

GARDNER PUBLIC SCHOOLS

Policy Subcommittee
Meeting Minutes
Thursday, February 2, 2023
2:00 PM
Superintendent's Conference Room
70 Waterford Street, Gardner, MA 01440

In Attendance: Mrs. Anne Hurst, Chair; Mrs. Rachel Cormier, Member; Mrs. Shannon Ward-Leighton, Member

Absent:

Also in Attendance: Dr. Catherine Goguen, Chief Academic Officer; Ms. Courtney Dunn, Grants, Communications, & Compliance Coordinator; Mr. Mark Hawke, Director of Finance and Operations; Ms. Brenda Smith, Assistant to the Superintendent

Mrs. Hurst called the meeting to order at 2:00 p.m.

A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to approve the minutes of the November 22, 2022 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, 2023":

- BDBC – Duties of Secretary
- BDBD – Duties of Finance Officer
- BDD – School Committee – Superintendent Relationship
- BDF – Advisory Committee to School Committee
- BDFA-E-1 – School Improvement Plan
- BEDD – Rules of Order
- BEDG – Minutes
- DBC – Budget Deadlines
- DBJ – Transfer Authority

Policy BDBB – Duties of Vice-Chairperson was reviewed and discussed. The Subcommittee recommended the removal of vice-chairperson pronouns. A motion was made by Mrs. Cormier and seconded by Mrs. Ward-Leighton to send policy BDBB with the recommended changes to the February full School Committee Meeting for a first read. The motion passed unanimously.

Policy BDFA-E-3 – Conduct of School Council Business was reviewed and discussed. The Subcommittee recommended that the policy file name, title and language be changed to match the Massachusetts Association of School Committees (MASC) recommended policy BDFA – School Councils. A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to

send policy BDFA-E-3 with the recommended changes to the February full School Committee Meeting for a first read. The motion passed unanimously.

Policy DBD – Budget Planning was reviewed and discussed. Mr. Hawke recommended the removal of language that was too specific and more procedural in nature regarding the planning process. A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to send Policy DBD with the recommended changes to the February full School Committee Meeting for a first read. The motion passed unanimously.

The next Policy Subcommittee meeting will occur on Thursday, March 2, 2023 at 3:00 p.m. in the Superintendent's Conference Room.

A motion was made by Mrs. Cormier and seconded by Mrs. Ward-Leighton to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 2:33 p.m.