

Malden School Committee
Subcommittee on Policy and Procedure
January 16, 2015, Subcommittee Meeting Notes
Central Office

Attendance: Kevin Cascucci, Chair; Pietro Cicolini; Maria Doucette; Jerry Leone.
(Notes taken by Cicolini)

-MEETING OPENED at 5:05 PM-

(Materials handed out were a summary spreadsheet of the current fee schedule with proposed increase to rates drafted by Cicolini and the Use of School Facilities policy "File KF.")

1. Topic for the evening was to review and revise the rental fees along with the Use of School Facilities policy.
 - a. The subcommittee reviewed the spreadsheet of proposed new rates drafted by Cicolini. (Spreadsheet attached to end of this document).
 - i. Cicolini reviewed from the last meeting why the rates are being raised.
 1. Superintendent DeRuosi asked the subcommittee to convene to review our current rental rates.
 - a. The rates have not been changed since 2009, while costs and general utility expenses have increased.
 - b. Demand is high for our facilities.
 - c. Buildings and equipment are falling into disrepair from the use.
 - d. Funds from rentals go into a fund controlled by the city.
 - i. The city has agreed to transfer control of the fund to the district to pay for school expenses tied to repairs, replacement, upgrades, custodial overtime pay.
 - e. Now that the district has control over this fund, we have real potential to have a reserve of monies available for upkeep and repairs of facilities and equipment like, leaky roofs, broken bleachers, stolen/damaged sports equipment, frayed/old stage curtains, burned out stage lights, projector bulbs, etc.
 - ii. Cicolini explained that his intent when drafting the proposed new rates was to simplify them and eliminate confusion.
 1. The current rates were odd amounts, and varied across the facilities without any apparent reason for the variations.
 2. For example:
 - a. The cafeteria rates at the Salemwood were greater than the other K-8, but the Salemwood cafeterias were not larger than the other K-8s.
 - i. Noted that Salemwood has two of them where the others only have one.

- b. When groups rent a space for more than 4 hours, the hourly rate would either stay the same, increase, or in the case of the Finn Gym in the high school, it actually decreases.
 - c. The subcommittee wanted to add the sub-grouping of “non-Malden, non-profits.”
 - i. Non-profits based in Malden should receive priority placement, and when possible, more economical rates versus non-profits not based in Malden.
 - d. Rates for certain facilities were not listed or had incomplete listings among the potential sub-groupings.
3. Rates were not consistent across the spectrum, so using a flat line percentage increase created serious increases to certain groups, and almost no change to others.
- a. Cafeterias
 - i. Used/rented more often
 - ii. Increase for Malden Youth groups increased \$10 to \$20 per hour, but this large increase should not affect them much as Malden youth groups are not renting the cafés, but more so the gyms.
 - iii. Other sub-groups were given 4-8% increases in rates.
 - b. Gyms
 - i. Most potential for demand, and for overuse.
 - ii. Malden youth rates for Salemwood and Fynn gyms were raised from \$25 to \$30 per hour, while the K-8 gyms went from \$10 to \$20 to bring the rates more in line with each other.
 - iii. The other subgroups saw increases ranging from 3-12%.
 - c. School Libraries
 - i. While not a hot item, rates were included for all subgroups in this categories
 - d. Classrooms
 - i. Saw modest increases of 2.5-7 % increases across the subgroups.
 - e. Pool, school lobbies, and wrestling rooms also had similar percentage increases.
- iii. The other members agreed that the proposed rates and adjustments made were acceptable.
- b. Doucette raised the issue of the application fees.
 - i. At the last meeting the subcommittee agreed adding an application fee to our process makes sense.
 - 1. Cascucci reminded the members that an application fee would prevent groups from dropping applications here just to save a spot, but then pull out leaving us without a reservation.

- a. The application fee would have to be non-refundable to further accomplish this goal.
 2. All members agreed that it makes sense to also use the application fee to fund either a stipend or a salary increase for Nancy Weiss, or whomever functioned as the hall rental coordinator.
 - a. That position is a lot of work; requires lots of coordination among local, public, and private groups; and involves many phone calls, including weekend and late night conversations with groups
 3. At the last meeting in November, an application fee of \$10 was proposed, but after reviewing policies from surrounding towns, the subcommittee agreed on a \$25 application fee.
- ii. MOTION – by Leone – to charge an application fee of \$25 for any group wishing to submit an application to rent city owned school facilities.
 1. Seconded by Cicolini.
 2. No further discussion occurred.
 3. Voted unanimous in favor.
- c. Cicolini began conversation on the current/proposed rate chart.
 - i. Discussion started with the odd rates currently in place for rentals over 4 hours.
 1. Cicolini asked the other members and in particular, Cascucci, if they remembered why the over 4 hour rates were not consistently applied.
 - a. Some facilities increased over 4 hours, others decreased, and some stayed the same.
 2. No one had information why the structure was in place.
 3. Cicolini proposed taking out the lines entirely, and addressing over 4 hour rates in the school policy language.
 - a. The policy could be altered to state that any rental going over 4 hours would be charged the same hourly rate or high amounts or lower, but would ultimately address in a uniform way.
 4. The subcommittee members agreed to take those +4 hour rates entirely out of the scheme, but did not rule out putting them in if advised about policy concerns for raising/lowering rates for 4+ hourly rentals, like additional overtime pay, or police detail requirements.
 - ii. Cicolini also noted that he added a separate entry for the high school library distinct from the other school libraries.
 1. Due to its overall size and capacity, we could justify larger rates for the high school library.
 2. Members felt that there was not likely to be much of a demand for renting out the library, and that having one rate for any library in the district was sufficient.
 - iii. MOTION – by Cicolini – to accept the new rental rates as proposed in the spreadsheet before the subcommittee members, and as edited by striking

the Malden High Library sub-category and striking the last two lines of “+4 hours” rates.

1. SECONDED by Doucette
 2. No further discussion occurred.
 3. Voted unanimous in favor.
- d. Cicolini proposed that any changes to the policy language in the handbook be discussed and reviewed at the next meeting.
- i. Cicolini noted that the subcommittee did not come prepared to review and vote on changes to the policy language.
 - ii. No proposed policy language was drafted.
 - iii. No one was tasked to identify potential areas of the current policy that may need edits.
 - iv. The votes taken this meeting also affect how and where the policy should change.
 - v. The members agreed to table discussion and action on the use of school facilities policy in the handbook until the next meeting.
- e. Leone next discussed how much we should compensate Nancy Weiss or whomever is the rental coordinator.
- i. Leone stated that with \$25 per application, the subcommittee should figure out how many applications the district receives annually and work from that number.
 - ii. Doucette noted that the addition of the application fee had the potential to decrease whatever average number of applications we received in the past, and we must factor that effect into the final number.
 - iii. Cascucci agreed that any stipend or salary increase discussion has to wait until we know basic information like:
 1. Hours that Ms. Weiss currently spends on the phone outside of normal work hours.
 2. Average number of applications received in a year.
 3. Her current salary.
 - iv. Cicolini also cautioned the members that we investigate if this discussion about salary and compensation needs to be in executive session or with district counsel present.
 - v. The members agreed to table this discussion until the next meeting and until we find answers to these issues raised by the subcommittee.
- f. Cascucci next brought forward discussion on the superintendent’s proposal to add an “event coordinator” position.
- i. The event coordinator proposal consisted of the following:
 1. Applied only to rental events scheduled Monday-Friday.
 2. The coordinator would be a liaison for groups to use for on site demands/issues.
 3. The coordinator would chaperone the group to ensure proper behavior, respect for facility grounds, and proper authorized use of any equipment.
 4. The district would charge a separate “events coordinator fee” to groups to pay the coordinator’s salary.

- ii. The idea for this position flowed from custodians being tied up on weekdays with cleaning duties to be able to fully chaperone and attend to rental groups.
 - 1. There is too much potential for groups to abuse/damage school facilities if custodians are not around because they are performing their normal duties.
- iii. Cascucci, an opponent of this proposal since the beginning, feels that it is wholly unnecessary.
 - 1. Any abuse that occurs during a rental should be charged accordingly against the group.
 - 2. As a past custodian, Cascucci never felt that custodians could not perform the function of chaperone, even while on normal duty hours.
 - 3. In addition, and most importantly, Cascucci advised the subcommittee that he wondered what the \$40/hour custodial fee was being applied to during weekdays, if not for extra personnel to chaperone/monitor groups.
 - a. Every rental agreement pays for custodial fees separately.
 - 4. There does not appear to be the absolute need to bring on extra personnel and pass on more expense to groups until the subcommittee knows or understands why groups are currently paying an extra custodial fee on top of the hall rental fee.
 - 5. MOTION – by Cascucci – to deny the superintendent’s proposal for an event coordinator.
 - a. SECONDED – by Cicolini
 - b. The members all agreed that the superintendent’s proposal appeared unnecessary considering that we are we requiring groups to pay for custodial fees for the extra personnel needed to attend to the rental group.
 - c. Voted unanimous in favor.
- 2. Cascucci offered 1/28/2015 at 4:30 PM for our next meeting to discuss any policy changes and the tabled items.¹
 - a. MOTION – by Doucette – to adjourn meeting
 - i. SECONDED by Leone.
 - ii. Voted unanimous in favor.

-MEETING ADJOURNED at 6:03 PM-

¹ The meeting was eventually changed to Feb. 2, to avoid a conflict with a district wide stakeholder meeting later scheduled also for 1/28/2015. It should be noted that snow storms caused closures to city offices and public schools on 1/28/2015, 2/2/2015, and again on 2/9/2015 – all potential dates of rescheduled meetings. As of 2/26/2015, no replacement date has been set for the next subcommittee meeting.

Hall Rental Fees (per hour) Does <u>not</u> include custodial fees.	Cafeteria - All other K-8 Schools	Cafeteria-Salemwood School	Cafeteria - High School	Classrooms	Gymnasium - All other K-8 schools	Gym - Salemwood Fieldhouse	Finn Gymnasium (High School)	K-8 Auditorium	Jenkins Auditorium (High School)	Library	?? High School Library ??	K-8 Lobby	High School Pool (PM only)	High School Wrestling Room
	CURRENT FEE SCHEDULE:													
Malden Youth	\$10	\$25	\$25	\$25	\$10	\$25	\$25	\$10	\$25			\$10	\$25	\$25
Youth (non-Malden)			\$25	\$25	\$85		\$135		\$135			\$10	\$77	
Non-profits	\$77	\$77	\$85	\$60	\$60		\$110	\$85	\$110	\$85		\$10	\$77	
Mens leagues					\$60	\$60	\$60					\$10		
All other-For profit	\$94	\$94	\$110	\$60	\$85		\$177	\$110	\$135	\$110		\$10	\$210	
+4 hours profit	\$85	\$85	\$85		\$60		\$160		\$135			\$10		
+4 hours non-profit	\$85	\$85	\$85		\$85		\$85		\$85			\$10		
PROPOSED REVISIONS:														
Youth (Malden)	\$20	\$20	\$30	\$30	\$20	\$30	\$30	\$25	\$40	\$25		\$15	\$30	\$30
Youth (non-Malden)	\$40	\$40	\$50	\$30	\$90	\$125	\$150	\$125	\$150	\$85		\$15	\$80	\$90
Non-profits (Malden)	\$80	\$80	\$90	\$70	\$70	\$90	\$120	\$90	\$120	\$85		\$15	\$80	
Non-profits (non-Malden)	\$90	\$90	\$105	\$70	\$80	\$115	\$140	\$105	\$140	\$100		\$15	\$100	
Adult leagues/groups					\$75	\$75	\$75						\$240	
All other-For profit	\$110	\$110	\$125	\$100	\$100	\$185	\$200	\$125	\$150	\$125	\$130	\$15	\$240	
+4 hours profit														
+4 hours non-profit														