organizational Meeting
 - k. BDB School Committee Officers
 - l. BDC Appointed Committee Officials
 - m. BDD School Committee-Superintendent Relationship
 - n. BDE Subcommittees of the School Committee
 - o. BDF Advisory Committees to the School Committee
 - p. BDFA School Councils
 - q. BDFA-E-1 School Improvement Plans
 - r. BDFA-E-2 Submission & Approval of the School Improvement Plan
 - s. BDFA-E-3 Conduct of School Council Business
 - t. BDG School Attorney
 - u. BE School Committee Meetings
 - v. BEC Executive Sessions
 - w. BEDA Notification of School Committee Meetings
 - x. BEDB Agenda Format
 - y. BEDB-E Agenda Format
 - z. BEDD Rules of Order
 - aa. BEDF Voting Method
 - bb. BEDG Minutes
 - cc. BEDH Pubic Comment at School Committee Meetings
 - dd. BEDH-E Guidelines for Public Comment
 - ee. BEE Special Procedures for Conducting Hearings
 - ff. BG School Committee Policy Development
 - gg. BGB Policy Adoption
 - hh. BGC Policy Revision and Review
 - ii. BGD School Committee Review of Regulations
 - jj. BGE Policy Dissemination
 - kk. BGF Suspension Policies
 - ll. BHC School Committee-Staff Communication
 - mm. BHE Use of Electronic Messaging by School Committee Members
 - nn. BIA New School Committee Member Orientation
 - oo. BIBA School Committee Conferences, Conventions, and Workshops

- pp. BID School Committee Member Compensation and Expenses
- qq. BJ School Committee Legislative Program
- rr. BK School Committee Memberships

SECTION D
FISCAL MANAGEMENT

DA FISCAL MANAGEMENT GOALS (G) **Keep**

~~DA FISCAL MANAGEMENT GOALS (MASC)~~

DB BUDGET (G) **Keep with change**

~~DB ANNUAL BUDGET (MASC)~~

DBC BUDGET DEADLINES AND SCHEDULES (G) **Keep with addition of charger language**

~~DBC BUDGET DEADLINES AND SCHEDULES (MASC)~~

~~DBD BUDGET PLANNING (G)~~

DBD BUDGET PLANNING (MASC) **Keep**

~~DBE REVOLVING FUNDS~~

DBG BUDGET ADOPTION (G) **Keep**

~~DBG BUDGET ADOPTION PROCEDURES (MASC)~~

~~DBJ BUDGET TRANSFER AUTHORITY (G)~~

DBJ BUDGET TRANSFER AUTHORITY (MASC) **Keep with changes**

DD FUNDING PROPOSALS AND APPLICATIONS (G) **Keep with changes**

~~DD FUNDING PROPOSALS AND APPLICATIONS (MASC)~~

DGA APPROVAL OF SCHOOL BUDGET PAYROLL (G) **Keep with change**

~~DGA AUTHORIZED SIGNATURES (MASC)~~

DH BONDED EMPLOYEES AND OFFICERS (G) **Keep with changes**

~~DH BONDED EMPLOYEES AND OFFICERS (MASC)~~

~~DI FISCAL ACCOUNTING AND REPORTING (G)~~

DI FISCAL ACCOUNTING AND REPORTING (MASC) **Keep with changes**

~~DIE—AUDITS (G)~~

DIE AUDITS (MASC) **Keep**

~~DJ—PURCHASING (G)~~

DJ PURCHASING (MASC) **Keep**

DJA PURCHASING AUTHORITY **Keep**

DJB CAPITAL IMPROVEMENT PLANNING (CIP) **Keep with changes**

~~DJE—PURCHASING/PROCUREMENT (G)~~

DJE PROCUREMENT REQUIREMENTS (MASC) **Keep**

DJG VENDOR RELATIONS **Keep**

DK PAYMENT PROCEDURES (G) **Keep with changes**

~~DK—PAYMENT PROCEDURES (MASC)~~

~~DKC—EXPENSE REIMBURSEMENTS (G)~~

DKC EXPENSE REIMBURSEMENTS (MASC)

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated, balancing advocacy, available resources, staffing, and programs. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended,
2. To establish levels of funding that will provide high quality education for the students,
3. To use the best available techniques for budget development and management,
4. To provide timely and appropriate information to all staff with fiscal management responsibilities,
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Subcommittee discussion and revision: 4.6.2016

1st reading by school committee: 5.11.2016

2nd review by subcommittee: 6.1.16

2nd Reading and adoption by School Committee 06.08.16

SOURCE: Greenfield

FISCAL MANAGEMENT GOALS

~~The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school district's purposes can best be achieved through excellent fiscal management.~~

~~As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.~~

~~Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school district take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school district management and operation.~~

~~In the school district's fiscal management, it is the Committee's intent:~~

- ~~1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.~~
- ~~2. To establish levels of funding that will provide high quality education for the students.~~
- ~~3. To use the best available techniques for budget development and management.~~
- ~~4. To provide timely and appropriate information to all staff with fiscal management responsibilities.~~
- ~~5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.~~

SOURCE: MASC

BUDGET

The annual budget is the financial expression of the educational program of the school department, and it reflects the goals and objectives of the School Committee to meet the needs of all students. ~~The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems and difficulties that confront the school system.~~ The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

LEGAL REFS: M.G.L. 71:34; 71:37A; and 71:38N
603 CMR 10:00

Subcommittee discussion; no revision: 4.6.2016;

1st reading by school committee: 5.11.2016 Review by subcommittee: 6.1.16

2nd Reading and Adoption by School Committee 06.08.16

SOURCE: Greenfield

ANNUAL BUDGET

~~The annual budget is the financial expression of the educational program of the school department, and it reflects the goals and objectives of the School Committee to meet the needs of all students.~~

~~The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community, an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school district.~~

~~Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school district will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.~~

~~The Superintendent will serve as budget officer but they may delegate portions of this responsibility to members of their staff, as they deem appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.~~

SOURCE: MASC August 2016

LEGAL REFS.: ~~————~~ M.G.L. 71:34; 71:37 and 71:38N

~~**NOTE: References to portions of a town or city charter may be appropriate here. The charter should be reviewed.**~~

~~**The annual budget for regional school districts is prepared in accordance with the requirements of M.G.L. 71:16B. A reference to that chapter and section should be added, and the content of a policy in this category should be checked against that citation.**~~

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the annual **Town City** Council meeting a date determined yearly. Dependent on the date thus set, the following will be scheduled:

SCHOOL COMMITTEE BUDGET

- (a) *Public Hearing* – At least twenty-one (21) days before the meeting at which the School Committee is scheduled to vote on its final budget request, the School Committee shall cause to be published in a local newspaper a general summary of its proposed budget. The summary shall specifically indicate any major variations from the current budget and the reasons for such changes. The notice shall further indicate the times and places at which complete copies of the proposed budget are available for examination by the public, and it shall indicate the date, time and place [not less than seven (7) nor more than fourteen (14) days following such publication], when a public hearing will be held by the School Committee on the proposed budget. The School Committee shall not take its final vote on its proposed budget until all persons who desire to be heard concerning the budget proposal have had a reasonable opportunity to be heard.
- (b) *Submission to Mayor* – The proposed budget adopted by the School Committee shall be submitted to the Mayor at least twenty-one (21) days before the date the Mayor is required to submit a proposed **Town City** budget to the **Town City** Council, to allow the Mayor sufficient time within which to consider the effect the school department's requested appropriation will have upon the total **Town City** operating budget the Mayor is required to submit to the **Town City** Council under this article.

The action of the School Committee in adopting the proposed budget, following the public hearing, shall be summarized and the results of a roll call vote taken on each amendment to the proposed budget as may be offered shall be recorded.

LEGAL REFS.: M.G.L. 71:38N
Town City Charter (See local reference [Section 5-1 Fiscal Year](#) and [Section 5-2 School Committee Budget](#))

Draft: 10-26-05
Adopted 11-09-05

SOURCE: Greenfield

~~BUDGET DEADLINES AND SCHEDULES~~

~~Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.~~

~~The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.~~

~~Whatever dates are assigned, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committee and finance committee. The Selectmen have authority to impose a date as early as December 31.~~

~~In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.~~

~~Established by law and charter~~

~~SOURCE: MASC August 2016~~

~~LEGAL REFS.: _____ M.G.L. 71:38N
_____ Town Charter (See local reference)~~

~~**NOTE: Regional school districts should also refer to 71:16B for pertinent information. A citation to that section of law should also be added to the legal references.**~~

BUDGET PLANNING

~~The major portion of income for the operation of the public schools is derived from local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.~~

~~Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.~~

~~In the budget planning process for the school system, the School Committee will strive to:~~

- ~~1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.~~
- ~~2. Establish levels of funding that will provide high quality education for all our students.~~
- ~~3. Use the best available techniques for budget development and management. The Superintendent will have overall responsibility for budget preparation, including the construction of the school department budget calendar in coordination with the city's budget calendar, and adherence to the school department and city budget calendars.~~

~~LEGAL REF.: City Charter (#4)~~

~~Subcommittee discussion and revision: 4.6.2016~~

~~1st reading by school committee 5.11.2016 Subcommittee review: 6.1.16~~

~~2nd reading and adoption by school committee 6.08.16~~

SOURCE: Greenfield

BUDGET PLANNING

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school district's goals and objectives.

In the budget planning process for the school district, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

SOURCE: MASC August 2016

NOTE: Include in this category statements on the general plan for budget development and on staff/student/public participation in the process (but not the official hearings). If advisory committees take part, this might be included in the policy, with details on their functioning presented as an accompanying regulation. Many school districts have special publications for staff on budget development offering procedures in detail. Such publications can be referred to (by adding a note at the end of this policy) as a source of additional information.

REVOLVING FUNDS

The School Committee may approve the establishment of “revolving fund accounts” in conformance with the provisions of Massachusetts General Laws, Chapter 71, Section 47, and as otherwise permitted by the General Laws of the Commonwealth of Massachusetts, as amended.

All expense from all revolving funds will use the warrant process (hence, school committee review and authorization).

Revolving Fund accounts shall be under the control of the School Committee, which delegates the power to the Superintendent and/or School Business administrator, to authorize expenditures from them without further appropriation by the City.

All monies collected by the schools from fees, fines, admissions, and other non-tax sources shall be submitted to the Business Office, deposited with the Treasurer of the City, and credited to the specific, appropriate revolving fund, if applicable.

The School Committee is committed to year to year financial stability. This policy explains the Committee’s specific school revolving funds where balances can carry over into next year. The following guidelines estimate a threshold of carryover balance related to need for program continuation and budget planning in the subsequent fiscal year.

See also Exhibit A: Department of Revenue Guidelines for Revolving Funds.

REVOLVING ACCOUNT	SOURCES OF FUNDS	SCHOOL COMMITTEE RECOMMENDED BALANCE	USE OF FUNDS ABOVE THRESHOLD, if any
		(*to be used for program purposes of the fund, which will vary from fund to fund)	(purposes of the fund, which will vary from fund to fund)
Activity Accounts (Students)	Receipts from fund-raising activities of students and gifts for specific student activities	Elem: \$ 5,000 Middle: \$10,000 High: \$25,000	
Adult Education Revolving	Receipts from adult education programs; programs have to be coordinated and run before supporting fees are received	Full amount of balance, up to \$20,000	Adult Education needs or return to city

After School Programs	Fees from children participating in before and after school	One full year of operational costs for each of the three programs the	After and before school program needs.
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Revolving, currently: *Four Corners *Federal Street *Academy of Early Learning	programs; it takes several months for fees to be assessed and paid during which time staff must be paid and supplies have to be available	district runs, has run, and may again run: \$35,000 each or \$105,000 total.	
Athletic Revolving	Fees from ticket sales at sports events.	\$20,000	High School Athletics program
Extraordinary Special Education Student Individual Program Relief (Circuit Breaker)	Reimbursement funding from the state based on extraordinary expense of students; application is on a student by student cost analysis; placements can be assigned to a district at any time; highest extraordinary cost to date is \$400,000+ for one student. These funds can only roll over for one year and MUST be used within 24 months of the July 1 st in which funds are received. From year to year the state can (and has) change its formula for and amount of relief by several hundred thousand.	Equivalent of 12 months of receipts, typically no more than \$600,000.	Special Education Programs
Facility Use Fee Revolving	Fees from use of facilities; used to cover cost of non-school district use	\$10,000	Repair, replace, other facility needs
Food Service Revolving:	This program is 100% covered by revenue from government aid and lunch payment receipts	\$750,000	Update, repair, replace food services equipment, furniture, vehicles or other allowable food service program Expenses
Preschool Tuition Revolving	This program uses tuition receipts toward specific staff positions; tuition payments are not received every day	\$150,000	Preschool program

School Choice Revolving	Can be used for staff, materials, and nearly all general fund costs. No restrictions on length of time held or type of use for students. Funds from students choicing in to attend GPS complicated by ever changing enrollment. Funds are ealculated by the state several times/year and a monthly payment amount continues for four months until next ealeulation. Exact, total annual amount is unclear during the year.	One year's receipts or \$600,000	Any allowable expense. A significant amount may go for technology, attorney fees that exceed budget
Special Education Revolving (non-resident tuition)	Special Education programs.	\$250,000	Special Education programs
Summer School	Summer school programs	\$4,000	Summer school Needs

As part of the budget process, the sitting School Committee will be advised of the number of Revolving Fund Accounts in place and will receive a copy of this policy and a Revolving Fund Budget Report with two years of receipts and current balances for each fund. In addition to being reminded of each Revolving Fund's allowable use and restrictions, the Committee may hear any requests from the Superintendent related to the addition, deletion, modification, or use of Revolving Funds.

LEGAL REF.: ~~_____~~ M.G.L. 71:47

Subcommittee Discussion: December 2016, June 2017.

Subcom Review 5.4.2017; 5.22.2017; 6.7.2017 (full meeting); 7.6.2017; 10.5.2017.

First Reading: 6.14.2017;

2nd Reading 10.11.2017;

3rd Reading/Vote 11.8.2017

The School Committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. Note: The Senior Class must act on its ending balance, if any, through gifting the money to another class or school purpose, or setting up a private class organization and account and transferring the balance to a private account.

SOURCE: Greenfield

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BUDGET ADOPTION

Authority for adoption of the final school budget lies with the city council, as established by law and charter.

LEGAL REFS: M.G.L. 71:38N
 City Charter

Draft: 10-26-05
Adopted: 11-09-05

Subcommittee discussion and revision: 4.6.2016
Subcommittee review: 6.1.16
1st reading in June 6.8.16
Adoption by school committee 6.8.16

SOURCE: Greenfield

BUDGET ADOPTION PROCEDURES

~~Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.~~

~~Established by law and charter~~

~~SOURCE: MASC~~

~~LEGAL REFS.: M.G.L. 71:34
Town Charter, (See local reference)~~

~~**NOTE: Town and city charters should be checked for specific provisions relating to budget adoption procedures. Appropriate citations should be added as was done on the statement above.**~~

~~**Regional school districts should refer to and cite M.G.L. 71:16B at this category. A reference to a regional agreement may also be necessary at this code.**~~

BUDGET TRANSFER AUTHORITY

~~In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.~~

~~The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system. All funds in the general account not expended by the close of the fiscal year will be returned to the town.~~

~~Draft: 10-26-05~~

~~Adopted: 11-09-05~~

~~Subcommittee discussion and revision: 4.6.16 & 4.27.2016~~

~~Subcommittee review: 6.1.2016~~

~~1st reading by school committee 6.8.16~~

~~Adoption by school committee 6.8.16~~

~~SOURCE: Greenfield~~

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

All requests for transfers between the major ~~accounts~~ cost centers (~~Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00~~) must be submitted to the School Committee for approval. Transfers between line items within a major ~~account~~ cost center must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

SOURCE: MASC August 2016

NOTE: Certain provisions in a policy in this category maybe established by town or city charter. If so, appropriate citations should be added as legal references.

Regional school districts are affected by the provisions M.G.L. Chapter 71, Section 16B 1/2 that provides for an excess and deficiency fund that may not exceed five percent of their operating budget.

FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds, ~~as applicable~~, that will enhance the educational opportunities for the students in our schools. In considering proposals and grants, the school committee encourages administration to be mindful of, **but not limited to the following**:

- ~~sustainability,~~
- needs, goals, and interests of the school system,
- amount of the funding versus cost of set-up and management, and
- opportunities the grant provides, including opportunity for leadership.
- sustainability

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

LEGAL REFS: M.G.L. 44:53A P.L. 874 Impact Aid
 603 CMR 10:00
 <http://www.mass.gov/courts/docs/lawlib/600-699cmr/603cmr10.pdf>

Draft: 10-26-05
Adopted: 11-09-05

Policy Subcom 1st review: 5.4.16
1st reading by school committee 5.11.16
Policy Subcom 2nd review: 6.1.2016
2nd reading and adoption by school committee 6.8.16

SOURCE: Greenfield

FUNDING PROPOSALS AND APPLICATIONS

~~The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.~~

~~The Superintendent will keep informed of possible funds available to the school district under the various state and federal programs, and in what manner these funds can best be used in the school district.~~

~~The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.~~

~~The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.~~

SOURCE: MASC August 2016

LEGAL REFS.: ~~_____ M.G.L. 44:53A
_____ P.L. 874 Impact Aid
603 CMR 32:00; 34:00~~

~~**NOTE: Regulations for staff investigation and submission of proposals are frequently needed to implement a policy in this area.**~~

APPROVAL OF SCHOOL BUDGET PAYROLL

The Chairperson of the School Committee will sign payrolls presented for approval. In the event the chairperson is absent, the School Committee will designate one of its members to sign payroll warrants. The Superintendent **or designee** will also sign payroll warrants to swear they are true.

The city treasurer, who also serves as the school department treasurer, signs all payroll checks drawn against school department funds. No other signature is valid.

LEGAL REF.: M.G.L.41:41

Review by Subcommittee—1st 5.4.16; Tabled at 1st Reading 5.11.16.

2nd review by subcommittee—6.1.16.

3rd subcom review 9.29.16

Although tabled, DGA had a 1st reading in May and did not require a vote.

Subcommittee recommends school committee adoption, October 12, 2016

2nd reading and vote by school committee 10.12.16

SOURCE: Greenfield

AUTHORIZED SIGNATURES

~~The Chair of the School Committee or designee and the Superintendent or designee will sign payrolls presented for approval.~~

~~The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.~~

SOURCE: MASC August 2016

LEGAL REF.: ~~————~~ M.G.L. 41:41; 41:52

~~**NOTE: Town and city charters often address this topic. References to appropriate sections of a charter should be added as necessary.**~~

~~**The content of policy in this area for a regional school district will be different than the above. Regional school districts should refer to and cite M.G.L. 71:16A at this code.**~~

BONDED EMPLOYEES AND OFFICERS

The city procures and pays for a blanket bond. Any position within the school department that is assigned the responsibility of receiving and dispensing school funds will be covered by the city bond.

~~When requested, by the mayor or city treasurer, the superintendent will advise the city which positions in the school district are receiving, handling, and dispensing funds.~~

Draft: 10-26-05

Adopted: 11-09-05

Policy Subcommittee 1st review: 5.4.16

Submitted to school committee for 1st reading. 5.11.16

Policy Subcommittee 2nd review: 6.1.16

2nd reading and adoption by school committee 6.8.16

SOURCE: Greenfield

BONDED EMPLOYEES AND OFFICERS

~~Each employee of the school district who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The town will pay the cost of the bond.~~

SOURCE: MASC

LEGAL REFS.: ~~————~~ M.G.L. 40:5

~~NOTE: Regional school districts should refer to and cite M.G.L. 71:16A at this code.~~

FISCAL ACCOUNTING AND REPORTING

~~The Superintendent is responsible for receiving and properly accounting for all funds of the school system.~~

~~Unless otherwise determined by the school committee, the accounting system used will be the accounting system used by the city, providing for the appropriate separation of accounts, special funds, and grants.~~

~~The School Committee will receive no less than quarterly financial statements from the Superintendent showing the financial condition of the school department, e.g. year to date expenditures and balances.~~

~~Such other financial statements as may be determined necessary by either the Committee or the administration will be presented, as requested or deemed informative by the Superintendent.~~

~~LEGAL REF.:————Board of Education 603-CMR-10:00~~

~~Policy Subcom 1st review: 5.4.16~~

~~1st reading by school committee 5.11.16~~

~~Policy Subcom 2nd review: 6.1.16~~

~~2nd reading and adoption by school committee 6.8.16~~

SOURCE: Greenfield

FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive **periodic** financial statements **quarterly** from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC

LEGAL REF.: 603 CMR 10:00

NOTE: References to town or city charters may be appropriate at this category, and the content of the policy should be changed accordingly.

AUDITS

~~The city contracts with a certified public accountancy firm to audit city accounts.~~

~~The annual, comprehensive audit of the school department's accounts is conducted as part of the Annual City Audit.~~

~~If there are accounting concerns, generally these should first be referred to the city's accounting auditors. The school committee may request audits of the school system's accounts at its discretion and cost.~~

~~The annual audit concludes with a management letter outlining recommendations. The committee will be advised of recommendations made by the auditor for maintaining an efficient system of recording and safeguarding the school department's assets.~~

~~LEGAL REF.: M.G.L. 71:47; 41:52
Town Charter, Section 5-11, Independent Audit
Department of Education Accounting Compliance Guidelines, updated December 2015~~

~~Policy Subcom 1st review: 5.4.16~~

~~Policy Subcom 2nd reading 9.29.16—recommended no changes~~

~~1st Reading by school committee 9.14.16~~

~~2nd reading by school committee 11.9.16~~

~~Adoption by school committee 12.14.16~~

SOURCE: Greenfield

AUDITS

An audit of the school department's accounts should be conducted annually. In addition, the Committee may request a private audit of the school district's accounts at its discretion.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

SOURCE: MASC

NOTE: References to a town or city charter may be appropriate here. The content of these references may require a change in the content of a policy adopted by a local school Committee in this area.

Regional school districts should cite M.G.L. 71:16E at this code. Certain provisions of that law could be incorporated into a policy on audits.

PURCHASING

~~The School Committee declares its intention to purchase competitively without prejudice and to seek maximum value for every dollar expended. The acquisition of materials, equipment and services will be centralized in the school Superintendent's office. The Superintendent has overall responsibility for purchasing and school system adherence to procurement.~~

~~The Superintendent will oversee administration of purchasing for the schools in keeping with legal requirements and with the adopted school budget. School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, with such exceptions as may be made by the latter for emergency purchases.~~

~~In addition, the following purchasing guidelines will be followed:~~

- ~~1. The school department will use the same accounting software selected and used by the city.~~
- ~~2. At the discretion of the Superintendent and his/her designee, the school system will use blanket purchase orders for recurring purchases for single vendors.~~
- ~~3. At the beginning of the fiscal year, or no later than September 1st, purchase orders should be created for known annual contracts or financial obligations to ensure appropriate sums are encumbered,~~
- ~~4. Toward the end of the fiscal year, or no later than April 1st, encumbered purchase orders should be reviewed and modified or liquidated, if needed, for financial obligations that will not be needed in the amount encumbered.~~

~~LEGAL REFS: M.G.L. 7:22A; 7:22B; 71:49A~~

~~Policy Subcom 1st review: 5.4.16~~

~~9.29.2016 Subcom 2nd Review. No changes.~~

~~1st Reading by SC on 10.12.16~~

~~2nd Reading and vote by school committee 11.9.16~~

~~SOURCE: Greenfield~~

PURCHASING

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school district.

The Superintendent will serve as purchasing agent. They will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

NOTE: This category is useful for a general, overall policy on purchasing, which includes content that might otherwise be filed in a number of subcategories of this main topic. Specific regulations pertaining to purchasing are better filed under DJF, Purchasing Procedures.

PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items compiled as part of the budget-making process.

The purchase of items and services on such lists requires no further Committee approval except when by law or Committee policy the purchases or services must be put to bid.

LEGAL REF.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

Draft: 10-26-05
Adopted 11-09-05

SOURCE: MASC/Greenfield

CAPITAL IMPROVEMENT PLANNING (CIP)

The School Committee takes seriously its oversight of capital assets, capital requests, and expenditures. ~~The Committee~~ commits to working collaboratively with the City for capital improvement and expenditure planning, according to the City's capital improvement planning schedule.

~~The Committee begins the CIP process by reviewing the current 5-year Capital Improvement Plan for the school department.~~ The Committee will discuss and confirm the annual capital requests of the school department. The Superintendent will then bring school system CIP requests forward for city consideration.

~~The Mayor presents a city-wide 5-year Capital Improvement Plan to the City Council. The School Committee will advocate to the Mayor, Capital Improvement Committee, and City Council for its capital improvement needs and support coordination and information sharing that address school system capital needs.~~

Review by Policy Subcommittee 8.19.16 and 9.7.16

1st Reading by School Comm 9.14.16

2nd Review Subcommittee 9.29.16 No changes.

2nd reading and adoption by school committee 10.12.16

SOURCE: Greenfield

PURCHASING/PROCUREMENT

The City of Greenfield is subject to M.G.L. Chapter 30B (the Procurement Act, updated 2014 and August 2016) that refers to the procurement of supplies and services by a government body and includes all departments, grants, revenue sources, including special revenue and enterprise funds. In keeping with the law, the City has adopted the following policies and procedures:

UNDER \$10,000

- Purchasing in this category, must use sound business practices whereby price quotes for purchases are encouraged and contracts are generally awarded to persons or businesses offering the best cost.

\$10,000 to \$49,999

- Purchasing in this category, must seek competitive quotes, evidenced by at least three (3) written quotes.

\$50,000 OR MORE

- Purchasing in this category, must have concurrence with sealed bid guidelines of M.G.L. 30B, Sections 5 or 6. Certain exceptions apply and the city procurement officer should be contacted.

PURCHASING GUIDELINES

1. All purchases by any employee must use a Purchase Order request which is approved and signed by the Department Head or Administrator. This includes online and credit purchases.
2. All signed, approved Purchase Orders by Department Heads or Administrators, then go through the business manager and superintendent for central office approval.
3. When approved by the Superintendent, all purchase orders go to the school department accounting office for entry into the accounting system, which encumbers the funds indicated, and processing.
4. If the purchase is for \$10,000 or more, the Purchase Order must be submitted with the three quotes and the original contract, as applicable.

LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

Policy Subcom^{1st} review: 5.4.16; 2nd review 9.29.2016

1st Reading by school committee on 10.12.2016

2nd Reading by school committee on 11.9.16

SOURCE: Greenfield

PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the procurement officer to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of \$50,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school district.

SOURCE: MASC February 2017

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

NOTE: The cross reference is to a closely related policy in this manual.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

In addition, all provisions of M.G.L. 30B shall be adhered to. Limits referenced in the law may be changed to create a more restrictive process but may not be changed to reduce the requirements.

VENDOR RELATIONS

Whenever economically sensible, the school committee wishes to support area businesses for supplies and materials.

School district purchasing personnel will not be required to spend their time at the indiscriminate use of sales personnel and should use discretion when dealing with vendor requests for time and attention.

Policy Subcom 1st review: 5.4.16; 2nd Subcom review 9.29.16

1st reading by school committee on 10.12.16

2nd reading and vote by school committee 11.9.16

SOURCE: Greenfield

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent and compatible with city accounting department policies.

Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive no less than monthly lists of bills (a warrant) for payment from school department funds.

The lists will be certified as correct by the Business Manager and Superintendent and then submitted to the School Committee for review and a minimum of four (4) signatures, authorizing payment. Signed warrants are forwarded to the city accountant for review, processing, and subsequent payment by the city treasurer.

Actual invoices, statements, reimbursement requests, blanket purchase orders, purchase orders, contracts, etc., will be available for inspection by the School Committee ~~in the business office prior to school committee meetings.~~

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools. ~~, as applicable.~~

LEGAL REFS: MGL 71:49A; 41: 52; 41:56

Policy Subcom 1st review: 5.4.16; Subcom 2nd Review 8.19.16; 3rd review 9.29.2016

1st Reading by school committee on 10.12. 16

2nd Reading and vote by school committee 11.9.16

SOURCE: Greenfield

PAYMENT PROCEDURES

~~All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.~~

~~As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.~~

~~The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.~~

~~The school building administrators will be responsible for observing budget allocations in their respective schools.~~

SOURCE: MASC August 2016

LEGAL REFS.: ——— M.G.L. 41:41; 41:52 41:56

~~**NOTE: Specific details established by an individual town should be substituted for those required in the policy above, which were established by that city's code of ordinances. Appropriate citations should also be substituted. Different procedures are often required for regional school districts. Those details should be added in place of those in the policy above.**~~

EXPENSE REIMBURSEMENTS

~~Expense reimbursements require pre-approval.~~

~~Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.~~

~~When official travel by a personally owned vehicle is authorized, mileage payment will be made at the rate currently approved by the Mayor. When meals are part of travel reimbursement, payment amounts will conform with city meal reimbursement guidelines.~~

~~A monthly travel stipend, in an amount established by the Committee, will be paid to the Superintendent, Assistant Superintendent, Business Manager, and others authorized by the Committee who are required to travel regularly within the school system on official business. The Superintendent will assure personnel assigned to travel between schools are recommended for an annual travel allowance so anticipated expenses are efficiently handled for both employee and city.~~

~~Approval of travel requests will be as follows:~~

- ~~1. Travel by School Committee members must have prior approval of the School Committee.~~
- ~~2. Out of state and overnight travel by the School Superintendent must have prior approval of the School Committee.~~
- ~~3. Travel by all school department employees must have prior approval of the Superintendent.~~

~~LEGAL REFS: MGL 44:58
Town Charter, Section 4-4(c) Expenses~~

~~Policy Subcom 1st review: 5.4.16;
2nd review September 7, 2016.
3rd review by subcommittee 9.7.2016;
1st Reading by School Committee 9.14.16
4th Review by subcommittee 9.29.2016
2nd Reading and vote by school committee on 11.9.16~~

~~SOURCE: Greenfield~~

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Committee.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 40:5; 44:58

GSC Policy Review Schedule

Updated April 25, 2022



Policy Section	First Reading by Full School Committee	Review by Policy Subcommittee	Second Reading by Full School Committee
Section A	2/13/2019		7/10/2019
Section B	9/11/2019 and 12/11/2019	3/24/2022	5/11/22
Section C	March 2022	3/24/2022	5/11/22
Section D	7/10/2019	4/28/2022	5/11/22
Sections E & F	5/11/22	TBD	6/8/22
Sections G, H, I, J, K, L	TBD	TBD	TBD