

# GARDNER PUBLIC SCHOOLS

Policy Subcommittee

Meeting Minutes

Friday, May 1, 2020

1:00 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. Mark Pellegrino, Superintendent; Dr. Catherine Goguen, Chief Academic Officer; Ms. Courtney Dunn, Grants Administrator; Ms. Joyce West, Pupil Personnel Services Director

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 February 28, 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 May, 2020":

- Policy ADDA – Background Checks (FILE: ADDA-R – DCJIS Model CORI procedure document will be placed in the District procedures binder)
- Policy BBAA – School Committee Member Authority
- Policy KBBA – Non-Custodial Parents' Rights

Policies ADDA-E-1 – Information Concerning the Process in Correcting a Criminal Record and ADDA-E-2 – CORI Requirements were reviewed and discussed. Dr. Goguen stated that the Massachusetts Association of School Committees (MASC) no longer recommends the inclusion of these policies in District policy manuals. A motion was made by Mrs. Cormier and seconded by Mrs. Pelavin to send the policies to the May full School Committee for a vote for removal. The motion passed unanimously.

Policy BBA – School Committee and Duties was reviewed and discussed. The Subcommittee recommended that current District policy be incorporated into the MASC Policy BBBA to best reflect the needs of the District. Dr. Goguen will present the revised policy at the next Subcommittee meeting for further review and discussion.

Policy IC/ICA – School Year/School Calendar was reviewed and discussed. Dr. Goguen presented revisions that included changing the current policy name IC to the MASC policy name IC/ICA, and adopting the MASC policy language. A motion was made by Mrs. Pelavin and

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

Policy ID – School Day was reviewed and discussed. Dr. Goguen presented the MASC language of the policy and 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 May full School Committee for a first reading for adoption. The motion passed unanimously.

Policy IE – Organization of Instruction was reviewed and discussed. Dr. Goguen presented the MASC language of the policy including minor revisions of grade configuration to reflect that of the District. She also 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 as presented to the May full School Committee for a first reading for adoption. The motion passed unanimously.

Policy IGA – Curriculum Development and Adoption was reviewed and discussed. Dr. Goguen presented this policy with changes reflecting the removal of current language and the adoption of MASC language. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy as presented to the May full School Committee for a first reading. The motion passed unanimously.

Policies LBC – Home Education, LBC-E – Notice of Intent to Pursue a Program of Home Education, and LBC-R – Home Education Guidelines were reviewed and discussed. Dr. Goguen stated that the MASC Home Education file name is IHBG, and recommended that the District replace the current policy file names to reflect the MASC file names of IHBG, IHBG-E, and IHBG-R, respectively. No other changes to these policies were recommended. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policies with the recommended file name changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy JRA – Student Records was reviewed and discussed. Ms. West presented revisions to reflect the MASC policy JRA. The Subcommittee also recommended that the policy reflect legal recommendations regarding the length of time records must be kept, changing the current policy guidelines from retaining records for five years to retaining them for seven years. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy KCD – Public Gifts was reviewed and discussed. Dr. Goguen presented the addition of language from the MASC policy KCD regarding the acceptance of gifts by a vote of the School Committee. A motion was made by Mrs. Pelavin and seconded by Mrs. Cormier to send the policy as revised to the May full School Committee for a first reading. The motion passed unanimously.

Policy LA – Education Agency Relations Goals and Objectives was reviewed and discussed. Dr. Goguen presented changes that reflect the removal of all current policy language and the adoption of all MASC Policy LA language for clarity of purpose. A motion was made by Mrs.

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

The next Policy Subcommittee Meeting will take place on Tuesday, June 2, 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 1:35 p.m.