

GARDNER PUBLIC SCHOOLS

Policy Subcommittee

Meeting Minutes

Wednesday, January 16, 2019

6:00 PM

Superintendent's Conference Room

70 Waterford Street, Gardner, MA

In Attendance: Mrs. Anne Hurst, Chair; Mrs. Melody Phelps, Member

Absent: Mrs. Jennifer Pelavin, Member via conference call

Also in Attendance: Dr. Catherine Goguen, Chief Academic Officer; Mr. Robert Swartz

Mrs. Hurst, Chair, called the meeting to order at 6:00 PM.

Dr. Goguen will make a minor correction to the minutes of the November 7, 2018 Policy Meeting as she was made aware of a typographical error. However, a motion to approve the minutes of the November 7, 2018 meeting could not be made as there is only one remaining member of the 2017-2018 Subcommittee on the 2018-2019 Subcommittee.

The following policies were reviewed and determined that no changes were required. Therefore, the policies will be updated as "Reviewed January, 2019":

- Policy CH – Policy Implementation
- Policy CL – Administrative Reports

Policy BBBA – School Committee Member Qualifications was reviewed and discussed. Dr. Goguen stated presented additional language to the policy regarding Massachusetts open meeting laws and the Massachusetts Ethics Commission's online training program requirements. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy as revised to the February full School Committee meeting for a first reading. The motion passed unanimously.

Policy CFA – School Building Administrator Coverage was reviewed and discussed. Dr. Goguen presented minor changes to the policy to clarify and update information relative to current status of buildings. The Subcommittee recommended further clarification of language regarding building coverage during summer and vacation periods. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with recommended revisions to the February full School Committee meeting for a first reading. The motion passed unanimously.

Policy CHCA – Approval of Handbooks and Directives was reviewed and discussed. Dr. Goguen presented minor changes to the policy to specifically reference the law governing this policy. The Subcommittee recommended the addition of a reference to the procedures document

that accompanies this policy. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with recommended revisions to the February full School Committee meeting for a first reading. The motion passed unanimously.

Policy CHCA-E – Approval Handbooks and Directives was reviewed and discussed. Dr. Goguen presented minor changes to the policy to include suspensions as well as expulsions in the policy language. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with recommended revisions to the February full School Committee meeting for a first reading, and to move this policy with recommended revisions to the procedures manual as it is procedural in nature. The motion passed unanimously.

Policy CHD – Administration in Policy Absence was reviewed and discussed. Dr. Goguen recommended one minor grammatical change of the word “guides” to the word “guidance”. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended revision to the February full School Committee meeting for a first reading. The motion passed unanimously.

Dr. Goguen stated that Policy CM – Release of Public Records is now covered under Policy KDB – Public’s Right to Know. She presented the new policy as recommended by the Massachusetts Association of School Committees (MASC) to replace the current Policy CM. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the MASC recommended policy KDB to the February full School Committee meeting for a first reading. The motion passed unanimously. A recommendation to remove Policy CM will follow a second reading of, and vote to approve Policy KDB. Additionally, Dr. Goguen presented the corresponding Procedure document to the current Policy CM, File: CM-R – Guidelines for Release of Public Records. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to change the name of this procedure document to “Public’s Right to Know Procedures”, to change the file name to KDB-R to correspond to Policy KDB, to send the procedures document to the February full School Committee meeting for a first reading, and to move this document to the procedures manual. The motion passed unanimously.

Policy JFF – Student Activity Accounts was reviewed and discussed. Dr. Goguen presented changes to the policy as recommended by Mrs. April Yu, School Business Administrator. The recommended changes reflect current status of District buildings and updated statutory regulations. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with recommended revisions to the February full School Committee meeting for a first reading. The motion passed unanimously. The Subcommittee requested that Procedures document JFF-R – Student Activity Accounts Procedures be added to the next Policy Subcommittee agenda for review and discussion to align updates with Policy JFF.

A schedule of meetings through the end of the 2018-2019 school year was discussed. The Subcommittee will meet monthly on the third Wednesday at 5:00 p.m. with the exception of the May meeting that will take place on the fourth Monday at 5:00 p.m. due to a scheduling conflict. The next Policy Subcommittee Meeting will be held on Wednesday, February 20, 2019 at 5:00 p.m. in the Superintendent’s Conference Room at 70 Waterford Street, Gardner, MA.

A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:51 p.m.