

GREENFIELD SCHOOLS
POLICY AND PROGRAM SUBCOMMITTEE
Minutes of October 19, 2016 Meeting

Present: Subcommittee members S. Hollins (Chair), D. Alexander. School Personnel Chris Nosel (Grants), Alan Schmidt (Custodial/Maintenance), Kia Burton (Title I Family Outreach). Also, Adele Ferreira, Parent.

1. Call to Order: 2:32 p.m.
2. **Policy Discussions**

KF Facility

Hollins explained that TFarrell could not be present but had keen interest in this policy's review, so discussion wasn't anticipated. Since AS attended, a general discussion would take place when materials could be available.

KBA School/Parent Relations Goals

This policy needs review in order to address the Family Outreach Policy—to see what is in place. After active discussion, a revision to KBA had unanimous group consensus, with these modifications: Para 1, line 1: **change “District” to “Greenfield Public Schools;”** add **“and communication”** after “relationships.” Para 2, line 6: “development **and interests...**” and “matters of **guidance and** correction.”

Subcom recommends First Reading of revision to KBA.

KBAA (new) Title I Family Engagement

After discussion of DESE guidance, Title I, Policy KBA, school committee policy vs. administrative regulation, the following policy was drafted.

The goal of Title I family engagement is the development of a partnership between home and school that supports students becoming successful learners.

The school committee supports specific family engagement outreach at its Title I schools with these components:

- **efforts to engage parents through communication in the preferred home language,**
- **efforts to involve parents in developing building-level parent engagement guidelines, program evaluation, and school improvement,**
- **efforts to encourage all parents in all school activities (examples: Title I-sponsored activities, open houses, seminars, student programs),**
- **efforts to plan and schedule annual and other meetings and events flexibly, to maximize opportunities for family engagement.**

The Superintendent will ensure development of school level guidelines to support Title I Family Engagement.

After clarifying when this policy is needed, consensus was to recommend KBAA be shared with the school committee at its November meeting with a recommendation of passage on first reading. Materials related to the district's program review are submitted December 2016. SH will clarify how many times this policy has been mentioned.

KF & KF-R Community Use of School Facilities

With copies available to share, there was discussion of this newly-revised policy and use fees. Questions to clarify:

1. When is the custodial hourly fee charged: when the custodian is present? When the custodian is not present? When the custodian is either present at the event and/or involved in preparing for or cleaning up after an event?
2. If the school is used for a meeting, there is no food or mess, and an administrator or school professional is present who can close the building, does a custodian need to be present in the building?
3. If there is a guideline that there is no food (or messy items like glitter) in the auditoriums, how can this guideline be enforced? Can there be a fine? Can users sign agreement with this provision? These issues generate work which generate custodial costs.
4. Can there be a fine for not complying with district guidelines?
5. Score board: for a group that uses the gym regularly, can there be a training for proper scoreboard use and could trained persons be allowed to use the scoreboard?
6. Piano: can users have piano-tuning as an option, not automatic \$100 costs for piano use?
7. Theater/Auditorium use? Can the use by non-school personnel be handled by an event coordinator and lifted from the principals, secretaries, custodians who have duties related to education of students?

This policy topic will be discussed again on Monday morning, 10:30 a.m., at an additional meeting to be posted.

IJOA and IJOA-R Field Trips

We reviewed MGL 71, S. 37N which requires a policy for all student travel "planned to occur between the hours of midnight and 6:00 a.m." After much discussion, revisions to IJOA and IJOA-R were drafted and were recommended for first reading.

Related to field trips, DA asked what happened to the large bus that teachers relied on for field excursions (related teacher comments to him).

Drug and Alcohol Prevention

DA and SH reviewed the new 2016 MGL and DESE guidelines. A policy has to be submitted to the state by October 28th. Decision to look for samples and add to agenda on Monday, 10.24.2016. If there is a draft, perhaps to submit a draft or to send a message that the committee's policy process takes time and this is being addressed at this time.

Meeting adjourned at 4:50 p.m.