

**GARDNER SCHOOL COMMITTEE**  
**Regular Meeting – March 11, 2019**  
**City Council Chambers**  
**95 Pleasant Street, Gardner, Massachusetts**

Members present: Mayor Mark Hawke, Chairman; Jennifer Pelavin, Vice Chairperson; Anne Hurst, Secretary; James Abare, John LaFreniere, Melody Phelps, and Robert Swartz

Student Representative present: Cameron Davis, Gardner High School

School Personnel present: Mark J. Pellegrino, Superintendent  
Ms. Terri Hillman, Recording Secretary  
Ms. April Yu, Business Administrator  
Dr. Catherine Goguen, Chief Academic Officer  
Ms. Joyce West, Director of Pupil Personnel Services  
Mr. David Fredette, Principal, Elm Street School

**Call to Order**

Mayor Hawke, Chairman, called the meeting to order at 7 pm. The meeting opened with a roll call and the pledge of allegiance. The meeting was broadcast live on Channel 8 television.

**Open Time for the General Public**

No one from the general public wished to speak this evening.

**Recognition by Superintendent**

Superintendent Pellegrino and Mr. David Fredette, Principal of Gardner Elm Street School, recognized and presented certificates to many Elm Street School Students. The students are members of the PAWS (Pupils Assisting With Schools) Program and the Elm Street School Student Council and were recognized for their work in the ESS community. PAWS was created to offer opportunities for leadership for third grade students. PAWS and Student Council members help with various activities in the school and the community. They sponsored a Toy Drive and a Food Drive to benefit the Gardner Community Action Committee. They organize lost and found, cut and glue box tops, sharpen pencils for MCAS, make posters for various events in the school, and soon will be starring in educational videos.

Members of the Gardner Middle School PTO were recognized for their efforts to organize the trip to Nature's Classroom – 95 students are going this year. The trip would not have happened without the volunteer efforts of PTO members.

**CONSENT AGENDA**

**Mrs. Pelavin moved to approve the Consent Agenda as presented:**

- **Approval of minutes of regular meeting of February 11, 2019**
- **Approval of following Warrants as recommended by the Finance Subcommittee:**
  - **Warrant #19-33 dated 02/14/19 in the amount of \$125,981.37**
  - **Warrant #19-34 dated 02/21/19 in the amount of \$110,696.79**
  - **Warrant #19-35 dated 02/28/19 in the amount of \$279,075.94**
  - **Warrant #19-36 dated 03/04/19 in the amount of \$65,809.79**
- **Donation:**
  - **Golf clubs with market value of \$3K.**

**Seconded by Mr. Swartz.**

**Vote – so voted.**

**Mayor Hawke abstained from voting.**

**SUBCOMMITTEE REPORTS**

**Facilities Subcommittee**

Mr. Abare, Chairperson, said that the Facilities Subcommittee met on February 26, 2019. Minutes of the meeting were presented.

Superintendent Pellegrino, Mr. Anderson and Ms. Yu gave an update on SJ Services. Only one cleaning company responded to the invitation to bid on custodial services. Five cleaning companies were chosen from the State FAC81 Vendor List. Bids are due on March 8, 2019.

Mr. Anderson updated the Subcommittee on facilities projects – Watkins Field, Landry Auditorium Renovation, Waterford Street School fire alarm system, Elm Street School electrical service, Curbside Recycling and Snow removal.

**Finance Subcommittee**

Mr. LaFreniere, Chairperson, said that the Finance Subcommittee met on March 8, 2019. Minutes of the meetings were presented.

The Subcommittee reviewed the expense report, transfer report, and special education finance report line by line. Professional services over-spending was questioned. Due to the shortage of internal educational support, BCBA and psychological services have been contracted out which drives up the cost.

Ms. Yu gave information on the Extended Day Tuition Increase 3-year proposal with the analysis based on current staff level and student enrollment. The Finance Subcommittee agreed to the increase which does not require a School Committee vote or approval.

The Subcommittee voted on student and adult lunch prices including a' la carte prices and will bring it to the full School Committee for vote and approval.

Mr. Pellegrino and Ms. Yu updated the Subcommittee on the FY 2020 budget. The level services budget will be presented to the School Committee on March 11, 2019

**Policy Subcommittee**

Mrs. Hurst, Chairperson, said that the Subcommittee met on February 20, 2019. Minutes of the meeting were presented.

Several policies were reviewed and determined that no changes were required, They will be updated as “Reviewed February, 2019”.

Two policies were revised and approved to send to the Full Committee for a first reading. See Item #3011.

**Student Advisory Board**

Cameron Davis, Student Representative to the School Committee, read his activity report for GHS for March.

- The second student council lock-in was held on March 1 with fun and bonding.
- The spring sports season starts on March 18.
- The Freshman class will host a dodge-ball tournament on March 14.
- The Spring Musical “Nunsense” will be held on March 21, 22 and 23.
- Grade 10 will be taking the MCAS ELA on March 26, 27, and 29.

**NEW BUSINESS**

**Item #3010 – Level Services Budget**

Superintendent Pellegrino presented a PowerPoint of the FY 2020 Budget. He outlined the changing demographics in Gardner and how they have increased costs and the higher expense of Gardner students not attending Gardner schools. Salaries and expenses for FY 2020 were presented with a revenue projection and the total budget. To have the same people employed and the same programs, the Funding Gap as of March 8, 2019 is \$(642,296).

A copy of the FY 2020 Level Services Budget as of March 11, 2019 was presented to the Committee.

**Item #3011 – First Reading of Policies**

The Policy Subcommittee recommends the following policies for a first reading:

- BDEE – Athletic Council
- DC - Payment Procedures

**Item #3012 – Second Reading of Policies**

Mrs. Hurst moved that District School Committee vote to approve the following policies for a second reading as recommended by the Policy Subcommittee:

- **BBBA**            **School Committee Member Qualifications**
- **CFA**            **School Building Administrator Coverage**
- **CHCA**           **Approval of Handbooks and Directives**
- **CHCA-E**        **Approval of Handbooks and Directives (Move to Procedures Manual)**
- **CHD**            **Administration in Policy Absence**
- **JJF**            **Student Activity Accounts**
- **KBD**            **Public's Right to Know (To replace Policy CM – Release of Public Records)**
- **KDB-R**         **Guidelines for Release of Public Records**

Seconded by Mrs. Phelps.

Vote – so voted.

Mayor Hawke abstained from voting.

**Item #3013 – Update on Superintendent's Goals**

Superintendent Pellegrino discussed his goals for the year and the progress made towards completing them. His two major goals for the District revolve around increasing the rigor of instruction in all classrooms. He and the principals have held over 70 observations of classroom instruction over the course of the year so far. These school walks measure the outcomes of their efforts.

Additionally, increasing the use of data to support instruction of students is another initiative. Using assessments to evaluate where students are is being implemented in planning meetings with teachers. The outcome of this process is demonstrated in the annual interim assessments.

**Item #3014 – Curriculum Coordinator Update**

The Curriculum Coordinator's Update was included in the packet. Dr. Goguen was present to answer questions.

**Item #3015 - Special Education Update**

The Special Education Update was included in the packet. Ms. West was present to answer questions.

**Item #3016 – Grants Administrator's Update**

The Grants Administrator's Update was included in the packet. Dr. Meredith Pugh was not present.

**Item #3017– MSBA – New Building Project**

Nothing to report at this time.

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**FINAL COMMENTS**

Mr. Abare spoke about the hard work that the teachers and administrators are doing for the schools. He also spoke about students needing recognition and that the general community needs to take time to congratulate the students on their many accomplishments.

Mrs. Hurst congratulated all the students who were recognized this evening and the PTO members who were present and recognized. She thanked Superintendent Pellegrino for his presentation of the FY 2020 Level Services Budget.

Mrs. Pelavin reminded everyone that it is important to understand that level funding does not mean the figures will be the same as the previous year's budget. Prices for goods increase, salaries increase and maintenance costs increase. Gardner citizens have to learn how all this comes together for the budget.

Mrs. Phelps participated in the Read Across America program. There is an art exhibit of work done by Gardner students presently at the Heywood Library. This is Youth Art Month.

Mr. LaFreniere thanked the PTO members for what they do for the schools. He encouraged parents to get involved in school activities with their children.

Mr. Swartz thanked the PTO members and the School Council members. He reminded Committee members of the upcoming musical "Annie, Jr." which will be at the Middle School in March.

Mayor Hawke spoke about the dedication of the administrative staff – a lot of good things are happening in the Gardner schools. He thanked the PTO members and congratulated all the students recognized tonight.

**ADJOURNMENT**

**Mr. Abare moved to adjourn.**

**Seconded by Mr. Swartz.**

**Vote – so voted.**

**Mayor Hawke abstained from voting.**

The meeting adjourned at 8:30 pm.

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Anne Hurst, Secretary

Terri Hillman, Recording Secretary