



Framingham

PUBLIC SCHOOLS

School Committee

FRAMINGHAM SCHOOL COMMITTEE POLICY SUBCOMMITTEE POLICY SUMMARY FOR THE SCHOOL COMMITTEE May 4, 2022

All policies listed were discussed in the Policy Subcommittee of April 14, 2022. You can watch the video of that meeting [here](#). The top policies are up for a second reading and were approved for a first reading by the School Committee on April 27, 2022. The bottom policies are up for a first reading. Changes in the full policies can be found in this packet.

Second Readings

Policy	Background/Overview of Changes
New Policy: Procurement Cards	Executive Director of Finance & Operations request to consider putting into policy the requirements and regulations of obtaining and using a Procurement Card (P-Card) for the District. Approval of a policy is needed in order to obtain one.
Policy ADC: Tobacco and/or Marijuana Use on School Premises	Updated to include current practices and the Code of Character, Conduct and Support. This was part of the MASC Full Policy Review and the last Policy Subcommittee revisiting some previously held policies.

First Readings

GCL: Professional Staff Time Schedules - Work Year and Vacation Leave	Updates were made because elementary principals follow the same schedule as their secondary counterparts and the policy was outdated.
Policy EBACA: Climate Change, Environment, and Sustainability Policy	Climate Change, Environment, and Sustainability Subcommittee have made edits for review based on one of the School Committee goals of creating a Climate Change policy. The Policy Subcommittee had reviewed

	this without any action and it is now being referred to the full School Committee to review.
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SOURCE: Framingham

File: ADC

TOBACCO AND/OR MARIJUANA USE ON SCHOOL PREMISES

Pursuant to M.G.L. **c. 71, s. 37H** Use of any tobacco and/or marijuana products, including electronic cigarettes and similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, or on school grounds or school buses or any school-sponsored activity by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action **up to and including termination of employment.**

A student determined to be in violation of this policy shall be **provided with individualized education and awareness information regarding addiction and** subject to disciplinary action pursuant to the **Framingham Public Schools Code of Character, Conduct, and Support**~~student discipline code~~. This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF.: M.G.L. [71:37H](#)

First reading; January 3, 2017

Second reading: January 10, 2017

FRAMINGHAM PUBLIC SCHOOLS

PROCUREMENT CARDS

The use of procurement cards (P-Card) will expedite purchasing and payables for isolated one-time purchases. Procurement cards may be issued to one or more users under the discretion of the Superintendent of Schools or designee and under the guidance of the Executive Director of Finance and Operations. Issuance of a procurement card under the name of the Framingham Public School District is a privilege and every reasonable effort must be made to ensure that cards are used responsibly and in a manner consistent with District policies, guidelines and applicable laws and regulations of the Commonwealth of Massachusetts. The Executive Director of Finance and Operations will establish and issue clear process and protocol guidelines to the P-Card user.

Procurement cards may be issued to individual users at the discretion of the Superintendent of Schools. The Superintendent of Schools will retain authorization as to the type of items that can be purchased on the card and the maximum single transaction limit. P-cards may be used for but not limited to authorized travel expenses, lodging expenses and conference or seminar registration costs with permission of the Superintendent of Schools or designee. Procurement cards may also be used for one-time, last minute or emergency purchases authorized by the Superintendent of Schools or designee. All relevant records are to be included with each statement and retained with applicable voucher records. The Executive Director of Finance and Operations is responsible for ensuring that documentation is available for review and audit.

It is the responsibility of the finance department under the guidance of the Executive Director of Finance and Operations to ensure that procurement cards are to be stored in a secure, locked location and that the account number is to be protected. A card number may be used in a secure internet transaction but should never be transmitted via email. Each procurement card user is responsible to reconcile every transaction made within the month.

If a procurement card is lost or stolen the procurement card user will notify the Executive Director of Finance and Operations who will confer with the bank, the Police Department, the City Accountant and the Superintendent of Schools. Replacement of a lost or stolen card will be at the determination of the Superintendent of Schools.

Failure to adhere to procurement card policy and guidelines will result in revocation of card use. An individual who is found to be in abuse of procurement cards will be subject to disciplinary action up to and including termination from employment along with potentially criminal charges being filed against them. In addition, the district will seek restitution for any inappropriate charges made to a procurement card.

It is the expectation that the Executive Director of Finance & Operations shall closely coordinate with the **Chief Financial Officer/Director of Administration and Finance, Chief Procurement Officer,** City Accountant, the City Treasurer, and/or their designees in order to collaborate and follow relevant City financial practices related to school district expenditures.

LEGAL REF: M.G.L. 30B

*Suggested Changes in Red

GCL - PROFESSIONAL STAFF TIME SCHEDULES—WORK YEAR AND VACATION LEAVE

1. The work year shall consist of 52 weeks. This will pertain to all central office personnel not eligible for overtime pay **as well as**, ~~and high school, and middle school, and elementary school~~ Principals and **high school and middle school** Vice Principals *unless otherwise indicated by a collective bargaining agreement or personnel agreement.*

Twelve-month administrators shall be allowed twenty vacation days per year. After serving 15 years in an administrative capacity in the district, the number of vacation days will increase to 25 per year. No more than the yearly vacation entitlement can be carried over to the following year. This carry-over limitation will apply to all employees entitled to paid vacations.

2. The following will be non-workdays:

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Patriot's Day

Memorial Day

Juneteenth National Independence Day

Independence Day

Labor Day

Columbus Day/**Indigenous Peoples' Day**

Veteran's Day

Thanksgiving Day

Day after Thanksgiving Day

Day before Christmas

Christmas Day

~~3. The school year for elementary school principals shall consist of the total number of school days each year plus a period of five workdays after the closing of school in June, plus a period of five workdays before the opening of school in August or September, plus six workdays as needed. (Saturdays and Sundays shall not be considered as workdays.)~~

4. The length of the workday or days when school is not in session shall be 8 a.m. to 4 p.m.

5. When schools are closed due to ~~inclement weather~~ ~~storm~~ and/or other emergencies, personnel on a full work year will report for work as soon as it is reasonable and possible, unless specifically told not to report by the Superintendent of Schools.

6. Central administration offices and secondary school offices will be open on all work days except those listed above. Individual vacations shall be scheduled so that one administrator is on duty at all times.

7. Vacation Pay Policy Upon Termination of Employment

For central office personnel not eligible for overtime pay, and high school and middle school Principals and vice principals, vacation pay policy upon termination of employment shall be as follows *unless otherwise indicated by a collective bargaining agreement or personnel agreement*:

A. Upon termination of employment (resignation, retirement, ~~layoff~~ or death) with less than 15 years of continuous service on the last day worked: prorate vacation days from anniversary date to last day worked plus any unused balance carried over from the prior anniversary year, subject to the carryover limitation in Section 1. **Vacation accrues on a monthly basis per each month physically worked.**

B. Upon termination of employment (resignation, retirement, ~~layoff~~ or death) with 15 years or more of continuous service on last day worked: full vacation benefits for current year plus any unused balance carried over from prior anniversary year, subject to the carryover limitation of Section 1. **Vacation accrues on a monthly basis per each month physically worked.**

EBACA - CLIMATE CHANGE, ENVIRONMENT AND SUSTAINABILITY POLICY

The purpose of this policy is to address climate change, environment and sustainability issues comprehensively and to integrate planning and action on those issues into the mission of the public schools. The Framingham Public Schools seeks to create opportunities to integrate environmental efforts that are conducive to learning, reduce operating costs, and demonstrate leadership on climate to the community. Those plans shall include the following goals and objectives for the school district wherever feasible:

1. ~~Encourage~~ ~~Reduction of the~~ **reduction of the** school district carbon footprint through:
~~through various means including, but not limited to:~~
 - a. Energy efficiency improvements in all school buildings
 - b. Maximize energy efficiency in all new school buildings
 - c. Solar roof installations
 - d. Solar canopies in parking lots
 - e. Energy efficient lighting upgrades, inclusive of automatic timers to save energy
 - f. Electric heat pump installations for heating and cooling buildings
 - g. Purchase of electric vehicles, rather than gasoline powered vehicles
 - h. Electric vehicle charging stations
 - i. Prioritization of electric vehicle use by transportation and other services contracted or hired by the school district
 - j. Replacement of other gasoline powered equipment, such as landscaping equipment, by electric powered equipment
 - k. Tree planting on school properties and support for student lead tree planting initiatives in the city at large
 - l. Reduction of travel between schools for staff meetings by the use of remote meeting tools
 - m. Provision of remote meeting options as an alternative to physical meetings for parents and other parties who might otherwise travel to our schools, or who have limited time or access to transportation
 - n. Reduction of paper usage by employing digital tools
 - o. Reduction of paper usage by more effective use of printed pages, with better formatting, such as using smaller margins, smaller heading fonts, single spacing
 - p. Use of tools to manage paper use, including tracking printing and copying and providing regular reporting
 - q. Vendor selection
 - r. Municipal aggregation
 - s. Wind power
 - t. Severe weather ~~mitigation~~ **mitigation**
 - u. Sourcing supplies locally where possible to reduce the transportation carbon footprint

- v. Proper maintenance of school located sports facilities to reduce the need for transportation to other facilities
 - w. Use of gym equipment which generates electricity when used
 - x. Expansion of onsite food production for school cafeterias
 - y. Offering lower carbon footprint options in the cafeterias, including approaches like Meatless Mondays, more vegetarian options
2. Encourage a reduction of ~~Reduction of~~ the school district waste stream and water usage to the extent possible by: ~~through various means including, but not limited to:¶~~
- a. ~~Paying~~ special attention to opportunities presented in the food service operation, as in school cafeterias
 - b. Eliminating ~~on~~ of the use of non-recyclable plastics, like styrofoam and plastic bags or wrappers
 - c. Collecting ~~on~~ and recycling of recyclable plastics
 - d. Collecting ~~on~~ and recycling of paper, glass and metal
 - e. Collecting ~~on~~ of compostable waste, including food waste from school cafeterias, and arranging for that waste to be composted by the city or composting organizations
 - f. Reducing ~~on~~ of paper towel usage in bathrooms by use of touchless hand drying systems where consistent with health objectives such as airborne disease spread
 - g. Reducing ~~on~~ single use items in favor of multi-use items where possible
 - h. Providing ~~on~~ recycling support for each classroom
 - i. Collecting ~~on~~ of rainwater for use in gardens
 - j. Using ~~on~~ of greywater in building design
 - k. Using ~~on~~ water efficient bathroom devices
3. Encourage the ~~e~~Expansion of awareness, education, and engagement on climate change, environment and sustainability issues by incorporating the following: ~~through various means including, but not limited to:¶~~
- a. ~~Review~~ of all communications within the school district to ensure that they include, where appropriate, information to further this cause. This include tools like newsletters and information streamed through the high school cafeteria display monitors
 - b. Regular school system wide reporting on progress towards goals set for progress on climate change, environment and sustainability, such as tracking paper usage reduction in terms of monthly tree equivalent used
 - c. Provision of channels for ongoing student input on all of these matters
 - d. Hold events through the school year which support this effort
 - e. Expansion and promotion of sound information on these topics at all levels: high school, middle schools and elementary schools
 - f. Expansion and promotion of current course electives in these areas in the high school

- g. Integration, where appropriate, of these topics into existing courses of instruction at all grade levels
 - h. Provision of opportunities for students to participate in extracurricular projects and activities in these areas at all grade levels
 - i. Encouragement of student government to include these areas in its scope of operations
 - j. Ensure this effort includes after school programs
 - k. Support of invited talks, lecture series, seminars, forums and other means of educating and inspiring engagement on these issues by students, staff and the community at large
 - l. Creation of greenhouses at schools to foster year round access to plant study opportunities
 - m. Creation of gardens at each school, including rain gardens and pollination gardens
 - n. Considerations of environmental justice
 - o. Considerations of these matters, not just in a school district context, but also in a city context
 - p. Considerations of menu selection and offerings, such as Meatless Monday
4. Encourage the reduction of environmental pollution and contamination, both external and internal. Considerations may include the following: ~~1, through various means, including but not limited to:~~
- a. Elimination of uncontrolled stormwater runoff from school properties, including parking lots and school roofs. Include rain gardens in solutions where feasible and appropriate
 - b. Minimization of school bus and private vehicle idling on school property
 - c. Elimination of asbestos in school buildings
 - d. Elimination of lead paint in school buildings
 - e. Use of certified safe cleaning materials
 - f. Use of the safest level of air filtration in school air handling systems, including upgrading air handling systems where necessary, as investing in ventilation upgrades will make indoor air temperatures more comfortable and healthier for students and educators
 - g. Minimization of the use of pesticides
 - h. Elimination of the use of herbicides and chemical fertilizers
 - i. Ensuring that, where artificial turf is used in sporting fields, toxic chemicals are not present in such installations
 - j. Ensuring that drinking water is safe in all buildings
 - k. Ensuring that great care is taken to guarantee that science laboratories are not sources of pollution or contaminants
 - l. Maintenance of compliance with rules, regulations and guidelines of both state and federal EPA, state DEP and OSHA.

- m. Continuous action to address environmental pollution problems at all schools.
 - n. For any properties jointly managed by the Framingham Public Schools and City Parks, Recreation, and Cultural Affairs Division, or Parks Department land abutting school property and/or utilized by the school community, the School Committee encourages that both offices work to maintain and improve existing recreation facilities by utilizing management techniques to maximize ecological benefits and minimize risks to the community from flooding, extreme weather, pollution, pests, etc.
5. ~~Encourage sSevere weather mitigation~~
 6. Encourage that aAll newly construction school buildings shall:
 - i. Be fully electrified, and climate resilient
 - ii. Heat and cooling should be supplied by clean all-electric heating and cooling systems, not oil, propane, or gas-fueled systems
 - iii. Parking lots should offer electric vehicle (EV) charging stations for staff and/or visitors
 - iv. Schools built on or near historic wetlands or in floodplains should take into account precipitation modeling for 2070 and beyond; this may entail a raised structure or building in an alternate location
 - v. Architects retained by the District are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs and efficiency in energy needs
 7. Encourage the eExpansion of the district strategic plan to include climate change, environment and sustainability plans consistent with this policy
 8. Annual review of this policy and the associated plans by the school administration and the School Committee
 9. Communication of this policy, its associated plans and their importance to the city administration (including the Sustainability Office and the Parks, Recreation, and Cultural Affairs Division) and the City Council and support of durable collaboration with those bodies to achieve its objectives

CROSS REF.:

EC - BUILDINGS AND GROUNDS MANAGEMENT

EEBAA POLICY ON FUEL EFFICIENT VEHICLES

EEBAA-E FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

EEAJ - MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

FA - FACILITIES DEVELOPMENT GOALS

