

Agenda School Committee Meeting 10/10/2023

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

Tuesday, October 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 – K-1st & 2nd Grade DIBELs Teachers**
- D. **Consent Agenda**
 - a. Approval of Minutes: September 11, 2023
 - b. Accept Grant Funds on Grant listing dated October 10, 2023 in the amount of \$64,500.00
 - c. Warrant # 23-50, dated June 15, 2023, in the amount of \$444,051.72
 - d. Warrant # 24-10, dated September 7, 2023. in the amount of \$511,267.72
 - e. Warrant # 24-11, dated September 14, 2023, in the amount of \$96,837.53
 - f. Warrant # 24-13, dated September 28, 2023, in the amount of \$434,006.69
 - g. Warrant # 24-14, dated October 5, 2023, in the amount of \$1,121,818.49
 - h. Donations -

Agenda School Committee Meeting 10/10/2023

E. **Subcommittee Report**
Facilities Subcommittee
Policy Subcommittee

F. **Student Advisory Board** – Zayvian Rowe-Class – is a GHS Junior & in our MWCC Early College Program.

G. **Discussion Items:**
New Business

Item #3550 First Reading of Policies (Information)

EEA - Transportation Policy

EEAEC/JICC – Student Conduct on School Busses

EEAJ – Policy Regarding Motor Vehicle Idling on School Grounds

GBA – Equal Employment Opportunity

Item #3551 Second Reading of Policies (Vote Required)

DIE – Audits

EB – Safety Program

EBAB – Pest Management

EBB – First Aid

EBC – Emergency Plans

ECA – Buildings and Grounds Security

KCD – Public Gifts to the Schools

The Policy Subcommittee recommends acceptance of the above policies

GA – Personnel Policies Goals (For Removal-Vote Required)

The following policies have been found, by the MASC, to be redundant or unnecessary and should be considered for removal from our policy manual:

Item #3552 Superintendents Goals (Vote Required)

Item #3553 MOA Amendment between The School Committee & AFSCME (Vote Required)

Item #3554 Director of School Health Services (Information)

Item #3555 Curriculum Coordinator Update (Information)

Item #3556 Grants Administrator Update (Information)

Item #3557 Special Education Update (Information)

Item #3558 SEPAC Update (Information)

Item #3559 MSBA – New Building Project

H. **Communications**

I. **Final Comments of School Committee**

J. **Executive Session**

K. **Adjournment**

GARDNER PUBLIC SCHOOLS

BRIEFING

REGULAR MEETING OF THE SCHOOL COMMITTEE

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Subcommittee recommends ratification of Warrant #23-50.
 - d. Warrant # 24-10, dated September 7, 2023, in the amount of \$511,267.72
Subcommittee recommends ratification of Warrant #24-10.
 - e. Warrant # 24-11, dated September 14, 2023, in the amount of \$96,837.53
Subcommittee recommends ratification of Warrant #24-11.
 - f. Warrant # 24-13, dated September 28, 2023, in the amount of \$434,006.69
Subcommittee recommends ratification of Warrant #24-12.
 - g. Warrant # 24-14, dated October 5, 2023, in the amount of \$1,121,818.49
Subcommittee recommends ratification of Warrant #24-13.
 - h. Donations -
- E. **Subcommittee Report**
 - Facilities Subcommittee
 - Policy Subcommittee
- F. **Student Advisory Board-** Zayvian Rowe-Class – is a GHS Junior & in our MWCC Early College Program.
- G. **Discussion Items:**
 - New Business**
 - Item #3550 First Reading of Policies (Information)**
 - EEA - Transportation Policy
 - EEAEC/JICC – Student Conduct on School Busses
 - EEAJ – Policy Regarding Motor Vehicle Idling on School Grounds
 - GBA – Equal Employment Opportunity

Briefing
School Committee Meeting 10/10/2023

Item #3551 Second Reading of Policies (Vote Required)

DIE – Audits
EB – Safety Program
EBAB – Pest Management
EBB – First Aid
EBC – Emergency Plans
ECA – Buildings and Grounds Security
KCD – Public Gifts to the Schools

The Policy Subcommittee recommends acceptance of the above policies

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Item #3556 Grants Administrator Update (Information)

Item #3557 Special Education Update (Information)

Item #3558 SEPAC Update (Information)

Item #3559 MSBA – New Building Project

- H. **Communications**
- I. **Final Comments of School Committee**
- J. **Executive Session**
- K. **Adjournment**

Gardner School Committee

City Council Chambers, 95 Pleasant Street, Gardner, Massachusetts

Regular Meeting – September 11, 2023

Members present: Mayor Michael Nicholson, Chairperson
Jennifer Pelavin, Vice Chairperson
Rachel Cormier, Secretary
John LaFreniere, Finance Officer
Anne Hurst
Shannon Leighton
Robert Swartz

School Personnel Present: Dr. Mark Pellegrino, Superintendent
Terri Hillman, Recording Secretary
Dr. Catherine Goguen, Chief Academic Officer
Mark Hawke, Director of Finance & Operations
Melissa Paine, College & Career Readiness Program Coordinator
Lori Simpson, Ed.D., Director of Multilingual Learner Education

Call to Order

Mayor Michael Nicholson, Chairperson, called the meeting to order at 6:30 pm. The meeting opened with a roll call and the Pledge of Allegiance. A Moment of Silence was held for the victims of 9/11.

The meeting was broadcast live on Channel 8 (Gardner Educational Television Station).

Open Time for the General Public

No one from the General Public requested to speak.

Recognitions by the Superintendent

Dr. Pellegrino recognized the following staff members who stepped up to teach Gardner High School Biology classes - Melissa Bennett, Sherry Gelinis, Becky McCaffrey, Tine Russak, Carlos Silva, and Arvid Tenney.

CONSENT AGENDA

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

- Approval of Minutes of Regular Meeting of June 12, 2023, as recommended by the Chair.
- Accept Grant Funds on Grant listing dated September 11, 2023, in the amount of \$2,377,335.00.
- Approval of the following Warrants as recommended by the Finance Subcommittee:
 - Warrant #23-49 dated 06/08/23 in the amount of \$259,595.75
 - Warrant #23-51 dated 06//22/23 in the amount of \$449,472.52
 - Warrant #23-52 dated 06/29//23 in the amount of \$396,443.07
 - Warrant #23-53 dated 06/30/23 in the amount of \$768,817.22
 - Warrant #23-54 dated 06/30/23 in the amount of \$76,416.60
 - Warrant #24-04 dated 07/27/24 in the amount of \$24,167.71
 - Warrant #24-06 dated 08/10/24 in the amount of \$670,956.61
 - Warrant #24-07 dated 08/17/24 in the amount of \$56,012.88
 - Warrant #24-08 dated 08/24/24 in the amount of \$242,853.61
 - Warrant #24-09 dated 08/31/24 in the amount of \$616,218.36

Seconded by Mr. Swartz.

Vote – so voted.

Mayor Nicholson, Chairperson, abstained from voting.

SUBCOMMITTEE REPORTS

Facilities Subcommittee

Mr. Swartz, Chairperson of the Facilities Subcommittee, reported that the Subcommittee met on June 8, 2023. The meeting took place in Gardner Elementary School and the minutes of the meeting were presented.

- The new concession stand and restroom facility were being used during the GHS graduation.
- The Maintenance Department now has the necessary equipment to maintain the turf at Watkins Field.

The Subcommittee voted to recommend to the full Committee that the Helen Mae Sauter Building and surrounding property, including Stone Field and the playground area behind Elm Street School, be declared surplus as recommended by Mr. Hawke, Director of Finance and Operations.

Finance Subcommittee

Mr. LaFreniere, Chairperson of the Finance Subcommittee, reported that the Subcommittee met on June 8, 2023. Minutes of the meeting were presented.

The Finance Subcommittee reviewed the Expense Report. Mr. Hawke noted that the process to close unused PO's and transfer funds within budgets to cover any negative balances has started. He presented the current status of all Revolving Funds, which are healthy and should end the year with positive balances.

The Subcommittee voted to accept the donation of two benches for the Gardner Elementary School from the Gardner High School Class of 1970.

Policy Subcommittee

Mrs. Hurst, Chairperson of the Policy Subcommittee, reported that the Subcommittee met on June 22, 2023. Minutes of the meeting were presented.

The following policies were reviewed and determined that no changes were required and they will be updated as "Reviewed June 2023":

- EBCD Emergency Closings
- EBCFA Face Coverings
- ECABA Staff and Visitor Identification

Policies for a first reading were approved (see Item #3535), and policies for removal were approved (see Item 3536).

NEW BUSINESS

Item #3535 - First Reading of Policies

Mrs. Hurst presented the following policies for a first reading as recommended by the Policy Subcommittee:

- KCD Public Gifts to the Schools
- DIE Audits
- EB Safety Program
- EBAB Pest Management
- EBB First Aid
- EBC Emergency Plans
- ECA Building and Grounds Security

Item #3536 – Removal of Policies

Mrs. Hurst moved that the Gardner Public School Committee vote to approve the removal of the following policies as recommended by the Policy Subcommittee. The MASC has found these policies to be redundant or unnecessary and should be removed from our Policy Manual

- DE Private Funding
- EA Support Services Goals and Objectives
- EBCE School Closings and Cancellations

Seconded by Mrs. Leighton.

Vote – So voted.

Mayor Nicholson abstained from voting.

Item #3537 – School Calendar Update 2023-2024

Mr. LaFreniere moved that the Gardner Public School Committee vote to accept the Gardner Public School District 2023-2024 School Calendar (updated on September 11, 2023) as presented.

Seconded by Mrs. Leighton.

Vote – so voted.

Mayor Nicholson abstained from voting.

Item #3538 – Donation of Two Benches to Gardner Elementary School

Mr. LaFreniere moved that the Gardner Public School Committee vote to accept the donation from the GHS Class of 1970 of two benches to Gardner Elementary School as recommended by the Finance Subcommittee.

Seconded by Mr. Swartz.

Vote – so voted.

Mayor Nicholson abstained from voting.

Item #3539 – Donation of 100 Backpacks with School Supplies

Mr. LaFreniere moved that the Gardner Public School Committee vote to accept the donation of 100 backpacks with school supplies from Seaman Paper Co. With thanks.

Seconded by Mrs. Cormier.

Vote – so voted.

Mayor Nicholson abstained from voting.

Item #3540 – MASC Delegate

Mrs. Pelavin moved to appoint Robert Swartz to represent the Gardner Public School Committee at the MASC (Massachusetts Association of School Committees) at the November 2023 meeting.

Seconded by Mrs. Cormier.

Vote – so voted.

Mayor Nicholson abstained from voting.

Item #3541 – Superintendent's Goals

Dr. Pellegrino presented the Superintendent Goals for FY24. He reviewed the plans for District Improvement, Student Learning, and Professional Practice.

Item #3542 – District Improvement Plan

Dr. Goguen presented the District Improvement Plan for 2021-2024. It is a three-year plan, and she presented the Objectives and the Outcomes expected by 2024. She also presented an Implementation Timeline which is ongoing. An update will be provided in June.

Item 3543 – College & Career Readiness Coordinator

Melissa Paine, College & Career Readiness Program Coordinator, provided information on the Early College Programs. Information on the Intro to Auto Technology and dual credit courses was also reported. A copy of her report was provided to the Committee members.

Item #3544 – Curriculum Coordinator Update The Chief Academic Officer's report was included in the members' packets. Dr. Goguen was present this evening.

Item #3545 – ELL Coordinator Update

The English Language Learners Update Report was included in the members' packets. Lori Simpson, Ed.D., Director of Multilingual Learner Education, was present this evening.

Item #3546 - Grants Administrator Update

The Grants & Communications Update Report was included in the members' packets. Mrs. Courtney Dunn, Grants & Communications Manager, was not present this evening.

Item #3547 – Special Education Update

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

Item #3548– SEPAC Report

Mrs. Hurst said there was no SEPAC report this evening.

Item #3549 -MSBA – New School Building

Dr. Pellegrino reported that the building looks great. Still on time and on budget.

COMMUNICATIONS

Dr. Pellegrino reported that the opening of school went very smoothly. He appreciates everyone's hard work to ensure this. Sports have started and the GHS Football had an impressive win over Quabbin – 30-0. He thanked Dr. Simpson for her help with the refugees who have recently been located in Gardner.

FINAL COMMENTS

Mrs. Leighton welcomed everyone back for another year. It is a positive start.

Mrs. Hurst welcomed everyone back. The reports and presentations this evening were inspiring. She said that September is Suicide Prevention Month and spoke on the subject.

Mrs. Pelavin welcomed everyone back. All supports are in place for the students.

Mr. Swartz commented on the many improvements in the school system. He appreciates all the reports from staff and administration.

Mr. LaFreniere welcomed everyone back and thanked everyone who helped to prepare for a smooth opening.

Mrs. Cormier said it is great to have everyone back. She attended some of the games and is looking forward to the City's 100th Celebration Parade.

Mayor Nicholson is looking forward to a great school year and welcomed everyone back. He is proud of how much Gardner provides for our students and the record number of things done. He spoke about the 100th Celebration Parade and the UMass and GHS bands performing after the parade.

Executive Session

Mr. LaFreniere moved to go into Executive Session under M.G.L., Chapter 30A, s21(3) to discuss strategy with respect to collective bargaining as an open meeting may have a detrimental effect on the bargaining position of the public body. The School Committee will reconvene in open session only to adjourn.

Seconded by Mr. Swartz.

Roll Call Vote - Mrs. Cormier, yes; Mrs. Hurst, yes; Mr. LaFreniere, yes;

Mrs. Leighton, yes; Mrs. Pelavin, yes; Mr. Swartz, yes.

Count – 6 yes; 1 abstention. Mayor Nicholson abstained from voting.

The School Committee went into Executive Session at 7:40 PM.

The School Committee reconvened in Open Session at 7:48 PM.

ADJOURNMENT

Mrs. Pelavin moved to adjourn.

Seconded by Mrs. Cormier.

Vote – so voted.

Mayor Nicholson abstained from voting.

The meeting adjourned at 7:48 pm.

**Rachel Cormier
Secretary**

Terri Hillman, Recording Secretary

Gardner Public Schools

Courtney Dunn, *Grants & Communications Manager*



www.gardnerk12.org

130 Elm Street, Gardner, MA 01440

(978) 632-1000

Grant Funding for Approval – October 10, 2023

Grant Title	Amount	Grant Period	Use of Funds
Investigating History Grant	\$14,500	7/1/2023-8/31/2024	Curriculum development work as part of the Investigating History program.
Innovation Pathways Support Grant	\$50,000	9/18/2023-6/30/2024	Support and enhance Innovation Pathways workforce training programming

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 #: 23-50

WARRANT DATE 06/15/23

WARRANT #: 23-50

Location	Office & Gen Supplies	Curriculum	Prof Dev	Athletics	IT	Utilities	Facilities	TOTAL
High School	\$1,199.62	\$232.03			\$2,685.09	\$4,549.66	\$27,396.64	\$36,063.04
Middle School					\$1,453.88	\$1,805.73	\$24,396.78	\$27,656.39
Gardner Elementary School		\$21.45			\$2,699.64	\$3,735.59	\$33,123.68	\$39,580.36
Elm St. School						\$10.00	\$183.36	\$193.36
Helen Mae Sauter						\$1,652.73	\$1,095.54	\$2,748.27
Sub-Total	\$1,199.62	\$253.48	\$0.00	\$0.00	\$6,838.61	\$11,753.71	\$85,100.46	\$106,241.42

Location	Office Supplies	Transport.	IT	Advertising	Prof Serv	Assessment	Legal	Tuition	Utilities	Facilities	Carryover	TOTAL
Special Education		\$38,203.23	\$706.78		\$6,145.00	\$2,931.57						\$47,986.58
Administration			\$34,722.36	\$5,849.14					#####	\$6,836.89		\$51,577.10
Sub-Total	\$0.00	\$38,203.23	\$35,429.14	\$5,849.14	\$6,145.00	\$2,931.57	\$0.00	\$0.00	#####	\$6,836.89	\$0.00	\$99,563.68

Revolving Accounts	\$4,747.78
Grants	\$227,936.30
School Music	\$1,762.16
Student Activity Acct	\$3,800.38
Bonds	
Sub-Total	\$238,246.62

GRAND TOTAL	\$444,051.72
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 24-10

WARRANT DATE 09/07/23

Location	Office & Gen Supplies	Curriculum	Athletics	IT	Nurse	Utilities	Facilities	TOTAL
High School	\$3.98		\$6,074.30	\$3,080.64			\$767.40	\$9,926.32
Middle School				\$1,668.05			\$13,469.55	\$15,137.60
Gardner Elementary School	\$244.23			\$3,097.34			\$200.00	\$3,541.57
GALT								\$0.00
Sub-Total	\$248.21	\$0.00	\$6,074.30	\$7,846.03	\$0.00	\$0.00	\$14,436.95	\$28,605.49

Location	Office Supplies	Transport.	IT	Legal	Membership	Tuition	Prof. Services	Curriculum	Utilities	Assess	Facilities	Carryover	TOTAL
Special Education			\$810.90		\$200.00	\$28,639.97	\$13,221.50	\$3,657.23					\$46,529.60
Administration			\$190,662.05					\$8,352.03			\$1,627.21	\$40,547.06	\$241,188.35
Sub-Total	\$0.00	\$0.00	\$191,472.95	\$0.00	\$200.00	\$28,639.97	\$13,221.50	\$12,009.26	\$0.00	\$0.00	\$1,627.21	\$40,547.06	\$287,717.95

Revolving Accounts	\$309.68
Grants	\$192,634.60
Scholarship	\$2,000.00
Bond	
Sub-Total	\$194,944.28

GRAND TOTAL	\$511,267.72
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 24-11

WARRANT DATE 09/14/23

Location	Office & Gen Supplies	Curriculum	Dues & Mem	IT	Nurse	Utilities	Facilities	TOTAL
High School	\$999.85	\$300.95		\$4,499.56			\$2,554.40	\$8,354.76
Middle School	\$1,257.25			\$3,795.00			\$4,320.06	\$9,372.31
Gardner Elementary School	\$1,099.88	\$6,293.12			\$327.20		\$3,826.56	\$11,546.76
GALT								\$0.00
Sub-Total	\$3,356.98	\$6,594.07	\$0.00	\$8,294.56	\$327.20	\$0.00	\$10,701.02	\$29,273.83

Location	Office Supplies	Transport.	IT	Legal	Prof Dev	Schl Comm	Prof. Services	Curriculum	Utilities	Assess	Facilities	Carryover	TOTAL
Special Education								\$4,788.51					\$4,788.51
Administration	\$21.20		\$29,815.20		\$6,117.50						\$309.00	\$283.29	\$36,546.19
Sub-Total	\$21.20	\$0.00	\$29,815.20	\$0.00	\$6,117.50	\$0.00	\$0.00	\$4,788.51	\$0.00	\$0.00	\$309.00	\$283.29	\$41,334.70

Revolving Accounts	\$6,839.78
Grants	\$19,389.22
School Music	
Bond	
Sub-Total	\$26,229.00

GRAND TOTAL	\$96,837.53
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 24-13

WARRANT DATE 09/28/23

Location	Office & Gen Supplies	Curriculum	Dues & Mem	IT	Athletics	Utilities	Facilities	TOTAL
High School	\$327.00	\$711.96			\$6,363.60	\$1,873.86	\$33,519.66	\$42,796.08
Middle School	\$1,679.73	\$167.89				\$1,907.08	\$22,439.24	\$26,193.94
Gardner Elementary School	\$61.56	\$2,737.88				\$2,529.96	\$37,886.61	\$43,216.01
GALT								\$0.00
Sub-Total	\$2,068.29	\$3,617.73	\$0.00	\$0.00	\$6,363.60	\$6,310.90	\$93,845.51	\$112,206.03

Location	Office Supplies	Transport.	IT	Legal	Prof Dev	Tuition	Prof. Services	Curriculum	Utilities	Assess	Facilities	Carryover	TOTAL
Special Education		\$29,418.00		\$6,075.50		\$66,511.16	\$322.50	\$480.00		\$179.14			\$102,986.30
Administration	\$256.11		\$17,945.27	\$667.00					\$416.77		\$7,202.90	\$59,505.62	\$85,993.67
Sub-Total	\$256.11	\$29,418.00	\$17,945.27	\$6,742.50	\$0.00	\$66,511.16	\$322.50	\$480.00	\$416.77	\$179.14	\$7,202.90	\$59,505.62	\$188,979.97

Revolving Accounts	\$31,622.05
Grants	\$98,481.58
School Music	
Bond	\$2,717.06
Sub-Total	\$132,820.69

GRAND TOTAL	\$434,006.69
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 24-14

WARRANT DATE 10/05/23

Location	Office & Gen Supplies	Curriculum	Nurse	IT	Athletics	Utilities	Facilities	TOTAL
High School	\$16.86	\$9,721.42		\$625.00	\$2,500.00		\$1,192.11	\$14,055.39
Middle School	\$1,121.69	\$1,110.40	\$836.04				\$782.58	\$3,850.71
Gardner Elementary School	\$3,520.07	\$15,923.73					\$3,289.25	\$22,733.05
GALT	\$208.42							\$208.42
Sub-Total	\$4,658.62	\$26,755.55	\$836.04	\$625.00	\$2,500.00	\$0.00	\$5,263.94	\$40,847.57

Location	Office Supplies	Transport.	IT	Legal	Prof Dev	Tuition	Prof. Services	Curriculum	Facilities	Carryover	TOTAL
Special Education	\$129.40					\$56,799.10	\$2,500.00				\$59,428.50
Administration	\$578.67		\$16,251.80						\$405.01		\$17,235.48
Sub-Total	\$708.07	\$0.00	\$16,251.80	\$0.00	\$0.00	\$56,799.10	\$2,500.00	\$0.00	\$405.01	\$0.00	\$76,663.98

Revolving Accounts	\$7,810.00
Grants	\$81,240.73
School Music	\$1,875.49
Bond	\$913,380.72
Sub-Total	\$1,004,306.94

GRAND TOTAL	\$1,121,818.49
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GARDNER PUBLIC SCHOOLS

Facilities Sub-Committee Meeting Minutes Thursday, September 7, 2023

Central Office, Elm Street, Gardner, MA 01440

PRESENT: Robert J. Swartz, Chair; John LaFreniere, Jennifer Pelavin

REGRETS:

OTHERS PRESENT: Mark Pelegriano, Mark Hawke Director Finance and Operations, Wayne Anderson Director of Facilities

1. Call to Order 6:20 PM. Meeting took place in Central Office.
2. Approval of Minutes of the Facilities Subcommittee Meeting held on:
 - June 8, 2023. Mr. LaFreniere motioned, Ms. Pelavin seconded, Motion passed.
3. **NEW BUSINESS:**
 - Mr. Swartz mentioned how nice the back of GES is looking since the completion of the poured rubber ground coating around the playground areas. (See Incl: 1)
 - Mr. Swartz made note of the damaged drain gutter and drainpipe on the West side of the GMS gym.
 - Mr. Anderson presented a listing of projects that were completed over the summer break.
 - High School: Four rooms were painted, Room 301 original carpet was removed and new VCT tiles were installed. A locksmith installed intruder locksets in most of the classrooms. These provide additional room security.
 - Middle School: Offices and classrooms were painted, ceiling tiles were replaced that were missing or damaged. Several rooms had holes in walls were repaired and painted. Window screens were repaired as needed throughout the building.

Central Office- Ceilings were painted on the second floor. Carpeting was removed from several rooms on first and second floors. Replaced electrical wiring damaged from an electrical fire on 2022, 1st and 2nd center hall ways. Utilized the Fire Dept. large mobile generator while National Grid changed out a large pad mounted transformer. Installed panic hardware and exit alarms of eight double doors.
For more details refer to INCL.2 attached.

4. There being nothing further to discuss, Mr. LaFreniere made a motion to adjourn. Motion seconded by Ms. Pelavin. Adjournment was at 6:45 PM.

Robert J. Swartz
Chairman

INCL:
1, GES 3 pictures of back of school play area
2, Summer Project List.



September 7, 2023

2023 Summer Projects

High School:

Painted the following rooms:

Nurse's Office, Guidance Office, Room 101, Room 205, Room 316, and Room A-9.

Removed original carpet and installed VCT floor tiles in Room 301.

Ethier Locksmith installed intruder locksets on most classroom doors.

Middle School:

Main Office: General door trim painting in the main office and work areas.

Principal's Office: Paint walls and trim.

Cafetorium: Paint the columns and trim.

Room off of the Cafetorium: Will be used as Teachers' Lunch Room. Replace missing/damaged ceiling tiles.

Teacher's Lunch Room Bathrooms: Replace missing/damaged ceiling tiles.

Storage Room near main lobby near UA wing: Replace missing/damaged ceiling tiles.

Health Room: Replaced missing/damaged ceiling tiles.

Room by the Library: Replaced missing/damaged ceiling tiles.

Room 106: Repaired and painted the hole in the wall near the floor.

Room 107: Replaced missing/damaged ceiling tiles.

Room 110: Repaired and painted the hole in the wall by the door.

Room 301 & 302: Removed the wall between the rooms. Painted room and trim.

PJM Construction assisted with the wall removal and new gypsum board installation.

Room 302: Installed a whiteboard.

Room 303: Repaired and painted the small hole in the wall by the door.

Room 304: Repaired and painted the hole in the wall by the whiteboard, the wet wall, and a hole near the closet. Disposed of science classroom chemicals in the closet

Room 306: Repaired and painted the hole in the wall by the door and replaced missing/damaged ceiling tiles.

Middle School (continued):

Room 307: Repaired and painted the hole in the wall by the connecting door and replaced missing/damaged ceiling tiles.

Room 312: Replaced the missing window screen.

Building: Checked, repaired, and replaced window screens as needed throughout the building.

1st and 2nd Academic Floors: Changed the locker combinations.

Central Office – 160 Elm Street:

Painted the ceilings in Rooms 201 and 202.

Painted Rooms 204 and 210.

Removed carpeting from Rooms 111, 111A, 113, 114, 203, 204, Old Computer Lab, and 207.

Installed carpet tiles in Rooms 111, 111A, 113, 114, 203, 204, 205, Old Computer Lab, and 207.

PJM Construction assisted with carpet tile installation.

Replaced wiring damaged during the 2022 electrical fire on the 1st and 2nd floor center halls.

Connected/disconnected the Fire Department's tow-behind generator during the extended utility power outage due to the National Grid pad mount transformer failure.

Installed panic hardware exit alarm devices on eight double doors.

Installed exit alarms on the Auditorium Hallway and center rear double doors.

Relocated the door phone system from the Helen Mae Sauter School and installed a door camera at the Central Office Entry and control device in Room 210.



INCL 1



INCL 2



INCL 3

GARDNER PUBLIC SCHOOLS

Policy Subcommittee
Meeting Minutes
Wednesday September 6, 2023
4:30 PM
Superintendent's Conference Room
160 Elm Street, Gardner, MA 01440

In Attendance: Mrs. Rachel Cormier, Member; Mrs. Shannon Ward-Leighton, Member

Absent: Mrs. Anne Hurst, Chair;

Also in Attendance: Dr. Mark Pellegrino, Superintendent; Dr. Catherine Goguen, Chief Academic Officer; Ms. Courtney Dunn, Grants, Communications, & Compliance Coordinator; Mr. Martin Gray, Community Member

Mrs. Cormier called the meeting to order at 4:32 p.m.

A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to approve the minutes of the June 22, 2023 Policy Meeting with the deletion of a typo where both Mrs. Cormier and Mrs. Hurst were noted as seconding a motion. So moved.

The following policies were reviewed and determined that no changes were required. Therefore, the policies will be updated as "Reviewed September, 2023":

- EEAG – Student Transportation in Private Vehicles
- FF – Naming New Facilities

The following MASC policies were reviewed and deemed to be redundant to Massachusetts General Law, or not relevant to the District. Therefore they were not recommended to be sent to the full School Committee for adoption:

- EEAA – Walkers and Riders
- EEAE – School Bus Safety Program
- EEAEB – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- EFC – Free and Reduced Price Food Services

The following policy was recommended for removal as it is redundant to other policies, and will, therefore, be placed on the October full School Committee agenda for a vote to remove it from the policy manual:

- GA Personnel Policies Goals: A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to send to the October meeting for a vote for removal. So moved.

Policy ECAF – Security Cameras in Schools and Policy EEAA – Use of Video Cameras on School Buses were reviewed and discussed. Dr. Goguen presented changes recommended by

Mr. Mark Hawke, Director of Finance and Operations. Mr. Hawke's recommendation was to combine District file EEAA with the Massachusetts Association of School Committees (MASC) Policy ECAF to create one policy regarding the use of security cameras. The District does not currently have Policy ECAF. The Subcommittee requested that the recommended changes be made and placed on the October Policy meeting agenda for further review and discussion.

Policy EEA – Transportation Policy was reviewed and discussed. Dr. Goguen presented changes recommended by Mr. Hawke. Mr. Hawke's recommendation was to replace the District Policy EEA language with the MASC recommended Policy EEA language as it is more concise and less procedural. A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to send Policy EEA with the recommended changes to the October full School Committee Meeting for a first read. So moved.

Policy EEAE – Student Conduct on School Buses was reviewed and discussed. Dr. Goguen stated that the only difference between the District Policy EEAE and the MASC recommended Policy EEAE was the file name and recommended that the District Policy file name be amended to match the MASC recommended policy. A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to send Policy EEAE with the recommended changes to the October full School Committee Meeting for a first read. So moved.

Policy EEAJ – Policy Regarding Motor Vehicle Idling on School Grounds was reviewed and discussed. Dr. Goguen stated that the only difference between the District Policy EEAJ and the MASC recommended Policy EEAJ was the Title and recommended that the District Policy title be amended to match the MASC recommended policy. A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to send Policy EEAJ with the recommended changes to the October full School Committee Meeting for a first read. So moved.

Policy GBA – Equal Employment Opportunity was reviewed and discussed. Ms. Dunn stated that some of the language regarding protected classes was incomplete and recommended adding protected class language from the MASC recommended Policy GBA. A motion was made by Mrs. Ward-Leighton and seconded by Mrs. Cormier to send Policy GBA with the recommended changes to the October full School Committee Meeting for a first read. So moved.

The next Policy Subcommittee meeting will occur on Wednesday, October 4, 2023 at 4:30 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. So moved. The meeting adjourned at 4:53 p.m.

STUDENT TRANSPORTATION SERVICES

The major purpose of the school district's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school district may contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors, 7D contractors and school districts, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

SOURCE: MASC - Updated 2022

LEGAL

REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

[Adopted: April 1997]

[Approval: August 2000]

[Reviewed: December 2002]

[Revised: September 2004]

[Revised: June 2009]

[Revised: December 2009]

[Revised: May 2011]

[Revised: June 2019]

[Revised: 2023]

TRANSPORTATION POLICY

General

~~The purpose of a transportation policy will be to ensure that student transportation services complies with the Commonwealth of Massachusetts General Laws and Regulations of the Department of Education and Registry of Motor Vehicles pertinent to transportation of students, as well as govern any areas not covered by specific declaration of policy.~~

~~The major purpose of the school district's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.~~

~~The school district will contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors will be held responsible for the safe operation~~

~~of school buses and will comply with all applicable state laws and regulations, including but not limited to:~~

- ~~1. Specifications for school bus design and equipment~~
- ~~2. Inspection of buses~~
- ~~3. Qualifications and examinations of bus drivers~~
- ~~4. Driving regulations~~
- ~~5. Small vehicle requirements, if applicable~~
- ~~6. Insurance coverage~~
- ~~7. Adherence to local regulations and directives as specified in bid contracts (e.g. Evacuation Drills)~~

~~The Superintendent, or designee, working with the bus contractor and other appropriate administrators, will be responsible for establishing schedules, routes, stops, and all other matters relative to the transportation program.~~

Eligibility

~~Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school district for transportation costs is given by the Commonwealth, subject to appropriation, only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, c) students with special needs for whom transportation must be provided, and (d) those students who are in foster care or are homeless and meet the applicable criteria identified in those policies.~~

~~Additionally, the district will provide transportation for students as follows:~~

- ~~1. All special education preschool students are eligible for bus transportation. Peer model preschool students are not eligible for bus transportation.~~
- ~~2. All children in kindergarten are eligible for bus transportation.~~
- ~~3. All children in grades one through four who reside more than one (1) mile from the school which they are assigned to attend are eligible for bus transportation.~~
- ~~4. All children in grade five or above who reside more than one and one half (1.5) miles from the school which they are assigned to attend are eligible for bus transportation.~~

~~Under certain circumstances, students who are not eligible may ride the bus on a space available basis at a charge to the parent. Approval for space available seating is granted by the Business Administrator. Space available seating is generally not approved until the end of September and is approved on a first come, first serve basis. Please note that buses are generally used to full capacity and this type of space available seating is very limited. An administrative fee per bus pass will be charged.~~

Measurable Distances

~~The Department of Education policy regarding the "measurable distances" provisions set forth in M.G.L. c.71, s. 68, is as follows:~~

~~The distance between a pupil's residence and the school the pupil is entitled to attend or the nearest school bus stop shall be measured from "portal to portal" over a commonly traveled route.~~

~~Portal to portal shall mean the sidewalk or public way in front or nearest to a pupil's home of residence to the entranceway of the school building the public is attending. Where there is more than one entranceway to the school building either entrance way may be used for measuring distances if both of the entrances are ordinarily accessible.~~

~~Commonly traveled route shall mean a sidewalk or public way, which, in the ordinary course, is open and accessible to pedestrian traffic.~~

~~Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.~~

Bus Safety:

~~The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:~~

- ~~1. Children will be instructed as to the proper procedure for boarding and existing from a school bus and in proper and safe conduct while aboard.~~
- ~~2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.~~
- ~~3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.~~
- ~~4. Classroom instruction on school safety will be provided.~~

Supervision of Riders

~~Bus drivers are responsible for the safety of children riding to and from school.~~

Requirements of Contents

~~A copy of the bus route should be placed in each bus prior to the beginning of school. Emergency numbers (such as police, school, garage, hospital, and so on) must be posted **ON** each bus.~~

Student Conduct on Busses (also JICC)

~~The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal~~

~~To ensure the safety of all students who ride in busses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.~~

~~Any violations of the rules and regulations for student behavior on school buses must be reported at the end of each trip by the bus driver, who must obtain all pertinent information and report it to the school principal. The report should be forwarded to the school principal no later than the first day following the occurrence or incident.~~

~~[Reference: M.G.L. Chapter 71, Section 68; Chapter 71, Section 37H, Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students; M.G.L. Chapter 71, Section 47, Athletic Programs; School Organizations; Regulations; M.G.L. Chapter 71, Section 68, Duty of Towns to Maintain Schools; Pupil Transportation; School Building Committee Representation; M.G.L. Chapter 71B, Section 8, Transportation; Chapter 74, Section 8A, Transportation of Students; M.G.L. Chapter 76, Section 1, Regulation of School Attendance; Private School Transportation]~~

[Adopted: April 1997]

[Approval: August 2000]

[Reviewed: December 2002]

[Revised: September 2004]

[Revised: June 2009]

[Revised: December 2009]

[Revised: May 2011]

[Revised: June 2019]

STUDENT CONDUCT ON SCHOOL BUSES

The school committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing school committee requirements of student conduct on buses will rest with the principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the school committee.

[Reference: MGL Chapter 71, 37H]

[Adopted: August 2000]

[Reviewed: May 2003]

[Reviewed: December 2019]

[Revised: 2023]

~~POLICY REGARDING~~ MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles. The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Gardner School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Gardner School District shall erect and maintain in a conspicuous location on school grounds “NO IDLING” signage. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet. Signage will state “No Idling, Penalties of \$100 for first offense and \$500 for second and subsequent offenses (imposed by law enforcement agencies).

[Reference: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00]

[Adopted: March 2010]

[Reviewed: March 2019]

[Revised: 2023]

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race (which includes traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles), color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.~~gender identity, religion, national origin, sexual orientation, disability, age or place of residence.~~

Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualification, merit and ability.

SOURCE: MASC - Updated 2022

LEGAL REF.: M.G.L. 151B:4;

603 CMR 26:00

Acts of 2022, Chapter 117

- <https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: AC, Nondiscrimination

Reference: AC, Nondiscrimination; 192nd General Court of the Commonwealth of Massachusetts: Acts of 2022, Chapter 117

[Adopted: May 1997]

[Reviewed: January 2003]

[Revised: March 2013]

[Revised: April 2017]

[Revised: June 2019]

[Revised: November 2022]

[Revised: 2023]

AUDITS

As a department of the City, an audit of the school department's accounts shall be conducted annually by external auditors within nine months of the close of the fiscal year. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.~~An audit of the school department's accounts shall be conducted annually. In addition, the school committee may request a private audit of the school system's accounts at its discretion.~~

Upon completion of the external audit, the Superintendent will share the resulting documentation with the Committee. The School Committee will consider the recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the ~~Department~~Department of Elementary and Secondary Education (DESE). This End of Year report must be submitted to the ~~Department DESE~~ on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: ~~As a district that spends about thresholds required, the district~~The District is subject to the Single Audit Act based on spending thresholds as dictated by law. is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually. For accounts that exceed \$25,000, the School Committee shall consider an audit conducted by an outside firm every three years

The Committee may request an additional audit of the school district's accounts at its discretion

SOURCE: MASC Updated 2022

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3

CROSS REFS: DI, Fiscal Accounting and Reporting
JJF, Student Activity Accounts

[Adopted: October 1998]

[Reviewed: October 2002]

[Reviewed: February 2019]

[Reviewed: March 2022]

[Revised: 2023]

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences—~~bodily harm, loss of school time, property damage, legal action, and even fatality~~. The school committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

~~In the interest of encouraging a culture of safety, the District's practice of safety will also be considered a facet of the instructional program of the schools, including instruction in accident prevention, fire prevention, emergency procedures, and traffic, bicycle, and pedestrian safety.~~

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, health, and safety.
~~of current State of Massachusetts and City of Gardner regulations relating to fire prevention, civil defense, sanitation, public health, occupational safety, and emergency management.~~

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

[Reference: M.G.L71:55C ~~and Acts of 1985c 614 Sec 1~~; ~~Board of Education~~ 603 CMR 36:00; GBGB, Staff Personal Security and Safety; IHAM, Health Education; JLI Student Safety; EEAE School Bus Safety Program]

[Adopted: June 1999]

[Reviewed: December 2002]

[Revised: May 2019]

[Revised: 2023]

PEST MANAGEMENT

The Gardner Public Schools is committed to providing a safe and properly maintained environment for all staff, students, and visitors. To achieve this end, the School District will implement integrated pest management (IPM) procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation. Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

Overview and goals

- a. The superintendent shall develop and implement an integrated pest management program.
- b. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- c. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- d. The integrated pest management program shall strive to:
 1. Reduce any potential human health hazard.
 2. Reduce loss or damage to school structures or property.
 3. Minimize the risk of pests from spreading in the community.
 4. Enhance the quality of facility use for school and community.
 5. Minimize health, environmental and economic risks.

Restrictions On Use of Pesticides and Herbicides

- a. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- b. B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.
- ~~a. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.~~
- ~~b. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours unless the local board of health agent or the department of food and agriculture determine if an emergency waiver is to be allowed to eliminate any pest problem that exists. the standard for approval of the emergency waiver is as follows:~~
 - ~~• The emergency pest situation must present an immediate threat to human health and~~

- ~~There must be no viable alternatives to the use of pesticides to address the pest problem.~~

Notification of Pesticide and Herbicide Use

- a. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.
- b. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- c. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application except in the case of an emergency when parents will be notified immediately.

Record-Keeping

- a. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- b. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

Staff Responsibilities and Education

- a. The Facilities Staff, School Nutrition Contractor, and Custodial Contractor will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly maintained.
- b. Teachers and Staff: Any food kept in classrooms, office or other areas shall be kept in air-tight containers.
- c. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

SOURCE: MASC – Reviewed 2022

[Reference: ~~Chapter 85 of the Acts of 2000, “An Act to Protect Children and Families from Harmful Pesticides.”~~, M.G.L. 71, 68, 132B]

[Adopted: May 2002]

[Revised: September 2019]

[Revised: 2023]

FIRST AID

Gardner Public Schools~~The district~~ attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services by dialing 911. In the case of illness that may include an infectious disease the Board of Health shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the student to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a student or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian. ~~and/or family physician immediately.~~
3. In extreme emergencies, the school nurse, ~~school physician~~ or staff member in charge ~~Principal~~ may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a student is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All major accidents requiring emergency transport ~~to of~~ students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: [JLC](#), Student Health Services and Requirements

[Adopt 2023]

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain ~~plans~~ a District Emergency Response Plan that meets the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. The location of all available Automated External Defibrillators (AEDs), whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills (at least 4 times per year) and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC - Updated 2022

LEGAL REF: M.G.L. [69:8A](#)

Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: [EBCD](#), Emergency Closings

[JL](#), Student Welfare

[JLC](#), Student Health Services and Requirements

| [\[Adopt: 2023\]](#)

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the municipality. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

SOURCE: MASC - Updated 2022

| [\[Adopt: 2023\]](#)

PUBLIC GIFTS TO THE SCHOOLS

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure or use. ~~The superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the committee when the gift is of educational value.~~ In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

~~Gifts that would involve changes in school plants or sites will be subject to school committee approval. Any gift valued over \$500 must be accepted by the school committee.~~

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the School Committee, will be handled as a separate account and expended at the discretion of the committee, as provided by law.

The Superintendent will assure that an appropriate expression of appreciation is given to all donors.

[Reference: M.G.L. 44:53A, 71:37A; ~~JFF-R, Student Activity Account~~]

[Adopted: 3/8/99]

[Reviewed: September 2003]

[Reviewed: May 2016]

[Reviewed: June 2020]

[Revised: 2023]

CROSS REFS.: DD, Grants, Proposals, and Special Projects
GBEBD, Online Fundraising and Solicitation--Crowdfunding

PERSONNEL POLICIES GOALS

The Gardner School District's specific personnel goals are to:

1. Develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
2. Develop a general staff assignment strategy that will contribute to the learning program; and to use it as the primary basis for determining staff assignments.
3. Provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
4. Provide for a genuine team approach to education.
5. Develop and use personnel evaluation processes that contribute to the improvement of both staff capabilities and the learning program.

[Adopted: May 1997]

[Reviewed: January 2003]

[Revised: June 2019]

Gardner Public Schools

Dr. Mark J. Pellegrino, *Superintendent*



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Superintendent Goals FY24

District Improvement

Goal 1: Reduce academic equity gaps for students who are Multilingual or have Special Needs

By May 31, 2024, grades/departments will systematically and regularly measure academic achievement of all students, and disaggregate this data based to identify learning gaps for students with special needs and multilingual learners. This will allow staff to address gaps in students' academic performance by providing support to identified students struggling to master each standard.

Goal 2: Reduction of, and Equity in Discipline & Dropout Rates

By May 31, 2024, suspension, discipline referral, and dropout rates for students with disabilities and students of color will have equitable outcomes (≤ 1.25 times the aggregate rates), as the aggregate rates are reduced.

Student Learning

Goal 1: Fidelity to Tier 1 Academic Supports in Core Instruction

By May 31, 2024, all schools' grade level/department teams will create and utilize common formative assessment data to plan and inform their instruction for flexible groups in the classroom.

Goal 2: Students in Grades K-4 will be Reading on Grade Level

By May 31, 2024, at least 75% of students in grades K-4 will meet or exceed grade level reading standards as measured by DiBELS.

Professional Practice

Participate in Lynch Leadership Academy District-level Supervisory Program

By May, 2024, the superintendent will have participated in five full days of PD and additional coaching from the Lynch Leadership Academy to inform coaching, supervision, and evaluation of principals. 41



**MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF GARDNER SCHOOL COMMITTEE
AND
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES
AFL-CIO, STATE COUNCIL 93, LOCAL 1717**

By execution of this Agreement, the Gardner School Committee (the “Committee”) and the American Federation of State, County, and Municipal Employees AFL-CIO, State Council 93, Local 1717 (hereinafter, “Local 1717 Union”) agree that the terms and conditions of the AFSCME July 1, 2022 through June 30, 2025 contract document shall remain in force and effect for the duration as stated in Paragraph 1 below, with the exception of the following additions:

1. The duration of this contract shall be from July 1, 2022 through midnight on June 30, 2025.

2. Article VII

Add the following Section and language:

Transfers, Non-Renewal

This section shall pertain to staff hired on or after June 1, 2023.

When a transfer is necessary, volunteers will be transferred first. An involuntary transfer will be made only after a meeting between the member involved, a representative to the union, the Superintendent or designee, at which time the member will be notified of the reasons for the transfer.

Individuals employed under this contract by the Gardner Public Schools for 90 days or less, will be considered probationary and may be dismissed at any time. For the remainder of the employee’s first three full years of employment, the employer reserves the right to non-renew any member of this bargaining unit without cause for the upcoming school year or fiscal year. The employer must provide written notification of non-renewal by June 15th.

Agreed to by the parties on the date(s) indicated below:

Gardner Public School District

American Federation of State, County, and
Municipal Employees AFL-CIO, State Council 93,
Local 1717

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Gardner Public Schools

Rebecca McCaffrey, *Director of School Health Services*

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School Health Services Update to School Committee – October 10, 2023

CPR/AED/First Aid trainings: Between last Spring and this September nursing staff provided:

- CPR/AED certification for 35 GPS staff with 9 of those staff also being trained in First Aid
- CPR/AED or First Aid certification training to 43 REC CAMP staff
- CPR/AED and First Aid certification training to **all** Gardner Academy staff during the first 4 PD days back to school
- Optional Skills training including choke safety, food allergy/EpiPen, and hands only CPR for GES staff during the first 4 PD days back to school.

State Mandated Health Screenings: The Lion's Club has been assisting our school nurses with our State Mandated Health Screenings at Gardner Elementary. With the help of their trained volunteers, we were able to screen the entire elementary school during the last week of September and the first week of October. Many hands make the work light and we appreciate their assistance greatly. The librarian, Jennifer Brow, and reading specialist, Jennifer Giancaterino, were kind enough to let us use their space while we conducted these state mandated screenings.

Heywood Hospital Telemedicine: The school based health team from Heywood Hospital is now providing an additional telemedicine cart at Gardner Middle School. Students at both Gardner Elementary and Gardner Middle school that are referred to telemedicine by our school nurses and have parent/guardian consent will have access to next level care of a Nurse Practitioner that can diagnose and prescribe for things like ear infections, Strep throat, rash, and other medical issues that are appropriate telemedicine visits. Heywood provided a cart review and process review for our nurses on the 9/27 ½ day PD day.

Coat Drive: I still have some coats leftover from last year and I will be working with staff and community resources to make sure that students that need winter coats have them.

Wellness Committee: First meeting of the year is being planned.

Staff Flu and COVID vaccines during the school day: Once again, Price Chopper Pharmacy will be coming to our schools with Flu and COVID vaccines so that our staff may be vaccinated during the school day.

- 10/11 Wednesday at GHS and GMS
- 10/18 Wednesday at GES and Gardner Academy

Comprehensive Health Needs Assessments for ELL and Homeless students: We are continuing to conduct 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 and 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.



Gardner Public Schools

Catherine A. Goguen, Ed.D., *Chief Academic Officer*

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October 2, 2023

Curriculum and Instruction Update

Home School Update

During the 2021-2022 school year the District approved home school programming for 77 families which included a total of 117 students. During the 2022-2023 school year the District approved home school programming for 74 families which includes 113 students. To date the District has approved homeschool programming for 72 families which includes 118 students. These numbers are approximately double what they were prior to COVID but seem to be remaining steady since 2021. The numbers also do not reflect the same families as each year 27 to 56 students leave homeschool programs for various reasons, and new families enroll in homeschool programs.

Curriculum

The new IntoMath curriculum by Houghton-Mifflin-Harcourt for grades K – 4 and 8 was purchased during the Spring of 2023 and all teachers have received the materials and initial training to implement the curriculum. This curriculum was also purchased for grades 5 – 7 in January of 2023. Further professional development for effective implementation of this curriculum will continue throughout the remainder of this school year and through the summer of 2024. This curriculum is better aligned to state standards for mathematical content and practice, and follows an evidence-based instructional strategies approach for teaching and learning.

Additionally, Gardner Middle School social studies teachers are participating with Winchendon social studies teachers and Templeton social studies teachers in Department of Elementary and Secondary Education (DESE) grant funded professional development to adopt, plan and implement a new social studies curriculum entitled Investigating History. This curriculum was developed by teachers, instructional leaders and content experts across the state, under the direction of the DESE. A third-party professional development vendor, “Educurious”, is providing all training to teachers in an ongoing, embedded method with full days of training by grade level, coaching at each of the districts’ middle schools, and after school instructional planning sessions. The first two full days of training occurred at the beginning of August and the remainder of the training will occur throughout this school year and into the summer of 2024. This new curriculum is aligned to the most recently update DESE Curriculum Frameworks and provides a comprehensive framework for curriculum, high level instruction, and assessments for progress monitoring.

District/School Accountability

MCAS assessments were administered during the Spring of 2023 in grades 3-8 and 10. The results of the 2023 MCAS administration were used for District accountability for the first time since 2019, prior to COVID. The District's overall accountability status is "Not requiring assistance or intervention" and making moderate progress toward targets. Gardner Middle School was identified by the Department of Elementary and Secondary Education (DESE) as a school in need of assistance based on one subgroup category being in the bottom 10% of schools in the state. Gardner Academy for Learning and Technology was also identified as a school in need of assistance based on the participation rate of students taking the MCAS exam. The District will receive assistance from the Statewide System of Supports (SSoS) department of the DESE this school year to monitor progress in implementing action plans put in place to address these two areas of concern. A full report of the District's MCAS results will be presented at the November School Committee Meeting.



Gardner Public Schools

Courtney Dunn, *Grants & Communications Manager*

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Grants & Communications Update to School Committee – October 10, 2023

Grants

FY24 Grants

The district has received the FY24 Innovation Pathways Support Grant in the amount of \$50,000. This funding will be used to establish dedicated Healthcare, Manufacturing, and Business Lead Teachers/Advisors for the Innovation Pathways. It will also be used to provide professional development, recruitment materials, and internship tracking software for staff, while providing industry-recognized credentials in all pathways for students, including OSHA10 and CNA.

The district was also awarded a \$14,500 grant to support curriculum development and partnership through the Investigating History Program at DESE. This funding will pay for curriculum supplements and stipends for staff participation.

Since the last school committee meeting, the district finalized the FY24 entitlement grant applications (Titles I, II, III and IV, and IDEA 240/262). The district also submitted the FY24 Early College Support Grant application in the amount of \$100,000. The district is in the process of researching and applying for the Homeless Emergency Support Grant (FC 344) to gain access to necessary resources as we work to support students who are homeless, including recently placed refugees.

The grants office is in the process of finalizing all spending in all FY23 entitlement grants, which will be closed this fall. ESSER III and IVAQ funding have been transferred into FY24 to be used throughout the year. All non-multi-year FY23 grants have been closed as of this report.

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Gardner Public Schools

Joyce West, Director of Pupil Personnel Services



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October 2, 2023

Report to the School Committee Special Education Updates

SPECIAL EDUCATION DEPARTMENT:

The Department is preparing for the implementation of the newly revised Individual Education Program (IEP) Form that DESE released this year for the 2023-24 school year. This is the biggest change in Massachusetts special education forms in over 20 years. Gardner, along with most schools, have not implemented the IEP and some districts that originally planned to implement this year changed their decision based on a number of factors.

One main factor is that many IEP vendors schools use have not adjusted their databases to align to the new format. This is a major consideration to have in place as hundreds of students in a district may require IEPs and the management and operation to maintain these documents is cumbersome and time consuming. In addition, required elements on the IEP that are determined and in place for each student get submitted to DESE electronically three times per year. The data that DESE receives from the IEPs is calculated to measure federal indicators which are considered to determine Special Education Designations for each district. Having a database to store and retrieve this information is critical.

DESE is still adjusting some of the supporting IEP forms. The speed at which DESE has tried to implement the new form has shown to be ambitious and many questions and adjustments are still being made. The main guiding document that defines IEP elements, The IEP Technical Guide has not been released yet and is still in draft form. This document is an overview of the IEP format and what all stakeholders can use to understand the structure and purpose of each section of the IEP.

DESE is holding three trainings to train trainers in each district on how to use the form and train staff. I along with two special education administrators in the district will be attending the trainer session for the central region later this month.

MTSS SEL District Team:

At the end of the month the annual National PBIS Leadership Forum will be held in Chicago, Illinois. This conference's main audience is national leaders in the field for Positive Behavior Supports and Interventions. This year Dr. Lucille Ebner, the leading national researcher in interconnect systems of support will be the keynote speaker and has chosen Gardner Public Schools district's work and outcomes out of close to 14,000 school districts to briefly highlight as part of her opening. This keynote will be recorded. The District will share once it is made available.

