

GARDNER PUBLIC SCHOOLS

Policy Subcommittee
Meeting Minutes
Thursday, April 4, 2023
3:00 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; Ms. Brenda Smith, Assistant to the Superintendent

Mrs. Hurst called the meeting to order at 3:03 p.m.

A motion was made by Mrs. Cormier and seconded by Mrs. Ward-Leighton to approve the minutes of the March 2, 2023 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 April, 2023":

- CHD – Administration in Policy Absence
- CL – Administrative Reports
- DCB – Fiscal Year
- DFG – Use of School Facilities and Equipment, Security and Management
- DJ – Purchasing
- DJEIA – Sales Calls and Demonstrations
- DK – Payment Procedures

The following policies were tabled and will, therefore, be placed on the May agenda for further review and discussion:

- DE – Private Funding
- DIE – Audits
- KCD – Public Gifts to the Schools

Policy CFA – School Building Administrative Coverage was reviewed and discussed. Dr. Goguen presented changes as recommended by the Subcommittee at the March meeting because, as currently written, the policy is very procedural in nature. Dr. Goguen presented the updated policy and a new procedure document to accompany the policy outlining specific guidance for administrative coverage. A motion was made by Mrs. Cormier and seconded by Mrs. Ward-

Leighton to send Policy CFA with the recommended changes to the April full School Committee Meeting for a first read. The motion passed unanimously.

Policy CHCA – Approval of Handbooks and Directives was reviewed and discussed. Dr. Goguen presented updates to legal references and minor changes for clarification. She also noted that the Massachusetts Association of School Committees (MASC) model Policy CHCA notes a cross reference to Policy BGD – School Committee Review of Procedures which the District does not currently have as a policy. A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to send Policy CHCA with the recommended changes including the cross reference to MASC Policy BGD to the April full School Committee Meeting for a first read, and also to send MASC model Policy BGD to the April full School Committee Meeting for a first read for adoption. The motion passed unanimously.

Policy DJE – Bidding Requirements was reviewed and discussed. Dr. Goguen stated that the MASC model Policy DJE is titled “Procurement Requirements” and recommended that the District policy title be changed to match the MASC policy title. A motion was made by Mrs. Cormier and seconded by Mrs. Ward-Leighton to send Policy DJE with the recommended changes to the April full School Committee Meeting for a first read. The motion passed unanimously.

The Subcommittee recommended that all policies be reviewed in alphabetical order by file name and that MASC recommendations for policy updates be reviewed as they appear in the recommended file order of review.

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

A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 3:40 p.m.