

## DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the Policy Review Subcommittee meeting of Monday, June 03, 2019, held at Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 9 a.m.

Attendees: Mary Antocci, Chair; Kristine E. Nash, Ed.D., Interim Superintendent of Schools, Sandra Sullivan, recording secretary.

### 1. Call to Order

The meeting came to order at 9:40 a.m.

### 2. IJOA: School Sponsored Field Trips and International Travel

Progress of forms and possibly a new policy for International Travel as the one MASC has

a. Dr. Nash has not received any feedback on the sample forms from Global Awareness Program Director Mary Pierangeli. Dr. Nash will give her a deadline of Friday, June 7. They will be finalized at the next meeting.

### 3. KF: Use of School Facilities

Administrative Assistant Cheryl Kozub discussed the process of facilities use, specifically groups that use the gyms each year and the renewal process.

The rental request form is available online, and must be dropped off at the district office. Mrs. Kozub checks availability with principal, and any applicable department such as athletic, maintenance, music departments, and cafeteria.

A district cafeteria employee is required to be onsite if cafeteria equipment is being used. Mrs. Kozub maintains the records of general liability or hold harmless agreements, and assesses cost.

Dr. Nash and Mrs. Antocci agree there should be an online master schedule at a minimum per school, with limited access. Other suggestions were made to streamline the process: charge for full or half day, with an extra hour built in for custodial coverage. The groups should pay for the usage upfront.

The subcommittee reviewed the rental form used by Hanover Public Schools.

Dr. Nash said in many districts the application is initiated at the school level.

Mrs. Kozub estimates rental brings in \$15,000 per year. More often than not, groups are not being charged.

There should be a district-wide closing time for use of buildings for outside groups. Increasingly, there are organizations that side-skirt the process, receiving approval for and using the facilities prior to the approval process. Mrs. Antocci said this is against the district's policy and groups should be told that any deviation is subject to school committee approval.

Groups previously not charged will be notified of our intent to charge them according to this policy. Mrs. Antocci said the requirement to get school committee approval for first time usages should be eliminated.

***Action Item: Shepherd Hill: the AD becomes the master calendar keeper, checking with Assistant Principal, forwarding to the Finance Director's office for approval. All other schools, the master***

***schedule should be maintained by a designee. Dr. Nash will investigate creating online forms through School Brains, or other software programs. The redesigned form will follow the procedure.***

Mrs. Kozub said the music department is not filling out rental forms. Dr. Nash said that school-based activities such as chorus, athletic and academic events should not be required to do so, and should not be charged.

Forms should have clear indication of estimated costs.

4. JJIF and JJIF-R: Head Injuries and Concussion  
Sean Burke will review this policy.

5. Extended School Year (Being reviewed by Lorinda Allen)  
This policy applies to special education students to provide services in the summer.

6. School Committee Updates:  
Second reading of Policy IJOA will be June 11

7. Next Meeting Date: Wednesday, June 12 at 9 a.m.  
Policies KF – Use of Facilities; JJHA - international travel; JJIF / JJIF-R- Head Injuries and Concussion, associated procedures and forms.

8. Adjourn  
The meeting adjourned at 12:15 p.m.