

Greenfield School Committee
Policy & Program Subcommittee
Meeting Minutes
April 28, 2022

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

Call to order: 11:30 am

2. Glenn asked if there was any public comment. None.
3. Schedule next meeting: May 19, 2022 at 11:00 am
4. Approval of minutes: March 3, 2022

March 31 minutes were included on agenda.

GJM suggested it was a typo and motion to approve March 3, 2022

ED motion; GJM second – unanimous vote

March 24, 2022 minutes.

Motion to approve: ED; second GJM – unanimous vote

5. Policy Review Schedule

GJM shared draft schedule for policy review. Discuss that Superintendent would like to review draft policy prior to read by the full School Committee.

First reading at SC then second reading at subcommittee

Backlog able to be addressed beginning with schedule and second reading at School Committee of Section D. Review as below:

Policy DBD – make no change to draft policy – Motion GJM; Second ED – unanimous vote

Policy DBE – make no change to draft policy – Motion ED; Second GJM – unanimous vote

Policy DBJ – strike paragraph 3 completely – Motion AP; Second ED – unanimous vote

Policy DGA – delete “to swear they are true” from first paragraph – Motion AP; Second GJM – unanimous vote

Policy DH – keep MASC version – Motion AP; Second ED – unanimous vote

Policy DI – leave “as found desirable” – Motion GJM; Second ED – unanimous vote

Policy DKC – add “requests for reimbursement must have pre-approval following the Business Office protocol” – Motion GJM; Second AP – unanimous vote

6. New Business:

AP noted that as the NESDEC study gets finished, subcommittees will have much work to consider.

Motion to adjourn GJM; second ED

Unanimous to adjourn 11:44 am

SECTION F
FACILITIES DEVELOPMENT

~~FA — FACILITIES DEVELOPMENT GOALS (G)~~

FA FACILITIES DEVELOPMENT GOALS (MASC) **OK with changes**

~~FA E — FACILITIES DEVELOPMENT GOALS~~

FB FACILITIES PLANNING **Table until the next meeting**

~~FCB — RETIREMENT OF FACILITIES (G)~~

FCB RETIREMENT OF FACILITIES (MASC) **OK with change**

FCC TEMPORARY CLOSINGS **Table**

FD RECYSLING, COMPOSTING, AND CONSERVATION **OK with changes**

~~FF — NAMING FACILITIES (G)~~

FF NAMING NEW FACILITIES (MASC) **OK with changes**

FFA MEMORIALS **OK**

FACILITIES DEVELOPMENT GOALS

~~The School Committee appreciates the interrelatedness of physical environment and learning environment. A clean, well maintained, space adequate, appropriately lit, and healthy environment is the Committee's goal for education services in Greenfield. In addition, the Committee recognizes that 21st Century learning takes place not only in school classrooms but in many diverse environments.~~

~~In planning facilities, the School Committee recognizes that capital outlay funds are limited, and that priorities must be established to make best use of the school building dollar.~~

~~In order to realize these goals, the Committee will work to ensure that:~~

- ~~1. the school system has the land and buildings for its current and future needs;~~
- ~~2. architects and other professionals retained to work on school projects will be attuned to the interests of the School Committee and the community;~~
- ~~3. to promote savings wherever possible, school renovation and construction designs will incorporate sound economies including low, long range maintenance costs and low insurance rates;~~
- ~~4. facilities embrace energy efficiency including green engineering and management whenever feasible~~
- ~~5. facilities have sufficient flexibility to adapt to changing needs, and~~
- ~~6. the Committee collaborates, as needed, with applicable officials involved in facilities management planning, financing, renovation, and construction.~~
- ~~7. the Committee undertakes a periodic review of its buildings, property and current and future intended use.~~

~~Furthermore, every five years the Committee shall conduct a review of Greenfield school system's facilities and property. This review shall include assessment of assets, forecasts of future needs, and recommendations for capital projects. The first such review shall be released to the public not later than June 30, 2011, with subsequent reviews complete and released by June 30 in every fifth year following.~~

~~LEGAL REF.: 603 CMR 26:07~~

~~12/10/09 First Reading for revision
2/11/10 Second Reading for wording and adoption
2/11/10 Adopted~~

~~SOURCE: Greenfield~~

~~*Greenfield Public Schools*~~

File: FA

FACILITIES DEVELOPMENT GOALS

The School Committee believes that educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and of school facilities that help implement that program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school district and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority, **and to embrace energy efficient practices including green engineering and management wherever feasible.**

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

SOURCE: MASC August 2016

LEGAL REFS: M.G.L. 70B
 963 CMR 2.00

FACILITIES DEVELOPMENT GOALS

Facilities:

1. ~~Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction, expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion, sexual orientation, disability or national origin of any such student.~~
2. ~~The goal of each school shall be to provide males and females with equal facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.~~

~~LEGAL REF.: ——— 603 CMR 26:07~~

~~Adopted 2-8-06~~

~~SOURCE: Greenfield~~

File: FB

FACILITIES PLANNING

School Building Committee

The Planning and Construction Committee for building and facilities **creates a school building committee for specific building projects**. These committees act as the administrative authority for the projects, subject to approval of various actions by the School Committee and town.

Staff Planning

Arrangements will be made by the Superintendent, working through Principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

LEGAL REFS.: M.G.L. 71:37C and D; 71:68; 71:70
Massachusetts Board of Education Regulations Governing the School Building Assistance Act
Chapter 645 of the Acts of 1948 as amended, FY 79
Board of Education 603 CMR 38:00 and 603 CMR 26:07

Adopted 2-8-06

SOURCE: Greenfield

Greenfield Public Schools

RETIREMENT OF FACILITIES

~~When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building will be considered for a comprehensive permanent retirement study before transferring or disposing of the property. The Superintendent will recommend to the School Committee which facilities appear to justify further analysis.~~

~~The permanent retirement of a building should not be confused with temporary closure or mothballing for the purpose of study or renovation.~~

~~The School Committee should seek both professional advice and the advice of the community, before making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to potentially benefit from its recycling or retirement. The City's chief financial officer shall be asked to comment on School Building Authority reimbursement schedules and other school building or renovation information that may be pertinent.~~

~~A retirement study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:~~

- ~~1. Age and current physical condition of the facilities, its operating systems, and program facilities~~
- ~~2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions~~
- ~~3. Reassignment of children, including alternative plans according to Committee policy~~
- ~~4. Transportation factors, including numbers of children bussed, time, distance, and safety~~
- ~~5. Alternative uses of the building~~
- ~~6. Cost/Savings
 - ~~a. Personnel~~
 - ~~b. Plant Operation~~
 - ~~c. Transportation~~
 - ~~d. Capital Investment~~
 - ~~e. Alternative Use~~~~
- ~~7. Continuity of instructional and community programs~~

~~12/10/09 First Reading for revision~~

~~2/11/10 Second Reading for wording and adoption~~

~~2/11/10 Adopted~~

~~SOURCE: Greenfield~~

Greenfield Public Schools

File: FCB

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building **should** be considered for a comprehensive **closing study**. The Superintendent will recommend to the School Committee, which facilities appear to justify further analysis.

Greenfield has a different second paragraph

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement. **....more in Greenfield's 3rd paragraph.**

A **closing** study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bused, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings, **MSBA reimbursement and other relevant information**
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs

SOURCE: MASC

Greenfield Public Schools

File: FCC

TEMPORARY CLOSINGS

Temporary closing of buildings involves a period of time when a school building will not be in use for reasons of renovation, reconsideration, or other reasons. Temporary closing should not be confused with permanent retirement of a building as described in policy FCB.

The Greenfield School Committee recognizes the potential long-term financial and cultural impact of closing or retiring buildings for purposes of financial savings. The committee will be extremely cautious in the future when considering a decision to temporarily close facilities for financial savings.

Rationale:

The Greenfield school system closed several school buildings in the first decade of the 21st century. Each time the temporary closing was intended to be a cost-saving measure and yet the result was an exodus of families that proved detrimental to the school district. The school committee will be extremely cautious in the future when reaching for tools to reduce the budget. The long-term financial and cultural impacts far outweigh any short-term savings.

Commented [C1]: Why would this be included in policy?

12/10/09 First Reading for revision
2/11/10 Second Reading for wording and adoption
2/11/10 Adopted

SOURCE: Greenfield

Greenfield Public Schools

File: FD

RECYCLING, COMPOSTING, AND CONSERVATION

The Greenfield School Committee believes it is our responsibility to make our students and staff aware of the importance of recycling, composting, and conservation whenever possible to conserve the world's limited resources and conserve energy while exercising sound financial practices.

To this end, all Greenfield Public Schools employees will be encouraged to recycle materials that would otherwise become waste, including paper, cardboard, bottles and cans, from throughout the school buildings and grounds in support of the Massachusetts Department of Environmental Protection's waste ban which prohibits disposal of recyclable paper, cardboard, and paperboard; glass and metal containers; and single resin, narrow-necked plastics.

In addition, Greenfield Public Schools school buildings will implement cafeteria and kitchen compost programs that will divert food and compostable paper waste to dedicated compost dumpsters.

To ensure success in the district's recycling efforts:

1. all district personnel are encouraged to support recycling, composting, and conservation efforts,
2. a system to document recycling amounts is encouraged,
3. teachers are encouraged to include educational lessons on recycling in the curriculum, where appropriate as indicated by Department of Education standards.

Success in reducing waste through recycling, composting, and conservation is based on the cooperation of all the individuals in the school community.

REF: Massachusetts Department of Environmental Protection
<http://www.mass.gov/eea/agencies/massdep/recycle/regulations/waste-and-recycling-policies-and-guidance.html>

~~New. Reviewed by Policy Subcommittee 2.3.2016~~

~~1st Reading. February 2016 school committee meeting~~

~~2nd review by Policy Subcommittee 3.2.2016~~

~~Revision is using throughout the phrase "recycling, composting, and conservation"~~

~~2nd Reading for Adoption and Voted, March 9, 2016~~

SOURCE: Greenfield

Greenfield Public Schools

File: FF

NAMING FACILITIES

~~Naming school buildings and grounds is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen.~~

~~The Committee also feels that it is appropriate to name school buildings and grounds for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.~~

~~The Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.~~

LEGAL REFS.: ~~————~~ MGL 71:36A
Greenfield City Charter, Ordinance 104-5
“This Ordinance does not apply to the naming or renaming of school buildings, fixed facilities and public places or any other property under the jurisdiction of the School Committee.”

Reviewed by policy subcommittee 2.3.2016 and 3.2.2016
1st Reading by school committee 2.9.2016
2nd Reading and vote for adoption by school committee 3.9.2016

SOURCE: Greenfield

NAMING NEW FACILITIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents/guardians and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chair. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTA/PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

SOURCE: MASC August 2016

Legal Ref: Greenfield City Charter, Ordinance 104-5

Greenfield Public Schools

File: FFA

MEMORIALS

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.

SOURCE: MASC August 2016

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee will have the following standing committees. It may, however, establish special subcommittees at its annual organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.

SOURCE: MASC

CROSS REF.: BEC, Executive Sessions

