

GARDNER PUBLIC SCHOOLS

Policy Subcommittee

Meeting Minutes

Wednesday, April 17, 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; Ms. Joyce West, Pupil Personnel Services Director; Mr. Robert Swartz, School Committee Member

Mrs. Hurst, Chair, called the meeting to order at 5:03 PM.

The following policy was reviewed and determined that no changes were required. Therefore, the policy will be updated as "Reviewed April, 2019":

- GBEBC – Gifts to and Solicitations by Staff

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

- EEA – Transportation
- EBAB – Pest Management
- GCBB – Employment of Principals

Policies JF – School Admissions, JFABD – Homeless Students: Enrollment Rights and Services, JFABE – Educational Opportunities for Military Children, and JFABF – Educational Opportunities for Children in Foster Care were reviewed and discussed. Ms. West explained that Policy JF and Policy JFABD needed to be updated to include language regarding homeless students in accordance with new state regulations. Additionally, Ms. West presented Policy JFABE for adoption as a best practice and Policy JFABF for adoption as required by new state regulation. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send Policy JF and Policy JFABD for a first read with Ms. West's recommended revisions; and to send Policy JFABE and Policy JFABF for a first read for adoption at the May full School Committee meeting. The motion passed unanimously.

Policy GA – Personnel Policies was reviewed and discussed. The Subcommittee recommended the removal of the "note" section of the policy and minor grammatical changes. Dr. Goguen also

recommended the removal of the reference as it is no longer a relevant reference. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy GBA – Equal Employment Opportunity was reviewed and discussed. Dr. Goguen recommended the addition of language to include “place of residence” as a protected class. Dr. Goguen also recommended the removal of the policy reference as it is no longer a relevant reference. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy GBD – School Committee – Staff Communications. The Subcommittee recommended the removal of this policy as it is a duplicate of Policy BHC. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy to the May full School Committee for a vote to: 1) remove this policy, and 2) to remove the reference to Policy GBD from Policy BHC. The motion passed unanimously.

Policy GBE – Civil Rights was reviewed and discussed. Dr. Goguen recommended the addition of language to include “place of residence” as a protected class, and minor grammatical changes. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously. GBE-R – Civil Rights Procedures will be removed from the policy manual and placed in the newly created procedures manual as voted earlier this year to remove all procedures documents to a separate procedures manual:

Policy GBEA – Staff Ethics/Conflict of Interest. One minor grammatical change was recommended. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy to the May full School Committee for a first reading. The motion passed unanimously.

Policy GBEB – Staff Conduct was reviewed and discussed. Dr. Goguen recommended an update to the Massachusetts General Law reference. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy GBEC – Drug Free Work Place was reviewed and discussed. Dr. Goguen recommended minor formatting changes to place three items under a related category. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy GCBA – Professional Staff Salary Schedules was reviewed and discussed. Dr. Goguen recommended a minor formatting change to keep the adoption/review references consistent. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy GCBB-1 – Employment of Administrators was reviewed and discussed. Dr. Goguen recommended that language be added to allow the Superintendent discretion to non-renew an administrator at the end of his/her contract. Dr. Goguen also recommended the addition of language that would allow administrators to be appointed to an extracurricular position if the need arises. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy GCBC – Professional Staff Supplementary Pay Plans was reviewed and discussed. Dr. Goguen recommended a minor formatting change to keep the adoption/review references consistent. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy GCE – Professional Staff Recruiting/Posting of Vacancies was reviewed and discussed. Dr. Goguen recommended the addition of language to include “place of residence” as a protected class, and minor grammatical changes. The Subcommittee recommended adding references from the 2002 version of the Policy to be re-added to the Policy. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended changes to the May full School Committee for a first reading. The motion passed unanimously.

Policy EBCC – Bomb Threats was reviewed and discussed. Dr. Goguen stated that this policy is in isolation to other security/safety threats and that it is more procedural in nature. She also stated that this information is part of the Multihazard Emergency Response Plan currently being updated. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy to the May full School Committee for a vote to remove the policy. The motion passed unanimously.

Policies JFCV – Teen Dating Violence, JFCV-R – Teen Dating Violence Regulation, and JFCV-E1 – Restraining Order Safety Plan, were reviewed and discussed. Dr. Goguen explained that the District currently does not have these policies. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to not send these policies to the full School Committee for adoption. The motion passed unanimously.

Policy BDEE – Athletic Council was reviewed and discussed. The Subcommittee recommended one minor grammatical change. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the newly recommended changes to the May full School Committee for a second reading and vote. The motion passed unanimously.

Policy EB – Safety Program, was reviewed and discussed. The Subcommittee recommended the addition of language encouraging a culture of safety, and clarifying language regarding state and local regulations. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended changes to the May full School Committee for a second reading and vote. The motion passed unanimously.

Policy EBB – First Aid, was reviewed and discussed. The Subcommittee recommended no further revisions from those sent for a first reading at the April full School Committee meeting. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy to the May full School Committee for a second reading and vote. The motion passed unanimously.

Policy JH – Student Absences and Excuses, was reviewed and discussed. The Subcommittee recommended no further revisions from those sent for a first reading at the April full School Committee meeting. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy to the May full School Committee for a second reading and vote. The motion passed unanimously.

The next Policy Subcommittee Meeting will be held on Wednesday, May 22, 2019 at 5:00 p.m. in the Superintendent's Conference Room at 70 Waterford Street, Gardner, MA.

A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:07 p.m.