

GARDNER PUBLIC SCHOOLS

Policy Subcommittee
Meeting Minutes
Friday, February 28, 2020
12:30 PM
Superintendent's Conference Room
70 Waterford Street, Gardner, MA

In Attendance: Mrs. Anne Hurst, Chair; Mrs. Rachel Cormier, Member; Mrs. Jennifer Pelavin, Member

Absent:

Also in Attendance: Dr. Catherine Goguen, Chief Academic Officer; Ms. Courtney Dunn, Grants Administrator; Ms. Becky McCaffrey, School Nurse Leader

Mrs. Hurst, Chair, called the meeting to order at 1:00 PM.

A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to approve the minutes of the January 24, 2020 Policy Meeting. The motion passed unanimously.

The following policies were reviewed and determined that no changes were required. Therefore, the policies will be updated as "Reviewed February, 2020":

- Policy DKC – Expenses/Expense Reimbursements
- Policy GBEBBC – Gifts to and Solicitations by Staff
- Policy JB – Equal Educational Opportunities

The MASC has found the following policies to be redundant or unnecessary and recommends that they be removed from district policy manuals:

- **IHA** – Basic Instructional Program (A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy to the March School Committee Meeting for a vote to eliminate the policy from the District Policy Manual. The motion passed unanimously.)
- **JLA** – Student Insurance Program (A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy to the March School Committee Meeting for a vote to eliminate the policy from the District Policy Manual. The motion passed unanimously.)

Policy BEDH – Public Participation at School Committees was reviewed and discussed. The Subcommittee recommended that this policy be replaced with the Massachusetts Association of School Committees (MASC) policy BEDH as it has recently been updated to comply with Department of Elementary and Secondary Education (DESE) regulations. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy to the March full School Committee for a first reading for replacement. The motion passed unanimously.

Policy BID – School Committee Member Compensation was reviewed and discussed. The Subcommittee recommended that the last paragraph of the MASC Policy BID regarding reimbursable expenses be added to the District policy. The Subcommittee also recommended that the third paragraph regarding travel expense reimbursement be removed from this policy as there is more comprehensive language regarding travel expense reimbursement in another policy BIBA – School Committee Conferences, Conventions, and Workshops that the District currently does not have. Additionally, the Subcommittee recommended adding references to Policies DKC – Expense Reimbursement and BIBA – School Committee Conferences, Conventions, and Workshops as recommended in the MASC Policy BID. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send Policy BID to the March full School Committee with the recommended changes for a first reading. The motion passed unanimously. A motion was also made by Mrs. Pelavin and seconded by Mrs. Cormier to send Policy BIBA to the March full School Committee for a first reading for adoption. The motion passed unanimously.

Policy KHA – Public Solicitations in the Schools was reviewed and discussed. Dr. Goguen stated that the District currently does not have this as a Policy. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy to the March full School Committee for a first reading for adoption. The motion passed unanimously.

Policy KHB – Advertising in the Schools was reviewed and discussed. Dr. Goguen stated that the District currently does not have this as a Policy. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy to the March full School Committee for a first reading for adoption. The motion passed unanimously.

Policy JBB – Entrance Age was reviewed and discussed. Dr. Goguen stated that this policy is named File JEB by MASC. The Policy named as JBB by MASC is entitled “Educational Equity”. The Subcommittee recommended the District’s Policy named JBB – Entrance Age be changed to Policy JEB – Entrance Age to reflect MASC Policy JEB. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy with the recommended changes to the March full School Committee for a first reading. The motion passed unanimously. A motion was also made by Mrs. Pelavin and seconded by Mrs. Cormier to send MASC policy JBB – Educational Equity to the March full School Committee for a first reading for adoption as the District currently does not have this policy. The motion passed unanimously.

Policy JFABE – Educational Opportunities for Military Children was reviewed and discussed. Dr. Goguen stated that the MASC recently released an updated version of this policy, and recommended that the District replace the current policy with the newly updated MASC policy. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send policy JFABE with the recommended changes to the March full School Committee for a first reading. The motion passed unanimously.

Policy JLCA – Physical Examinations of Students was reviewed and discussed. The Subcommittee had asked at the January meeting that the policy be reviewed by the School Nurse Leader regarding screenings and school physician procedures. Mrs. McCaffrey recommended minor changes in compliance with statutory regulations. A motion was made by Mrs. Pelavin

and seconded by Mrs. Cormier to send the policy with the recommended changes to the March full School Committee for a first reading. The motion passed unanimously.

Policy JLCC – Communicable Diseases was reviewed and discussed. The Subcommittee recommended that the District replace the currently worded policy with the updated MASC recommended policy for Communicable Diseases. Mrs. McCaffrey stated that she was in agreement. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy as revised to reflect the MASC policy JLCC to the March full School Committee for a first reading. The motion passed unanimously.

Policy JLCD – Administering Medication to Students was reviewed and discussed. Mrs. McCaffrey recommended minor language changes for clarification purposes. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy with the recommended changes to the March full School Committee for a first reading. The motion passed unanimously.

The schedule of Policy Subcommittee Meetings will be as follows:

- Friday, March 27, 2020 at 1:00 p.m.
- Friday, May 1, 2020 at 1:00 p.m.

A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 1:10 p.m.