

Agenda School Committee Meeting 4/10/2023

Mission Statement

The mission of the Gardner Public School System is to prepare, in collaboration with parents, students who are ready upon graduation for the challenges of college and career without remediation. This will be done in a safe, caring, just and equitable environment. Our Core Values are Academic Excellence, Creativity, Respect and Responsibility.

Notice: The listing of agenda items are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the Chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All documents and exhibits used or referenced at the meeting must be submitted in duplicate to the Recording Secretary, as they become part of the meeting minutes.

GARDNER PUBLIC SCHOOLS

REGULAR MEETING OF THE SCHOOL COMMITTEE

Monday, April 10, 2023, 6:30 PM

City Council Chambers, City Hall, Gardner, MA 01440

ORDER OF BUSINESS

- A. **Call to Order**
- B. **Open Time for General Public**
- C. **Recognitions by the Superintendent – John & Abigail Adams Scholarship Recipients class of 2023**
- D. **Consent Agenda**
 - a. Approval of Minutes: March 13, 2023
 - b. Accept Grant Funds on Grant listing dated April 10, 2023 in the amount of \$22,000.00
 - c. Warrant # 23-36, dated March 9, 2023, in the amount of \$322,877.96
 - d. Warrant # 23-37, dated March 16, 2023, in the amount of \$465,313.79
 - e. Warrant # 23-38, dated March 23, 2023, in the amount of \$547,224.84
 - f. Donations -
- E. **Subcommittee Report**
 - Finance Subcommittee
 - Policy Subcommittee
 - Superintendent's Evaluation Subcommittee

Agenda School Committee Meeting 4/10/2023

F. **Student Advisory Board** – GHS, Junior - Amber Cameron

G. **Discussion Items:**

New Business

Item #3504 First Reading of Policies (Information)

BGD – School Committee Review of Procedures

CFA – School Building Administrative Coverage

CHCA – Approval of Handbooks and Directives

DJE – Procurement Requirements

Item #3505 Second Reading of Policies (Vote Required)

BEDH – Public Participation at School Committee Meetings

BID – School Committee Member Compensations

CA – Administration Goals and Objectives

CE – School Superintendent

DH – Bonded Employees and Officers

DI – Fiscal Accounting and Reporting

Item #3506 2023-2024 Pre-School Tuition Rates & Payment Schedule (Vote Required)

Item #3507 Surplus of Furniture GHS (Vote Required)

Item #3508 Kindergarten Registration Update 2023-2024 (Information)

Item# 3509 Director of School Health Services (Information)

Item #3510 Curriculum Coordinator Update (Information)

Item #3511 Grants Administrator Update (Information)

Item #3512 Special Education Update (Information)

Item #3513 SEPAC Update (Information)

Item #3514 MSBA – New Building Project

H. **Communications**

I. **Final Comments of School Committee**

J. **Executive Session**

K. **Adjournment**

GARDNER PUBLIC SCHOOLS

BRIEFING

ORGANIZATIONAL MEETING OF THE SCHOOL COMMITTEE

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City Council Chambers, City Hall, Gardner, MA 01440

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- C. **Recognitions by the Superintendent – John & Abigail Adams Scholarship Recipients class of 2023**
- D. **Consent Agenda**
 - a. Approval of Minutes: Regular Meeting, March 13, 2023 – The School Committee Chair recommends approval of meeting minutes.
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 - Finance Subcommittee
 - Policy Subcommittee
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- F. **Student Advisory Board** – GHS, Junior - Amber Cameron
- G. **Discussion Items:**
 - New Business**
 - Item #3504 First Reading of Policies (Information)**
 - BGD** – School Committee Review of Procedures
 - CFA** – School Building Administrative Coverage
 - CHCA** – Approval of Handbooks and Directives
 - DJE** – Procurement Requirements
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 - BID** – School Committee Member Compensations
 - CA** – Administration Goals and Objectives
 - CE** – School Superintendent
 - DH** – Bonded Employees and Officers
 - DI** – Fiscal Accounting and Reporting

Briefing

School Committee Meeting 4/10/2023

Item #3506 2023-2024 Pre-School Tuition Rates & Payment Schedule (**Vote Required**)

Item #3507 Surplus of Furniture GHS (**Vote Required**)

Item #3508 Kindergarten Registration Update 2023-2024 (**Information**)

Item# 3509 Director of School Health Services (**Information**)

Item #3510 Curriculum Coordinator Update (**Information**)

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Item #3512 Special Education Update (**Information**)

Item #3513 SEPAC Update (**Information**)

Item #3514 MSBA – New Building Project

H. **Communications**

I. **Final Comments of School Committee**

J. **Executive Session**

K. **Adjournment**

Gardner School Committee

Regular Meeting – March 13, 2023

City Council Chambers, 95 Pleasant Street, Gardner, Massachusetts

Members present: Jennifer Pelavin, Vice Chairperson
Rachel Cormier, Secretary
Shannon Leighton
Robert Swartz

Members absent: Mayor Michael Nicholson, Chairperson
John LaFreniere, Finance Officer
Anne Hurst

School Personnel present: Dr. Mark Pellegrino, Superintendent
Dr. Catherine Goguen, Chief Academic Officer
Mark Hawke, Director of Finance and Operation

Call to Order

Mrs. Pelavin, Vice Chairperson, called the meeting to order at 6:30 pm. The meeting opened with a roll call and the Pledge of Allegiance. The meeting was broadcast live on Channel 8 (Gardner Educational Television Station). The minutes were taken remotely by Terri Hillman, Recording Secretary.

Open Time for the General Public

No one from the General Public was present.

Recognitions by the Superintendent

There were no recognitions this evening.

CONSENT AGENDA

Mr. Swartz moved that the Gardner Public School Committee vote to approve the Consent Agenda as presented:

- **Approval of Minutes of Regular Meeting of February 13, 2023**
- **Accept Grant Funds listing dated 03/13/23 in the amount of \$45,000.00**
- **Approval of the following Warrants as recommended by the Finance Subcommittee:**
 - **Warrant #23-32 dated 02/09/23 in the amount of \$128,909.82**
 - **Warrant #23-33 dated 02/16/23 in the amount of \$988,701.64**
 - **Warrant #23-34 dated 02/23/23 in the amount of \$95,771.57**
 - **Warrant #23-35 dated 03/02/23 in the amount of \$1,162,988.42**

Seconded by Mrs. Cormier.

Vote – so voted.

Mrs. Pelavin, Vice Chairperson, abstained from voting.

SUBCOMMITTEE REPORTS

Facilities Subcommittee

Mr. Swartz, Chairperson of the Facilities Subcommittee, reported that the Subcommittee met on February 9, 2023. Minutes of the meeting were presented.

- Work on the Watkins Field Concession/Rest Rooms building is nearing completion.
- At GES, Mr. Anderson has received the instructions and is placing the electronic sign into operation. The pipe bursts have been repaired.
- At GHS, a contract will be awarded to study the upgrade of the HVAC system for the Auditorium. Depending on funding, the project could extend to the Cafeteria and Library.

Mr. Anderson, the Maintenance team, and the snowplowing contractor received accolades for their work during the recent snow/ice storm.

Finance Subcommittee

Mr. Swartz, reported that the Finance Subcommittee met on March 7, 2023. Minutes of the meeting were presented.

The Subcommittee reviewed the Expense Report and Mr. Hawke explained why some accounts were in the negative. These accounts will be covered by available funds at the end of the year. Mr. Hawke reviewed the Revolving Funds Summary Report and the Building Use Fund with the Subcommittee members. A Transfer Report was emailed to the members.

The Pre-School Tuition rates were reviewed, and the Subcommittee members voted to keep the rates the same as for the present school year.

Moura's Cleaning Service and Whitson's Food Service contracts will be put out to bid and the Subcommittee members did not have an issue with either vendor.

Policy Subcommittee

Mrs. Cormier reported that the Policy Subcommittee met on March 2, 2023. Minutes of the meeting were presented.

The following policies were reviewed, and it was determined that no changes were required. These policies will be updated as "Reviewed March 2023."

- BHC School Committee – Staff Communications
- BIBA School Committee Conferences, Conventions, and Workshops
- CH Policy Implementation
- DGA Authorized Signatures

Seven policies were approved for submission to the full School Committee for a first read. See Item #3493.

Student Advisory Board

Amber Cameron, Student Representative, was not present this evening.

NEW BUSINESS

Item #3493 – First Reading of Policies

The following policies were presented for a first reading as recommended by the Policy Subcommittee:

- BEDH Public Participation at School Committee Meetings
- BID School Committee Member Compensations
- CA Administration Goals and Objectives
- CE School Superintendent
- DH Bonded Employees and Officers
- DI Fiscal Accounting and Reporting
- DIE Audits*

*Policy DIE is referred back to the Policy Subcommittee for review.

Item #3494 – Second Reading of Policies

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

- BDBB Duties of Vice Chairperson
- BDFA-E-3 Conduct of School Council Business
- DBD Budget Planning

Seconded by Mrs. Cormier.

Vote – so voted.

Mrs. Pelavin abstained from voting.

Item #3495 – Field Trip – GH Senior Class

Mrs. Cormier moved that the Gardner Public School Committee vote to approve the Gardner High School Class Trip to Hershey Park, Hershey, PA, leaving on April 28 and returning on April 29, 2023.

Seconded by Mr. Swartz.

Vote – So voted.

Mrs. Pelavin abstained from voting.

Item #3496 – Program of Studies

Mr. Swartz moved that the Gardner Public School Committee vote to approve the Gardner High School Program of Studies for 2023-2024 as edited and presented at the February 13, 2023 School Committee meeting.

Seconded by Mrs. Leighton.

Vote – so voted.

Mrs. Pelavin abstained from voting.

Item #3497 – Monty Tech After Dark Program (MOU)

Dr. Pellegrino presented the Memorandum of Agreement proposed between Montachusett Regional Vocational Technical School District (MRVTSD) and Gardner Public Schools (GPS). It would be a Chapter 74 Partnership Program and would be in effect through the 2024-2025 school year. The MOU sets forth the details and he asked for a vote in favor of moving forward with planning for the program to start in 2024.

Mrs. Leighton moved that the Gardner Public School Committee vote to approve the Chapter 74 Partnership Program Memorandum of Agreement between Montachusett Regional Vocational Technical School District and Gardner Public Schools as presented.

Seconded by Mrs. Cormier.

Vote – so voted.

Mrs. Pelavin abstained from voting.

Item #3498 – Kindergarten Registration 2023-2024

Dr. Pellegrino presented the dates and new procedures for Kindergarten Registration. Due to the inclement weather expected tomorrow, the registration dates will be rescheduled.

Item #3499 – Curriculum Coordinator Update

Dr. Goguen presented her report on Data Driven Instruction. A copy was included in the members' packets. As part of implementing the Multi-Tiered System of Supports (MTSS) model throughout the district, they continue to utilize the Linkit Benchmark assessment tool. The aggregate results of the "Linkit" benchmark for reading and mathematics were presented. Principals, Instructional Coaches, and other staff members are utilizing this information to determine specific areas of challenge for each grade level and each student.

Item #3500 – Grants Administrator Report

The Grants Administrator report was included in the members' packets. Ms. Courtney Dunn, Grants, Communications & Compliance Manager, was not present this evening.

Item #3501 – Special Education Report

The Special Education report was included in the members' packets. Ms. Joyce West, Director of Pupil Personnel Services, was not present this evening.

Item #3502– SEPAC Report

SEPAC information was contained in Ms. West's Special Education Report.

COMMUNICATIONS

Dr. Pellegrino reported that it has been a good year for Gardner sports. The hockey team and girls' and boys' basketball teams have all done well.

FINAL COMMENTS

Mrs. Leighton thanked staff for the written reports which are very clear and detailed.

Mr. Swartz asked Dr. Pellegrino if the MTSS is part of the reason for school improvement. Dr. Pellegrino said yes it has everything to do with improvement and continues to be a source of support.

Mrs. Cormier had no final comment.

ADJOURNMENT

Mr. Swartz moved to adjourn.

Seconded by Mrs. Cormier.

Mrs. Pelavin abstained from voting.

Vote – so voted.

The meeting adjourned at 7 pm.

Rachel Cormier
Secretary

Terri Hillman, Recording Secretary

Gardner Public Schools

Courtney Dunn, *Grants, Communications & Compliance Manager*



www.gardnerk12.org

70 Waterford Street, Gardner, MA 01440

(978) 632-1000

Grant Funding for Approval – April 10, 2023

Grant Title	Amount	Grant Period	Use of Funds
DPH Behavioral Health Workforce Grant	\$22,000	4/1/2023-6/30/2023	The grant will be used to support mental health and substance use prevention training to staff. The district was also approved for \$79,500 in FY24 funding to support cognitive behavioral therapy training, crisis response, and substance use prevention training in the next school year.

Community • Appreciation • Responsibility • Excellence

The Gardner Public School District does not discriminate due to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, homelessness or limited English proficiency.

**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 23-36

WARRANT DATE 03/09/23

Location	Office & Gen Supplies	Curriculum	Prof Dev	Athletics	Nurse	Utilities	Facilities	TOTAL
High School	\$110.00	\$764.43	\$500.00		\$134.25		\$1,328.26	\$2,836.94
Middle School	\$92.85	\$413.00						\$505.85
Gardner Elementary School							\$2,299.70	\$2,299.70
Elm St. School							\$63.28	\$63.28
Waterford St. School								\$0.00
Helen Mae Sauter								\$0.00
Sub-Total	\$202.85	\$1,177.43	\$500.00	\$0.00	\$134.25	\$0.00	\$3,691.24	\$5,705.77

Location	Office Supplies	Transport.	IT	Curriculum	Prof Serv	Prof. Dev.	School Improv.	Tuition	Legal	Facilities	Carryover	TOTAL
Special Education		\$33,480.00			\$14,256.25			\$27,905.38				\$75,641.63
Administration			\$192,668.23				\$7,250.00		\$0.00	\$10,040.00	\$5,538.89	\$215,497.12
Sub-Total	\$0.00	\$33,480.00	\$192,668.23	\$0.00	\$14,256.25	\$0.00	\$7,250.00	\$27,905.38	\$0.00	\$10,040.00	\$5,538.89	\$291,138.75

Revolving Accounts	\$1,766.18
Grants	\$3,380.00
North Central MA School Leadershi	\$20,833.33
Bonds	
Watkins field	\$53.93
Sub-Total	\$26,033.44

GRAND TOTAL	\$322,877.96
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 23-37

WARRANT DATE 03/16/23

Location	Office & Gen Supplies	IT	Curriculum	Athletics	Student Act.	Utilities	Facilities	TOTAL
High School	\$193.45			\$1,372.00	\$950.00	\$21,246.48	\$27,075.32	\$50,837.25
Middle School		\$40.00				#####	\$23,350.07	\$34,050.73
Gardner Elementary School			\$179.94			\$18,821.88	\$37,393.79	\$56,395.61
Elm St. School						\$874.00	\$4,047.37	\$4,921.37
Helen Mae Sauter						\$4,934.71	\$1,095.54	\$6,030.25
Sub-Total	\$193.45	\$40.00	\$179.94	\$1,372.00	\$950.00	\$56,537.73	\$92,962.09	\$152,235.21

Location	Office Supplies	Transport.	IT	Curriculum	Prof Serv	Prof. Dev.	Legal	Tuition	Utilities	Facilities	Carryover	TOTAL
Special Education	\$235.99	\$31,793.78			\$38,947.00		\$5,826.50	\$9,214.92				\$86,018.19
Administration			\$13,422.45			\$795.00			#####	\$4,694.26		\$29,252.28
Sub-Total	\$235.99	\$31,793.78	\$13,422.45	\$0.00	\$38,947.00	\$795.00	\$5,826.50	\$9,214.92	#####	\$4,694.26	\$0.00	\$115,270.47

Revolving Accounts	\$13,199.92
Grants	\$119,830.38
Bonds	\$64,777.81
Sub-Total	\$197,808.11

GRAND TOTAL	\$465,313.79
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 23-38

WARRANT DATE 03/23/23

Location	Office & Gen Supplies	Curriculum	Prof Dev	Athletics	IT	Utilities	Facilities	TOTAL
High School	\$299.94	\$104.86	\$390.00	\$450.50			\$1,604.11	\$2,849.41
Middle School	\$1,650.13						\$1,041.91	\$2,692.04
Gardner Elementary School							\$3,634.26	\$3,634.26
Elm St. School							\$1,619.00	\$1,619.00
Helen Mae Sauter								\$0.00
Sub-Total	\$1,950.07	\$104.86	\$390.00	\$450.50	\$0.00	\$0.00	\$7,899.28	\$10,794.71

Location	Office Supplies	Transport.	IT	Curriculum	Prof Serv	Assessment	Legal	Tuition	Nurse	Facilities	Carryover	TOTAL
Special Education		\$720.00			\$245.60	\$770.00		\$33,144.00				\$34,879.60
Administration	\$25.44		\$4,637.41	\$2,013.65						\$17,620.91		\$24,297.41
Sub-Total	\$25.44	\$720.00	\$4,637.41	\$2,013.65	\$245.60	\$770.00	\$0.00	\$33,144.00	\$0.00	\$17,620.91	\$0.00	\$59,177.01

Revolving Accounts	\$223,795.46
Grants	\$161,968.61
GHS Auditorium	\$2,371.84
Bonds	\$89,117.21
Sub-Total	\$477,253.12

GRAND TOTAL	\$547,224.84
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GARDNER PUBLIC SCHOOLS

70 Waterford Street, Gardner, MA 01440

Finance Sub-Committee Meeting

Tuesday, April 4, 2023 at 5:00pm

Minutes

Members Present: Mrs. Pelavin, Mr. Swartz, Mr. LaFreniere

Members Absent:

Others Present: Mr. Mark Hawke, Director of Finance & Operations

Mr. LaFreniere called the meeting to order at 5:00 p.m.

A motion was made by Mr. Swartz and seconded by Mrs. Pelavin to approve the minutes of the March 7, 2023 Finance Subcommittee meeting. So voted.

Expense Report Review:

The Committee reviewed the Expense Report. Mr. Hawke noted the following:

At all schools the sub lines are starting to hit the negatives. This will be made up from available funds at the end of the year.

The District is showing a large negative in Out Of District (OOD) as we had a few new students come into the district. This budget number is doubling next fiscal year. Prof Services is showing negative and is a timing issue. SPED Legal is still negative and will be made up at the end of the year. Gas (heat) is a timing issue and Gasoline is due to the usage. Finally, plowing and sanding did go over budget this year and will be made up at the end of the year.

Other questions were posed and answered.

Projects Update:

Watkins Field concession/restroom work is almost complete. We are waiting for the asphalt plants to open in order to pave. There is also one electrical panel that was ordered over a year ago and still hasn't arrived. We are hoping everything can wrap up around the end of the month.

The GHS/GMS grass fields and ball fields will undergo a second year of treatment by Shrewsbury Landscapes to ensure all of the work to grow the grass is successful.

GHS will be receiving a new sawdust collection system in the woodshop. The system should be installed in July.

New Business:

Declaration of surplus property:

A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to declare the six (6) tables in the woodshop surplus as well as the twenty-six student computer/drafting desks and workstations and 50 metal/ceramic/plastic chairs and stools surplus to the districts needs (see attachement). A grant was received to replace most of this equipment. So voted.

Budget Sheets:

The committee reviewed the FY24 Budget sheets. Questions were posed and answered. Mr. Hawke will forward detailed information for some curriculum lines at GES to the committee.

The next meeting will be May 2, 2023 at 5pm at Elm Street School.

The meeting adjourned at 5:40 p.m.

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.

Gardner Public Schools
70 Waterford Street, Gardner, MA 01440

Superintendent's Evaluation Subcommittee Meeting
Tuesday, March 28 at 10am
Superintendent's Conference Room

Minutes

Members Present: Jennifer Pelavin, Chair, Anne Hurst, Shannon Ward-Leighton

Members Absent: none

Others Present: Dr. Mark Pellegrino (Superintendent)

The meeting was called to Order at 10am by Mrs. Pelavin, the Chair.

The Evaluation process was discussed with Dr. Pellegrino regarding his current goals and evidence he would provide the full School Committee in order to complete his evaluation. Dr. Pellegrino said he had a presentation for the subcommittee that references each of his goals and the evidence he had compiled to show his and the district's progress towards the goals. Dr. Pellegrino noted that his goals are based on what he continues to do in moving the district forward and that the evidence he has does not stand alone for just the evaluation. Dr. Pellegrino explained that the system of developing his goals is incorporated into the district goals. He noted that the evidence is the data that is collected and analyzed for regular use at the administrative levels. The goals are not a stand alone document that is only accessed through the evaluation process but as part of how the district is run day to day.

Dr. Pellegrino showed the subcommittee the presentation with the compiled information he, along with others who worked with him towards the goals, put together for the committee to review. Each goal had several references to documents for review with data that was presented in several ways including graphs and charts. After going through the presentation, the committee discussed what was presented, asked some questions of Dr. Pellegrino about specific criteria and then decided the information provided covered what was needed to complete the evaluation. The Chair recommended that Dr. Pellegrino distribute the information to the full committee at the beginning of May so that the evaluations could be completed for a presentation at the June School Committee Meeting. Both Ms. Ward-Leighton and Mrs. Hurst agreed that timeline was sufficient.

Motion was made by Mrs. Hurst and seconded by Mrs. Ward-Leighton to adjourn at 11:20am.

SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school district whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. [71:37H](#)

NOTE: It is important to point out that a School Committee is required to approve many regulations -- either by law (one example is cited above) or the dictates of good judgment.

SCHOOL BUILDING ADMINISTRATIVE COVERAGE

The school committee expects each school building to be properly supervised when school is in session. ~~In the event that a school building is not occupied by a school administrator, the following protocol will be followed.~~ In the event that a building is left without an administrator, every effort will be made to have a district-level or other school administrator provide coverage for that building for the duration of the school day.

~~For those buildings that have one school administrator:~~

- ~~1) The building principal will designate a staff member as an emergency contact in the event that a decision of some type that cannot be delayed needs to be made.~~
- ~~2) When a building principal is absent, a peer administrator should be contacted during emergencies.~~

~~For those buildings that have two or more administrators:~~

- ~~1) Every effort will be made to have one administrator in the building during the school day.~~
- ~~2) If both administrators are absent, follow the procedures for buildings with one administrator.~~
- ~~3) During vacation or summer periods, all efforts will be made to eliminate overlap in administrators' vacations. A schedule of summer/vacation hours will be posted for each school.~~

[Adopted: June 1997]

[Revised: June 2002]

[Revised: March 2019]

[Revised: 2023]

APPROVAL OF HANDBOOKS AND DIRECTIVES

~~Massachusetts General Law 71:37H directs that in each school building containing the grades nine through twelve, inclusive, t~~The principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect ~~in September at the beginning of the next school year.~~

It is essential that the contents of all handbooks conform to school committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the committee expects all handbooks to be approved prior to publication by the committee and/or the superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of committee-approved policy or regulation. The superintendent will use his/her judgment as to whether other specific handbooks need committee approval; however, all handbooks published will be made available to the committee for informational purposes.

See File CHCA-E, Approval of Handbooks and Directives, for procedures.

Source: MASC – Updated 2022

CROSS REFS: BGD – School Committee Review of Procedures

[Reference: M.G.L. 71:37H]

[Adopted: June 1998]

[Reviewed: March 2002]

[Revised: March 2019]

[Revised: 2023]

~~BIDDING~~ PROCUREMENT REQUIREMENTS

All purchases of goods and services shall be performed under uniform procedures established under the Massachusetts Uniform Procurement Act, or Chapter 30B of MA General Law, applying the procurement thresholds stated therein.

All contracts for construction and maintenance shall be performed under uniform procedures established under Chapter 7 for Design Services, and Chapters 149 and 30, 39m of MA General Law for vertical and horizontal construction, applying the procurement thresholds stated therein.

The City of Gardner has established, under City Ordinance Chapter 221, the position of Chief Procurement Officer which centralizes the purchasing function. Therefore, the Chief Procurement Officer shall oversee and be responsible for all activities relating to both City and School procurements. This shall include oversight of the solicitation, evaluation, and approval of all purchases, and the award of all contracts.

The School Committee has the right to review and make recommendations on evaluations, bids and contract awards. Such review and recommendations shall not preclude the Chief Procurement Officer from entering into agreements or contracts in the best interest of the City and School Department.

[Reference: M.G.L. 7:22A; 7:22B; 30B]

[Adopted: October 1998]

[Revised: December 2002]

[Revised: June 2015]

[Reviewed: February 2019]

[Reviewed: December 2021]

[Revised: 2023]

PUBLIC ~~PARTICIPATION~~ COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires individuals to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes. All speakers are encouraged to present their remarks in a respectful manner.
2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.
3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.
4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.
5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the Gardner School Committee.
6. Sign up instructions will be provided for those who wish to participate in Public Comment.

LEGAL REFS.: M.G.L. c. 30A: 18-25

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS

BEC, EXECUTIVE SESSIONS

BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

SOURCE: MASC

[Revised: April 2020]

[~~Reviewed~~Revised: ~~March~~ 2023]

SCHOOL COMMITTEE MEMBER COMPENSATION

~~The School Committee shall serve without compensation, except by a majority vote of the city council, the amount of such compensation to be set by the city. The School Committee shall serve without compensation, except that a member of a School Committee may be compensated for their services by a majority vote of the city council; the amount of such compensation, in each case, to be set by the City. No member of the School Committee shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which the City participates.~~

~~In addition, no member of the School Committee, except the mayor, shall, while a member thereof, hold any other office or positions in the school department, the salary or compensation of which, is payable out of the city treasury.~~

~~Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.~~

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 71:52

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

[Reference: General Laws of Massachusetts, Chapter 71 Section 52, Chapter 43 Section 32; BIBA School Committee Conference Convention and Workshops; DKC, Expense Reimbursements]

[Reviewed: January 2002]

[Reviewed April 2012]

[Revised May: 2018]

[Revised: April 2020]

[Revised: 2023]

ADMINISTRATION GOALS ~~AND OBJECTIVES~~

~~We believe that in order to provide the type of educational program necessary to meet the needs of all the students of Gardner, the School Committee must rely on a Superintendent who should be given the primary responsibility to provide the professional visionary leadership the school district demands.~~

~~The School Committee, Superintendent, and his/her administrative team have the primary responsibility for designing an organization that can effectively achieve the purposes for which the school system was organized.~~

~~In the educational organization the administrative staff is expected, within the framework of School Committee decisions, to provide the school district employees with the time, materials, resources, working conditions, and inspiration that they need to fulfill their obligations.~~

The School Committee intends to employ qualified personnel to administer the school district efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. The Superintendent will establish channels so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to their area of operation.

LEGAL REFS.: M.G.L. 71:41, 71:42

SOURCE: MASC - Updated 2022

[Revised: March 2002]

[Revised: February 2019]

[Revised: 2023]

SCHOOL SUPERINTENDENT

~~The administration of the school system in all of its aspects shall be delegated to the superintendent, who shall carry out his/her administrative functions in accord and with the policies adopted by the School Committee and responsibilities required by Massachusetts General Laws and applicable federal laws. The execution of all decisions made by the School Committee concerning the internal operation of the school system shall be delegated to the Superintendent.~~

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Mayor in sufficient time for printing in the annual report.

SOURCE: MASC - Updated 2022

LEGAL REFS: M.G.L. 71:59, 72:3

[Revised: March 2002]

[Reviewed: January 2006]

[Revised: February 2019]

[Revised: 2023]

BONDED EMPLOYEES AND OFFICERS

Each employee of the school system who is assigned the responsibility of receiving and/or dispensing school funds will be bonded individually or covered by a blanket bond. The cost of the bond will be paid by the city.

SOURCE: MASC Updated 2022

[Reference: M.G.L. 40:5; 41:109A; 71:47]

[Adoption: October 1998]

[Reviewed: November 2003]

[Reviewed: February 2019]

[Reviewed: December 2021]

[Revised: 2023]

FISCAL ACCOUNTING AND REPORTING

~~The superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system. This responsibility may be delegated to the school business administrator.~~ The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district, maintaining effective internal controls so as to assure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations.

The accounting system used will conform to state requirements and to sound business practices. The system will provide for the appropriate separation of accounts, funds, and special monies.

The school committee will receive monthly financial statements from the superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the committee or the administration will be presented as deemed necessary.

SOURCE: MASC Updated 2022

LEGAL REF.: MGL Ch. 44:38

603 CMR 10:00

2 CFR 200.303

CROSS REFS: DBJ Budget Transfer Authority

DIE Audits ~~{Reference: Board of Education 603 CMR 10:00}~~

[Adopted: October 1998]

[Revised: June 2002]

[Reviewed: February 2019]

[Reviewed: December 2021]

[Revised: 2023]

Gardner Elementary School

Pre-School Program

278 Pearl Street, Gardner, MA 01440

Tuition Agreement 2023-2024

Student Name _____

Parent / Guardian Name _____

Address: _____

Phone Number: _____

I, _____, agree to pay the following tuition fees for my child enrolled in the Gardner Elementary School Preschool Program (check one box).

Full Day Program ☐ 8:45 to 3:00

September	\$	260	due by	August 1, 2023
October	\$	260	due by	September 1, 2023
November	\$	260	due by	October 1, 2023
December	\$	260	due by	November 1, 2023
January	\$	260	due by	December 1, 2023
February	\$	260	due by	January 1, 2024
March	\$	260	due by	February 1, 2024
April	\$	260	due by	March 1, 2024
May	\$	260	due by	April 1, 2024
June	\$	260	due by	May 1, 2024
Full Year	\$	2,600		

Half Day Program ☐ Morning Session 8:45 to 11:15

☐ Afternoon Session 12:30 to 3:00

September	\$	130	due by	August 1, 2023
October	\$	130	due by	September 1, 2023
November	\$	130	due by	October 1, 2023
December	\$	130	due by	November 1, 2023
January	\$	130	due by	December 1, 2023
February	\$	130	due by	January 1, 2024
March	\$	130	due by	February 1, 2024
April	\$	130	due by	March 1, 2024
May	\$	130	due by	April 1, 2024
June	\$	130	due by	May 1, 2024
Full Year	\$	1,300		

Signed _____ Date _____

Please make checks payable to The City of Gardner and include the student's name in the Memo space. You may also pay online at <https://unipaygold.unibank.com/customerinfo.aspx>

GHS Surplus Furniture List

Please consider the following furniture as surplus. We have ordered/received new furniture for our woodworking and STEM classrooms and need to remove the old furniture in order to make space for the new.

6 metal bases to the old woodworking tables

- The wood table tops will be removed for future use, but the old, damaged metal bases need to be thrown.



26 old student computer/drafting desks

- These are old, tall desks that need to be removed to make room for the new student desks and workstations



50 old metal/ceramic/plastic student chairs and stools

- These chairs and stools are old and many are broken and need to be removed to make way for the new ones.



Gardner Public Schools

Rebecca McCaffrey, *Director of School Health Services*

www.gardnerk12.org

160 Elm St, Gardner, MA 01440

(978) 410-7468

School Health Services Update to School Committee – April 3, 2023

District Emergency Response Plan Update: Run, Hide, Fight Drills will be conducted during that month of April at all schools. Parent/Guardian communication was sent out through the Central Office. Drills will be conducted in collaboration with Gardner Police and Gardner Fire Departments. Communication will be clear and age appropriate. During the last PD day, building staff were presented with the details of the drill to ensure that they are prepared. We will also be having a Medical Emergency Response Team (MERT) Drill at the end of the Run, Hide, Fight Drill where MERT team members will be asked to come to the health office with their emergency bags.

Heywood Hospital Telemedicine: 7 students have benefited from being able to be assessed and treated by a Nurse Practitioner during the school day. This program helps to reduce barriers to accessing healthcare. We have had student's seen and treated through the Health Office that would have otherwise not been able to be seen that day due to the following barriers:

- Transportation
- PCP office had no sick appts available that day
- Parent was unable to leave work to bring child to be seen

Coat Drive: With the warm weather coming, we will store the leftover coats for next year. Over 100 students received a brand new coat this Winter

Wellness Committee: The Wellness Committee meeting met on 3/9 and will meet again on 5/15. We reviewed the current Wellness Policy and developed a Mission Statement. We are currently working on Staff Wellness resources and making a flier that we can share out with staff with a variety of resources.

Comprehensive Health Needs Assessments for ELL and Homeless students: We are doing Comprehensive Health Needs Assessments on our ELL and Homeless students as we know that these populations may have additional barriers to accessing health services. We do a complete chart review on these students looking for the following:

- Primary Care Physician/ Medical Home
- Dentist
- Immunizations
- Screenings
- Physical Exam
- School Attendance
- Frequency of visits to the health office

After doing a complete chart review, we reach out to the parent to discuss the findings and to see if there are any healthcare needs that we can assist with. Many of these conversations require the use of translators. Tina Rusak, our Nurse Care Coordinator, has been leading this project and working with the school nurses.

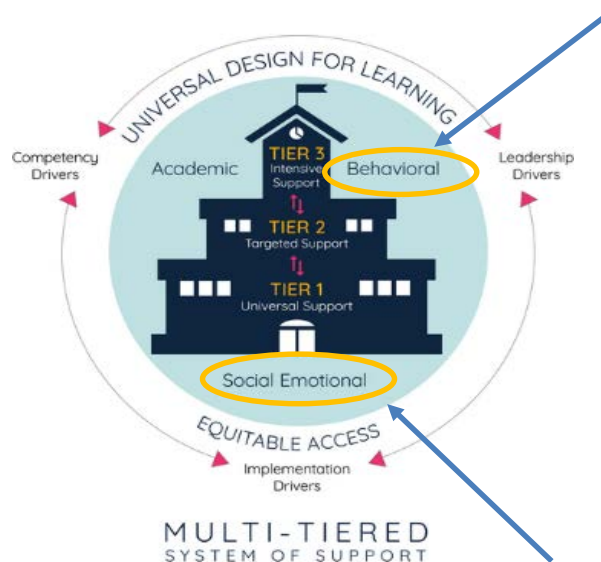
Professional Development for School Nurses: On 3/24, the school nurses received a 2 hour training from Boston Children's Hospital Community Health Initiative on Diabetes. The technology related to Diabetes care is constantly evolving with new Continuous Glucose Monitoring Systems and Insulin Pumps. The training was paid for with the Comprehensive School Health Services Grant through the Department of Public Health.



April 3, 2023

Data Driven Instruction: (MTSS – Systems, Data, & Practice Update)

Over the past several years, the District has been developing and implementing a new Multi-Tiered System of Supports (MTSS) model utilizing data from various evidence-based sources to monitor and adjust social, emotional, behavioral and instructional practices. Understanding that students must have the social, emotional and behavioral skills to maximize learning and academic achievement, the District began this work with a focus on the social, emotional and behavior legs of the model (see below).



District and building level social, emotional learning (SEL) teams were formed and each team worked collaboratively with the May Institute to develop effective structures and practices at each tier of implementation. This work continues to be a priority for the District and positive results are evident in the data being collected.

During the 2020-2021 school year, the District began to shift focus to include the development of structures and practices for the academic leg of the MTSS model. Similar to the SEL work, District and building level teams were formed and a strategic plan for academic tiered supports was developed (see below).

TIER ONE: STEPS TO IMPLEMENTATION

			Step Three...
		Step Two...	
	Step One...		
Team	<u>Systems</u>	<u>Data</u>	<u>Practice</u>
Building Leadership Team (BLT) Review Data to Support Professional Development and coaching of staff and teacher leaders	Review Data for Effective CPT Team Facilitation & Development <ul style="list-style-type: none">Observe CPTMeeting Agenda, Minutes & GoalsAdmin/Teacher Leader Coaching Meetings	Ensure Assessment Implementation <ul style="list-style-type: none">LinkIt! Formative AssessmentsCommon Classroom Assessments of Objectives/Learning TargetsLinkIt! Benchmark AssessmentsAdmin/Teacher Leader Coaching Meetings	Review Data to Assess Effectiveness of Tier 1 Supports and Fidelity to Practice <ul style="list-style-type: none">Mini Learning Walks to assess fidelity of practicesLesson PlansResults of LinkIt! Benchmark AssessmentsAdmin/Teacher Leader Coaching Meetings
Teacher Leaders lead their Common Planning Time (CPT) Team to promote Data-Driven Instruction and Evidence-based Effective Practices	CPT Meeting Goals: <ul style="list-style-type: none">Align curriculum, instruction and assessments to the state standards so they are common to all grade-level teachersDecide how students can demonstrate mastery of the standardUnpack the standards to identify Objectives/Learning TargetsDevelop Lesson Plans that meet the standards/Objectives/Learning Targets	Implement Assessments to Generate Relevant Data <ul style="list-style-type: none">LinkIt! Formative AssessmentsCommon Classroom Assessments of Objectives/Learning TargetsLinkIt! Benchmark Assessments	Review Assessment Results to Inform Responsive Practices <ul style="list-style-type: none">Universal Design for Learning (UDL)Effective Use of Classroom's Inclusive SupportsFour Evidence-Based Practices

Step one of the strategic plan began in the fall of 2021 and continued through the end of this school year and into the summer of 2022. During the summer of 2022, administrators and staff were also trained and supported in the development and implementation of high level effective student tasks to address the standards and big ideas of each grade level/content area. In the fall of 2022 staff members began transitioning to step 2 of the strategic plan by using data from MCAS, summative, and benchmark assessments in literacy and mathematics to determine areas of instructional focus. An emphasis has been placed on developing student tasks that align with the level of MCAS-like critical thinking questions and instructional plans to support those student tasks. Additionally, common assessments continue to be developed to provide consistency among classroom instructional experiences and data collection/analysis practices.

Across all schools, staff are utilizing common planning time meetings to create robust student tasks, monitor student progress, and update instructional practices. As we move into the summer of 2023 we will begin to shift more of an emphasis on the training of data protocols and decision-making practices for creating flexible grouping of students and targeted interventions/supports based on in the moment checks for understanding. Professional Development during the 2023-2024 school year will focus on supporting the work from steps 1 and 2 above and shifting to training in the use of practices from step 3 of the academic work.

Future professional development and administrative/staff work will focus on all three steps of the academic leg with the ultimate goal of merging data analysis of academic outcomes with data from SEL outcomes to better support our students from a holistic perspective.



Gardner Public Schools

Courtney Dunn, *Grants, Communications & Compliance Manager*

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70 Waterford Street, Gardner, MA 01440

(978) 632-1000

Grants, Communications & Compliance Update to School Committee – April 10, 2023

Grants Awaiting Approval from DESE/DPH

- N/A

Grants

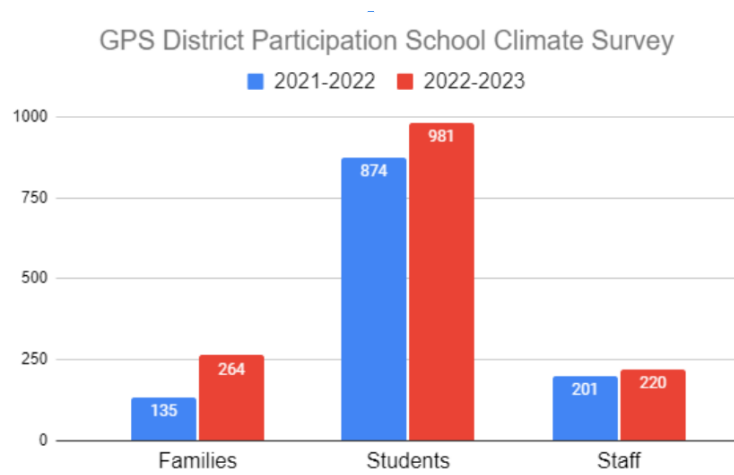
The district is currently in the midst of providing FY22 reporting on ESSER I, ESSER II, and ESSER III to the state to ensure federal government compliance. This includes Cross Act surveying as well as information on FY22's fund code 324 MassGrad Promising Practices grant and FY22's fund code 332 Supporting Students' Mental/Behavioral Health grant. All reporting is due by April 15, 2023.

The district was also selected to participate in a national data collection survey to help inform USED's processes around Title II funding. This submission will be completed by April 25, 2023.

Communications/Family Engagement

The districtwide Family Engagement team has started presenting Climate/Culture Survey data to building teams. At the district level, this data has been presented and discussed with the MTSS SEL team, with district leaders working to compare the data to national data and prepare to share the information at this spring's MTSS Family/Community Convening. This meeting will be held in May, but has not yet been scheduled.

Overall, the district saw an improvement in participation year-over-year at all schools.



Key take-aways from the data will inform action planning in the coming months for next year's family/community engagement work.

Community • Appreciation • Responsibility • Excellence

Gardner Public Schools

Joyce West, Director of Pupil Personnel



www.gardnerk12.org

130 Elm Street, Gardner MA 01440

(978) 630-4076

April 3, 2023

Report to the School Committee Special Education Updates

DISTRICT MTSS SEL/DISTRICT MENTAL HEALTH TEAM:

The District MTSS SEL Leadership Team is currently working with Dr. Robert Putnam and Dr. Stephanie St. Joseph on a research study for Tier 3 practices. Dr. Putnam and Dr. St. Joseph are working with Gardner Elementary School staff responsible for providing support to students identified as requiring Tier 3 supports to determine if training and coaching teachers will result in positive outcomes for students. The study is voluntary and consent from staff and parents was a requirement to select students in the study. The proposed study is for the May Institute to train our teams, work with them on interventions, and use data from a variety of sources to determine the effectiveness of this training. The title of the study is "Scaling up Tier 3 Practices within a PBIS Framework".

Staff taking part in the study will receive training and coaching provided by The May Institute on Tier 3 practices. The May Institute will be collecting data such as the number of office discipline referrals, scores on the BESS, and survey scores. The May Institute will not be working directly with students and all data will be de-identified to protect confidentiality.

As part of the study, the District and May Institute obtained parent consent for students identified as receiving Tier 3 supports. The District identified approximately 17 students for the research study but to date, only 10 parents have responded. The District will proceed with the students that we received consent. Results of the study will be shared once they are made available.

The following is the parent information sent home to illicit student involvement in the study. Contact information for parents to reach out directly to the researchers was included.

"You are being asked to allow your child participate in a research study. The box below highlights key information about this research for you to consider when making a decision whether or not to participate. Carefully consider this information and the more detailed information provided below the box. Please ask questions about any of the information you do not understand before you decide whether to participate."

Key Information for You to Consider

- **Voluntary Consent.** You are being asked to volunteer for a research study for you and your child. It is up to you whether you choose to participate or not. There will be no penalty or loss of benefits to which you are otherwise entitled if you choose not to participate or discontinue participation.
- **Purpose.** The purpose of this research is to determine if training and coaching for teachers will help them improve positive outcomes for students.
- **Procedures and Activities.** Your child will not have to do anything. They will attend school as normal. However, some data will be collected about your child and their progress in school.
- **Risks.** All risks are minimal. All student information is de-identified and they will remain anonymous for all purposes.
- **Benefits.** Possible benefits include improved teacher practices that will then benefit your child.

Alternatives. Participation is voluntary and the only alternative is to not participate.

Who is conducting this research?

The researchers, Dr. Stephanie St. Joseph and Dr. Bob Putnam, are asking for your consent to this research. Both are clinical consultants with The May Institute.

Why is this research being done?

The purpose of the research is to determine if training and coaching teachers will result in improve positive outcomes for students.

How long will I be in this research?

We expect this research will be conducted during this school year and part of next school year.

What happens if I agree to participate in this research?

If you agree to be in this research, your child's participation will include simply attending school as usual. We will take measures to protect privacy including keeping the records of this study private. All student data will be de-identified. No names or personal information will be recorded. Despite taking steps to protect privacy, we can never fully guarantee privacy will be protected.

We will take measures to protect the security of all personal information including keeping all electronic information coded and secured using a password-protected file and laptop. In any sort of report that may be published, we will not include any information that will make it possible to identify a participant.

We will tell you about any new information that may affect your willingness to continue participation in this research.

What happens to the information collected for this research?

We may publish/present the results of this research. However, we will keep your name, your child's name, and other identifying information confidential. Data may be shared with other researchers for analysis, but again, any identifying information will be kept confidential.

How will my privacy and data confidentiality be protected?

We will take measures to protect your privacy including keeping the records of this study private. All intervention sessions will be conducted in a private room. Despite taking steps to protect your privacy, we can never fully guarantee your privacy will be protected.

We will take measures to protect the security of all your personal information including keeping all electronic information coded and secured using a password protected file and laptop. In any sort of report we may publish, we will not include any information that will make it possible to identify a participant.

We protect your information from disclosure to others to the extent required by law.

What are the risks if I participate in this research?

The risks or discomforts of participating in this research are limited.

What are the benefits of participating in this research?

You and your child may or may not benefit from participating in this research. Possible benefits include increased outcomes for your student that may be improved academics or learned social emotional skills. “

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

Department of Elementary and Secondary Education liaison, Michael McDonald, met with SEPAC parents on Thursday March 23, 2023. Mr. McDonald reviewed the Tiered Focus Monitoring process with parents. The SEPAC will host a training on Bullying through the Federation for Children on April 6, 2023. The District pays an annual membership fee to the Federation for Children to support annual SEPAC activities.