

GARDNER PUBLIC SCHOOLS

Policy Subcommittee

Meeting Minutes

Wednesday, May 22, 2019

5:00 PM

Superintendent's Conference Room

70 Waterford Street, Gardner, MA

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

Absent:

Also in Attendance: Dr. Catherine Goguen, Chief Academic Officer; Mr. Mark Pellegrino, Superintendent

Mrs. Hurst, Chair, called the meeting to order at 5:02 PM.

A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to approve the minutes of the April 17, 2019 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, 2019":

- GCG – Part-time and Professional Staff Employment
- HB – Negotiations Legal Status
- IC – School Calendar
- IGA – Curriculum Development and Adoption

The following policies were tabled to the next Subcommittee meeting for further review and discussion:

- GBEC – Drug-Free Workplace
- GDA – Military Leave Provision
- GDB – Exit Interviews

Policy EBAB – Pest Management was reviewed and discussed. Dr. Goguen presented revisions recommended by the Director of Facilities as requested by the Subcommittee during the April Subcommittee meeting. The revisions clarify language regarding staff roles and responsibilities for pest management decision-making and protocols. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the June full School Committee for a first reading. The motion passed unanimously.

Policy EEA – Transportation Policy was reviewed and discussed. Dr. Goguen presented the addition of language to include semi-annual bus evacuation drill requirements. The Subcommittee also recommended the inclusion of “Measurable Distance” definitions. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the June full School Committee for a second reading subject to the review and approval of changes by the Director of Pupil Personnel Services. The motion passed unanimously.

Policy GCBB – Employment of Principals was reviewed and discussed. The Subcommittee requested a recommendation by the Superintendent and Chief Academic Officer regarding the best time for Principals to submit their building educational goals and school improvement plans to the School Committee. Mr. Pellegrino and Dr. Goguen stated that September would be best for submitting goals and improvement plans as administrators utilize the summer months to assess the academic and social emotional needs of their buildings; and to collaborate with their colleagues to update/revise their goals and school improvement plans. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the June full School Committee for a first reading. The motion passed unanimously.

Policy GCO – Evaluation of Professional Staff was reviewed and discussed. The Subcommittee recommended the addition of language to include a reference of adherence to the Gardner Education Association (GEA) contract regarding evaluation of professional staff. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the June full School Committee for a first reading. The motion passed unanimously.

Policy GCRD – Tutoring for Pay was reviewed and discussed. The Subcommittee recommended that the Note section of the Policy be moved into the body of the policy instead of after the references. It was also recommended that the word “Note” be removed and that the section not be in bold print. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended changes to the June full School Committee for a first reading. The motion passed unanimously.

The Subcommittee requested that Massachusetts Association of School Committees language from sample policies, ECA – Buildings and Grounds Security; and EC – Buildings and Grounds Management be incorporated into the District’s current policy, DFG – Use of School Facilities and Equipment and placed on the agenda for review and discussion at the next Policy Subcommittee meeting.

The next Policy Subcommittee Meeting will be held on Wednesday, August 21, 2019 at 5:00 p.m. in the Superintendent’s Conference Room at 70 Waterford Street, Gardner, MA.

A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:06 p.m.