

GREENFIELD PUBLIC SCHOOLS  
POLICY SUBCOMMITTEE MEETING  
APRIL 27, 2016

Present: Subcommittee members S.Hollins (chair), T. Farrell, F. Wisnewski;  
Also present: Superintendent, Business Manager.

Meeting began at 3:10 p.m. and adjourned at 4:10 p.m.

Working with document for Tuesday, April 6, 2016, meeting. Continuing on Page 7.

Policy DA: Fiscal Management Goals.

Reword: 2<sup>nd</sup> sentence, paragraph #2, to convey that goals balance advocacy with managing with available resources to assure school system will have quality programs.

Policy DB: Budget

No Change. Check references.

Policy DBD: Budget Planning

Keep three areas of focus for budget planning. Reword #3 to say “comply with both school system and city budget calendars.

Policy DBG: Budget Adoption

Change from “final school budget lies with annual town meeting” to “city council.”

Regulation DBG-R: Budget Adoption Procedures.

Suggested revisions to comply with city charter approved with careful notation of quotes from city charter.

Policy DBJ: Budget Transfer Authority

Important to find out guidelines for Massachusetts. If not, does committee want Policy to clarify budget transfers that do and do not come before the school committee, if any. Hold for next meeting.

Policy DIE: Audits

Change “town” to “city.”

Will include current state audit procedures as an exhibit. 603 CMR 10.10

Policy DJ: Purchasing

Hold for next meeting. Superintendent will clarify role of business manager as procurement officer and how Superintendent oversees purchasing.

Policy DJA: Purchasing Authority

Hold for next meeting as DJA goes with DJ.

### Policy XYZ: Budget Format

Currently no policy on budget format but there is a policy on agenda format.

Question was whether or not any administrator can change format or whether cost centers and change to format should be endorsed by school committee, vis-à-vis responsibility to broadly oversee budget management and to be able to review high interest types of expenses and compare year to year. Discussion was about assuring consistency, transparency. Support for current all funds budgeting as a format element. Refer to budget committee before policy committee.

### School Resource Officer MOU

TF reported an updated document is nearly completed by the Police Chief and will come to policy committee.

### Policy KF: Community Use of School Facilities

TF gave overview of his research around Policy KF, including similar policies from neighboring school districts. FW mentioned the amount of research involved in KF, saying most issues TF mentions were reviewed with notes and lengthy discussion.

Points made during initial discussion:

TF's comments and concerns:

1. fees per hour—how determined? If city covers heat and electricity, is this considered? Cannot make profit—just cover expenses. Have to be legitimately fair.
2. Waivers can be a problem for various reasons, suggests same rates for profit and not-for-profit if owners or organizations are Greenfield based.
3. Would like to see money generated be applied back to the schools/programs being used.
4. GPS rates should try to not be inconsistent with other school district costs within the region.
5. GPS should strive to give every opportunity for tax-paying residents to use school facilities (understands need to have guidelines for use).
6. Policy needs to be not just for today, but for today and also the future.
7. Tuning piano each time used? Excessive.

SH's comments and concerns.

1. Facility use should not pull administrators and school staff from their jobs overseeing school programs and daily responsibilities, e.g. to accommodate sometimes considerable needs.
2. Someone has to clean up after use—check trash, clear floors. Sometimes this requires more time than other times, depending on use and group.
3. Supports use of buildings, particularly stages since a city economic development goal is bringing people into Greenfield (for events).

FW's comments and concerns.

1. Would like recognition of all the research on issues mentioned and opportunity to share documentation to clarify how fees were established.

JH's and HB's comments and concerns.

1. The issue of use of buildings and custodial services is not insignificant.

Will be on agenda next meeting with FW having opportunity to review fee development.  
S. Hollins, Chair