

Agenda School Committee Meeting 11/13/2023

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, November 13, 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** – Lion’s Club, Librarian & Reading Specialist
- D. **Consent Agenda**
 - a. Approval of Minutes: October 10, 2023
 - b. Accept Grant Funds on Grant listing dated November 13, 2023 in the amount of \$159,825.00
 - c. Warrant # 24-15, dated October 12, 2023, in the amount of \$293,602.48
 - d. Warrant # 24-16, dated October 19, 2023. in the amount of \$233,117.67
 - e. Warrant # 24-17, dated October 26, 2023, in the amount of \$217,180.57
 - f. Warrant # 24-18, dated November 2, 2023, in the amount of \$153,093.16
 - g. **Donations** –
 - Shun Fa Lian, Inc. (DBA Yen Yen) \$2,000.00

Agenda School Committee Meeting 11/13/2023

- E. **Subcommittee Report**
 Facilities Subcommittee
 Finance Subcommittee
 Policy Subcommittee

- F. **Student Advisory Board** – Zayvian Rowe-Class

- G. **Discussion Items:**
 New Business

- Item #3560 First Reading of Policies (Information)**

- ECAF – Security Cameras in School (for adoption)

- GBEB – Staff Conduct

- GBEBC – Gifts to and Solicitations by Staff

- GBEC –Drug-Free Workplace

- GBJ – Personnel Records (for adoption)

- Item #3561 Second Reading of Policies (Vote Required)**

- EEA - Transportation Policy

- EEAEC/JICC – Student Conduct on School Busses

- EEAJ – Policy Regarding Motor Vehicle Idling on School Grounds

- GBA – Equal Employment Opportunity

The Policy Subcommittee recommends acceptance of the above policies

Item #3562 Scholarship given in memory of Captain Erkki O. Minkkinen RET VSN for an Engineering Scholarship at GHS (**Vote Required**)

Item #3563 Field Trip - GHS Band & Chorus to Florida, Disney World & Universal Studio November 29-December 4, 2023 (**Vote Required**)

Item #3564 Declaration of Surplus Equipment (**Voted Required**)

Item #3565 Curriculum Coordinator Update with District MCAS (**Presentation**)

Item #3566 Grants Administrator Update (**Information**)

Item #3567 Special Education Update (**Information**)

Item #3568 SEPAC Update (**Information**)

Item #3569 MSBA – New Building Project

- H. **Communications**

- I. **Final Comments of School Committee**

- J. **Executive Session**

- K. **Adjournment**

GARDNER PUBLIC SCHOOLS

BRIEFING

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Finance Subcommittee
Policy Subcommittee
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 - GBEB – Staff Conduct
 - GBEBC – Gifts to and Solicitations by Staff
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Item #3561 Second Reading of Policies (Vote Required)

Briefing
School Committee Meeting 11/13/2023

EEA - Transportation Policy
EEAEC/JICC – Student Conduct on School Busses
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- I. **Final Comments of School Committee**
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- K. **Adjournment**

Gardner School Committee

City Council Chambers, 95 Pleasant Street, Gardner, Massachusetts

Regular Meeting – October 10, 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
Ms. Joyce West, Director of Pupil Personnel Services
Ms. Courtney Dunn, Grants, Communications & Compliance Manager
Ms. Rebecca McCaffrey, Director of School Health Services
Ms. Kim Halliman, 2nd Grade Teacher, Gardner Elementary School
Dr. Earl Martin, Principal, Gardner Elementary School
Zayvian Rowe-Class, Student Representative to the School Committee

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. 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 and Dr. Goguen recognized the 32 teachers in the K, 1st, and 2nd grades in appreciation of their dedication to and success with increasing student achievement in reading. The teachers used the DIBEL's Reading Skills (Dynamic Indicators of Basic Early Literacy Skills) to detect risk and monitor the development of early literacy and early reading skills.

Dr. Goguen presented information on the increase of the students' scores in reading. In 2021 52% were meeting grade level for reading and all are now showing significant increases. All the teachers worked together to make changes in the curriculum to increase reading skills.

Dr. Pellegrino presented Certificates to Dr. Martin and to those teachers who were present.

Mayor Nicholson declared a five-minute recess at 6:40 pm to allow time for a photo op.

The meeting was reconvened at 6:43 pm.

CONSENT AGENDA

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

- **Approval of Minutes of Regular Meeting of September 11, 2023, as recommended by the Chair.**
- **Accept Grant Funds on Grant Listing dated October 10, 2023, in the amount of \$64,500.00.**
- **Ratification of the following Warrants as recommended by the Finance Subcommittee:**
 - **Warrant #23-50 dated 06/15/23 in the amount of \$444,051.72**
 - **Warrant #24-10 dated 09/07/23 in the amount of \$511,267.72**
 - **Warrant #24-11 dated 09/14/23 in the amount of \$96,837.53**
 - **Warrant #24-13 dated 09/28/23 in the amount of \$434,006.69**
 - **Warrant #24-14 dated 10/05/23 in the amount of \$1,121,818.49**

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 September 7, 2023. Minutes of the meeting were presented.

Mr. Wayne Anderson, Director of Facilities, presented a list of projects that were completed over the summer break. Work was done in the High School, Middle School, and Central Office – 160 Elm Street. Mr. Swartz presented photos of the completion of the poured rubber ground coating around the playground area at GES.

Policy Subcommittee

Mrs. Cormier, Member of the Policy Subcommittee, reported that the Subcommittee met on September 6, 2023. Minutes of the meeting were presented.

The Subcommittee reviewed the following policies and determined that no changes were required. The policies will be updated as “Reviewed September 2023.”

Policy EEAG - Student Transportation in Private Vehicles

Policy FF - Naming New Facilities

Four policies were recommended for a first reading by the full School Committee. (See Item #3550 – First Reading of Policies)

Policy GA – Personnel Policies Goals - will be sent to the full School Committee for a vote for removal as it is redundant to other policies.

Mrs. Hurst explained that the Massachusetts Association of School Committees (MASC) sends recommendations for changes to current policies or for new policies. The Policy Subcommittee reviews this information and is adopting recommendations if necessary and not redundant to current policies.

Student Advisory Board

Zayvian Rowe-Cross, was introduced as the Student Representative to the School Committee. Zayvian is a GHS Junior and in the MWCC Early College Program. He reported on the opening of school, the fall athletic programs, the Annual Open House and the Homecoming Weekend.

NEW BUSINESS

Item #3550 –First Reading of Policies

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

EEA	Transportation Policy
EEAEC/JICC	Student Conduct on School Buses
EEAJ	Motor Vehicle Idling on School Grounds
GBA	Equal Employment Opportunity

Item #3551 – Second Reading of Policies

Mrs. Hurst moved that the Gardner Public School Committee vote to approve the following policies for a second reading:

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

Seconded by Mrs. Cormier.

Vote – so voted.

Mayor Nicholson abstained from voting.

Removal of Policy

Mrs. Hurst moved that the Gardner Public School Committee vote to remove the following policy from the Policy Manual as the MASC has found it to be redundant or unnecessary:

GA	Personnel Policies Goals
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Seconded by Mrs. Cormier.

Vote – so voted.

Mayor Nicholson abstained from voting.

Item #3552 – Superintendent’s Goals

Mrs. Pelavin moved that the Gardner Public School Committee vote to accept the Superintendent’s Goals for FY24 as presented.

Seconded by Mrs. Leighton.

Vote – so voted.

Mayor Nicholson abstained from voting.

Item #3553 – MOA Agreement between the School Committee & AFSCME

Mrs. Hurst moved that the Gardner Public School Committee vote to approve the Memorandum of Agreement between the City of Gardner School Committee and the American Federation of State, County, and Municipal Employees AFL-CIO State Council 93, Local 1717 for the contract dated from July 1, 2022 through midnight on June 30, 2025. Article VII – add the section and language on Transfer, Non-Renewal as presented.

Seconded by Mr. Swartz.

Vote – so voted.

Mayor Nicholson abstained from voting.

Item #3554 – Director of School Health Services

Ms. Rebecca McCaffrey, Director of School Health Services, presented an update on School Health Services between last Spring and this September. A copy of her report was included in the members’ packets.

- The Lion’s Club has been assisting the school nurses with the State Mandated Health Screenings at Gardner Elementary. With the help of their trained volunteers, the entire elementary school students were screened during the last week of September.
- Flu and COVID vaccines will be available during the school day for staff thanks to the Price Chopper Pharmacy.
- Comprehensive health needs assessments for ELL and homeless students are being conducted.
- Heywood Hospital Telemedicine is now being provided to the Gardner Middle School.

Item #3555 – Curriculum Coordinator Update

The Chief Academic Officer’s report was included in the members’ packets. Dr. Goguen was present this evening. She included numbers from school year 2021 on the home school program.

Item #3556 - Grants Administrator Update

Ms. Courtney Dunn, Grants, Communications & Compliance Manager, presented her report to the Committee. A printout of the report was included in the members’ packets. The district has received the FY24 Innovation Pathways Support Grant in the amount of \$50,000. The School Committee was updated on other grants she is applying for.

Item #3557 – Special Education Update

The Special Education Update Report was included in the members' packets. Ms. Joyce West, Director of Pupil Personnel Services, was present this evening to answer questions.

At the annual National PBIS Leadership Forum the Gardner Public Schools work will be briefly highlighted as part of keynote speaker, Dr. Lucille Ebner, opening. Gardner was chosen out of approximately 14,000 school districts to outline Positive Behavior Supports and Interventions. The keynote will be recorded and made available to the District.

Item #3558– SEPAC Report

Mrs. Hurst reported that she and Ms. Laurie Davies, SEPAC Chair, are trying to get parents involved. Laurie attended open houses at all the schools.

Item #3559 – MSBA – New School Building

Dr. Pellegrino reported that everything is going well at GES.

COMMUNICATIONS

Dr. Pellegrino thanked the teachers recognized tonight for their work, and thanked Ms. McCaffrey and Ms. Dunn for their reports. He thanked all the staff for working so hard to keep the school system moving forward. He said that fall sports are doing well. He welcomed Zayvian to the School Committee.

FINAL COMMENTS

Mrs. Leighton thanked everyone for their reports as they are very helpful. She welcomed Zayvian.

Mrs. Hurst thanked everyone for working together to accomplish so much. She attended the recent Governor's event at GES. She welcomed Zayvian.

Mrs. Pelavin said things are moving along very well and that the staff is working hard to get students back to where they should be. She said Zayvian's report of student activity was very interesting.

Mr. Swartz asked if students are still struggling due to COVID? Dr. Pellegrino said that it still impacts us, but everything is being done to make sure we are in a good place.

Mr. LaFreniere welcomed Zayvian and thanked him for his report.

Mrs. Cormier thanked Rebecca McCaffrey for a good report on the health programs in the schools and thanked the nurses for keeping the students healthy.

Mayor Nicholson welcomed Zayvian. He thanked the staff for their work at the Governor's meeting at GES last week. The Governor and her staff were impressed with the GES building and the students.

ADJOURNMENT

Mr. LaFreniere moved to adjourn.

Seconded by Mr. Swartz.

Vote – so voted

Mayor Nicholson abstained from voting.

The meeting adjourned at 7:14 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 – November 13, 2023

Grant Title	Amount	Grant Period	Use of Funds
Behavioral Health Workforce Grant	\$79,500	7/1/2023-6/30/2024	Training and resources for mental and behavioral health staff.
FC332 Supporting Students' Social Emotional Learning, Behavioral & Mental Health and Wellness Grant	\$80,325	10/10/2023-6/30/2024	Expanding mental health curriculum and providing resources and training to staff.

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 #: 24-15

WARRANT DATE 10/12/23

Location	Office & Gen Supplies	Curriculum	Student Activity	IT	Athletics	Utilities	Facilities	TOTAL
High School	\$421.48	\$6,121.56	\$500.00	\$3,080.64	\$1,431.25	\$1,620.49	\$1,738.06	\$14,913.48
Middle School	\$1,137.39	\$133.44		\$1,668.05		\$507.48	\$1,030.70	\$4,477.06
Gardner Elementary School	\$531.60	\$3,079.86		\$3,097.34		\$701.29	\$2,667.85	\$10,077.94
GALT								\$0.00
Sub-Total	\$2,090.47	\$9,334.86	\$500.00	\$7,846.03	\$1,431.25	\$2,829.26	\$5,436.61	\$29,468.48

Location	Office Supplies	Transport.	IT	Dues	Assessment	Tuition	School Comm.	Curriculum	Facilities	Utilities	Carry Over	TOTAL
Special Education			\$810.90		\$911.88	#####		\$49.45				\$30,748.11
Administration	\$46.76	\$74,160.00	\$1,142.07	\$700.00			\$55.26		\$3,734.17	\$158.58	\$88.00	\$80,084.84
Sub-Total	\$46.76	\$74,160.00	\$1,952.97	\$700.00	\$911.88	#####	\$55.26	\$49.45	\$3,734.17	\$158.58	\$88.00	\$110,832.95

Revolving Accounts	\$10,143.95
Grants	\$143,157.10
School Music	
Bond	
Sub-Total	\$153,301.05

GRAND TOTAL	\$293,602.48
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 24-16

WARRANT DATE 10/19/23

Location	Office & Gen Supplies	Curriculum	Prof. Dev	IT	Athletics	Nurse	Facilities	TOTAL
High School		\$59.90		\$1,480.00	\$5,696.01		\$35,002.25	\$42,238.16
Middle School	-\$303.00						\$25,519.26	\$25,216.26
Gardner Elementary School	\$431.90	\$2,366.85				\$84.99	\$47,500.06	\$50,383.80
GALT	\$78.40		\$700.00				\$497.01	\$1,275.41
Sub-Total	\$128.90	\$2,426.75	\$0.00	\$1,480.00	\$5,696.01	\$84.99	\$108,021.57	\$119,113.63

Location	Office Supplies	Transport.	IT	Dues	Assessment	Tuition	Prof. Services	Curriculum	Facilities	Insurance	Carry Over	TOTAL
Special Education						#####	\$9,101.70					\$33,344.10
Administration	\$21.20		\$2,702.52					\$3,600.00	\$6,830.48	#####	\$32,575.34	\$46,849.54
Sub-Total	\$21.20	\$0.00	\$2,702.52	\$0.00	\$0.00	#####	\$9,101.70	\$3,600.00	\$6,830.48	#####	\$32,575.34	\$80,193.64

Revolving Accounts	\$18,551.45
Grants	\$7,569.00
School Music	\$191.67
Student Activity Replenish	\$7,498.28
Sub-Total	\$33,810.40

GRAND TOTAL	\$233,117.67
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 24-17

WARRANT DATE 10/26/23

Location	Office & Gen Supplies	Curriculum	Prof. Dev	IT	Athletics	Nurse	Facilities	TOTAL
High School		\$241.54					\$5,664.57	\$5,906.11
Middle School	\$79.88						\$3,149.15	\$3,229.03
Gardner Elementary School		\$11,432.50		\$2,300.00		\$232.20	\$3,656.60	\$17,621.30
GALT								\$0.00
Sub-Total	\$79.88	\$11,674.04	\$0.00	\$2,300.00	\$0.00	\$232.20	\$12,470.32	\$26,756.44

Location	Office Supplies	Transport.	IT	Dues	Legal	Tuition	Prof. Services	Curriculum	Facilities	Carry Over	TOTAL
Special Education		\$75,682.00	\$729.71		\$7,416.00	#####	\$7,661.85				\$114,778.56
Administration	\$139.17		\$6,781.15						\$2,712.70	\$9,015.28	\$18,648.30
Sub-Total	\$139.17	\$75,682.00	\$7,510.86	\$0.00	\$7,416.00	#####	\$7,661.85	\$0.00	\$2,712.70	\$9,015.28	\$133,426.86

Revolving Accounts	
Grants	\$15,153.95
School Music	
Bond	\$41,843.32
Sub-Total	\$56,997.27

GRAND TOTAL	\$217,180.57
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**GARDNER PUBLIC SCHOOLS
SYNOPSIS OF WARRANT**

WARRANT #: 24-18

WARRANT DATE 11/02/23

Location	Office & Gen Supplies	Curriculum	Prof. Dev	IT	Athletics	Nurse	Facilities	TOTAL
High School	\$108.46	\$26.96	\$30.00		\$7,382.75			\$7,548.17
Middle School					\$696.50		\$740.50	\$1,437.00
Gardner Elementary School	\$427.00	\$2,978.51		\$2,301.00			\$754.36	\$6,460.87
GALT	\$235.91					\$38.17		\$274.08
Sub-Total	\$535.46	\$3,005.47	\$30.00	\$2,301.00	\$8,079.25	\$0.00	\$1,494.86	\$15,720.12

Location	Office Supplies	Transport.	IT	Dues	Legal	Tuition	Prof. Services	Curriculum	Facilities	Carry Over	TOTAL
Special Education	\$176.12					#####	\$7,228.50				\$27,239.12
Administration		\$74,160.00	\$6,957.35						\$137.40		\$81,254.75
Sub-Total	\$176.12	\$74,160.00	\$6,957.35	\$0.00	\$0.00	#####	\$7,228.50	\$0.00	\$137.40	\$0.00	\$108,493.87

Revolving	
Grants	\$28,616.18
School Music	\$262.99
Bond	
Sub-Total	\$28,879.17

GRAND TOTAL	\$153,093.16
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Donation:

- A \$2,000 donation was received from Shun Fa Lian, Inc. (DBA Yen Yen) **(Vote Required)**

GARDNER PUBLIC SCHOOLS

Facilities Sub-Committee Meeting Minutes

Thursday, November 2, 2023

Central Office, Elm Street, Gardner, MA 01440

PRESENT: Robert J. Swartz, Chairman, Jennifer Pelavin, John LaFreniere

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

REGRETS: Mark Pelegirino, Superintendent

1. Call to order at 5:20 PM
2. Approval of minutes of the Facilities Sub-Committee, Thursday, September 7, 2023, Motion made by John LaFreniere, seconded by, Jennifer Pelavin, motion passed.

3. Gardner Elementary School

- Lights continue to burn all three floors of the connecting tunnels
- Bldg. A North Side of bldg. first and second floors middle of bldg. Mr. Anderson will check the circuits on his computer to see if there is a switch relay problem.
- Grass on Southand West side not great but looking better than at beginning of school.
- During my Sunday tour of the district I noticed on the rear wall, Admin Bldg. that there was chalk art marks on the wall. Reported that observation to the administration for corrective action. (See attached picture).

4. Gardner Middle School

- Suggested that the leaves and growing weeds be collected on the outside steps next to the gym.
- Suggested that the black growth on the A bldg. in the courtyard be pressure washed as well as the East wall of bldg. A. Mr. Anderson stated that he would look into that problem.

5. Gardner High School

- Center ring (Admin & Classrooms) windows open on second and third floors on South end of bldg. Reported this to administration.

6. SURPLUS ELECTRONIC EQUIPMENT

Recommend to the school committee to declare the electronic equipment listed below as surplus. Our IT department has been working on all of this equipment salvaging what ever was salvageable this list is all equipment that is no longer useable.

PRODUCT	QTY
Monitors	130
Key Boards	150
Mice	50
Dell Towers	129
Fax Machines	15
Chromebooks	210
Misc. Cables Cords/ Speakers/Power Strips	1 Pallet
Switches	15
Smart Boards	19

Motion to adjourn made by Jennifer Pelavin seconded by, John LaFreniere, motion passed adjourned at 5: 37 PM.

Robert J. Swartz, Chairman

INCL:

GES Picture



GES REAR#1

GARDNER PUBLIC SCHOOLS

Elm Street School
160 Elm Street, Gardner, MA 01440
Finance Sub-Committee Meeting
Thursday, October 5, 2023 at 5:00pm

Minutes

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

Members Absent:

Others Present: Mr. Mark Hawke, Director of Finance & Operations, Dr. Mark Pelligrino, Superintendent, Mayor Michael Nicholson, Casey Chisholm, IT Director

Mr. LaFreniere called the meeting to order at 5:05 p.m.

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

Expense Report Review:

The Committee reviewed the Expense Report. Ms. Pelavin raised a question regarding the salary lines of the nurses. Mr. Hawke explained that from when we created the budget in February to now, a nursing reorganization had occurred and two salaries are in grants (not shown on the expense report). Questions were also asked and answered regarding Out of District expenditures and Collaborative expenditures. It's just the start of the year, but no problems are foreseen budget wise.

Projects Update:

Pitching/Batting tunnels are completed. Dugouts have started. The cleaning and fluffing of the turf is occurring at the beginning of each month.

Gifts & Donations:

None

New Business:

Special guest Casey Chisholm presented information (attached) regarding the 1:1 chromebook initiative. Questions were asked and answered.

The meeting adjourned at 5:51 p.m.

GPS Chromebooks

Inventory & Collection/Distribution:

- Asset Panda - a software for inventory management system. We are currently in the process of moving all assets into this system.
- GHS:
 - We maintain a collection/distribution sheet for each session during the beginning and end of the school year.
 - We always do the main collection at least three days before the last day of school to ensure students who missed the first round have an opportunity to return their assigned device.
 - If a student does not return their device, we “lock” the device so no one can sign into it. It essentially turns into a paper weight. After this step we receive the majority that didn’t get returned originally.
 - Students keep the same chromebook assigned to them throughout the life of the device.
- For GMS/GES:
 - All devices are located in carts in classrooms. We have already seen a significant reduction in damage, specifically at GMS, by doing this.
 - Chromebooks do not travel back and forth between school and home with the

Student Damage: There are four categories of damage we see:

- Normal wear and tear:
 - This damage is not generally detrimental to the use of the chromebook. The device is still fully functional, just looks worn.
- Manufacturer defect:
 - This is typically covered by warranty. We send back to manufacturer for repair
- Accidental damage:
 - Will repair with replacement parts or “expired” chromebook parts
- Intentional damage:
 - Admin team is informed and a decision is made on whether to charge the student or not. In severe cases, the student may lose privileges to a device for a short period of time.
- Replacement Parts:
 - We budget for the purchase of replacement parts throughout the year. Last fiscal year we spent ~\$5,000 on replacement parts.

Replacement Plan: FY25 will be the first year we will be implementing a replacement cycle for.

- Every year the District will need to purchase chromebooks for grades 2, 5 and 9 to ensure devices are getting replaced before end of life.

GARDNER PUBLIC SCHOOLS

Elm Street School
160 Elm Street, Gardner, MA 01440
Finance Sub-Committee Meeting
Thursday, November 2, 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 Mrs. Pelavin and seconded by Mr. Swartz to approve the minutes of the October 5, 2023 Finance Subcommittee meeting. So voted.

Expense Report Review:

The Committee reviewed the Expense Report. General questions were asked and answered. The Committee also reviewed the historical substitute teacher expenses by school for the past fourteen (14) years. Discussion occurred and Mr. Hawke will continue to do some more digging to see what practices have changed over the past several years.

Projects Update:

Dugouts are almost complete. The GHS HVAC project is out to bid.

Gifts & Donations:

A \$2,000 donation was received from Shun Fa Lian, Inc (DBA Yen Yen) was received. A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to accept the donation.

Mr. Hawke informed the Committee of a sizable scholarship that is being set up. It will likely be on the next meeting's agenda to accept.

New Business:

None

The meeting adjourned at 5:18 p.m.

GARDNER PUBLIC SCHOOLS

Policy
Subcommittee
Meeting Minutes
Wednesday October 4, 2023
4:30 PM
Professional Development Room
160 Elm Street, Gardner, MA
01440

In Attendance: Mrs. Anne Hurst, Chair; Mrs. Rachel Cormier, Member;

Absent: Mrs. Shannon Ward-Leighton, Member

Also in Attendance: Dr. Catherine Goguen, Chief Academic Officer; Ms. Courtney Dunn, Grants & Compliance Manager;

Mrs. Hurst called the meeting to order at 4:39 p.m.

Approval of the minutes of the September 6, 2023 Policy Subcommittee meeting was tabled until the November Subcommittee meeting.

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

- GBEA – Staff Ethics/Conflict of Interest
- GBEBD – Online Fundraising and Solicitations – Crowdfunding

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:

- GBGB – Staff Personal Security and Safety
- GBGE – Domestic Violence Leave Policy
- GBGF – Family and Medical Leave
- GBI – Staff Participation in Political Activities
- GCA – Professional Staff Positions

Policy ECAF- Security Cameras in Schools was reviewed and discussed. Dr. Goguen presented changes requested by the Subcommittee, and as recommended by Mr. Mark Hawke, Director of Finance and Operations. The recommendation was to combine District file EEAA (Use of Video Cameras on School Buses) 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. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send Policy ECAF with the recommended changes to the November full School Committee Meeting for a first read for adoption. So moved. District Policy EEAA will be sent to the full School Committee for removal once Policy ECAF has been adopted.

Policy GBEB – Staff Conduct was reviewed and discussed. Dr. Goguen stated that much of the current District policy is procedural in nature and recommended removal of the procedural language to align with the Department of Elementary and Secondary Education (DESE) model policy GBEB. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send Policy GBEB with the recommended changes to the November full School Committee Meeting for a first read. So moved.

Policy GBEC – Gifts to and Solicitations by Staff was reviewed and discussed. Dr. Goguen recommended the removal of the reference to policy JP – Student Donations and Gifts as the District does not have a policy JP. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send Policy GBEC with the recommended changes to the November full School Committee Meeting for a first read. So moved.

Policy GBEC – Drug-Free Workplace Policy was reviewed and discussed. Ms. Vickrey recommended replacing the District Policy language and formatting with the MASC recommended Policy language and formatting to create a more cohesive document. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send Policy GBEC with the recommended changes to the November full School Committee Meeting for a first read. So moved.

Policy GBJ – Personnel Records was reviewed and discussed. Ms. Vickrey recommended language changes to the MASC model Policy GBJ to be relevant to the Gardner School District as the District doesn't currently have this policy. A motion was made by Mrs. Hurst and seconded by Mrs. Cormier to send Policy GBJ with the recommended changes to the November full School Committee Meeting for a first read for adoption. So moved.

The next Policy Subcommittee meetings will occur as follows:

- Wednesday, November 15, 2023 at 4:30 p.m. in the Central Office Professional Development Room
- Wednesday, December 13, 2023 at 4:30 p.m. in the Central Office Professional Development Room

A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to adjourn the meeting. So moved. The meeting adjourned at 5:08 p.m.

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

Use of Security Cameras on School Buses

The use of security cameras on school buses is aimed at increasing overall bus safety. Security cameras will function to prevent discipline problems from occurring, but are not to serve as a threat to normally acceptable behavior. Security cameras will not replace the responsibility of the driver to control the students riding his or her bus. All bus discipline policies and procedures remain in effect and the driver must continue to monitor the behavior of riders.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system as the situation requires.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC - Updated 2022

[Adopted: 2023]

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern, and will conduct themselves in ways that do not distract from or disrupt the educational process.

~~Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:~~

- ~~1.—Faithfulness and promptness in attendance at work.~~
- ~~2.—Support and enforcement of policies of the committee and their implementing regulations and school rules in regard to students.~~
- ~~3.—Diligence in submitting required reports promptly at the times specified.~~
- ~~4.—Care and protection of school property.~~
- ~~5.—Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.~~
- ~~6.—Responsible use of all social media outlets; improper fraternization with students, improper use of district computers and technology, or failure to exercise good judgment in online conduct will result in consequences up to, and including, termination.~~

[Reference: M.G.L. 71:37H; 264:11; 264:14A]

[Adopted: June 1997]

[Reviewed: January 2003]

[Revised: June 2019]

[Revised: April 2021]

[Revised: 2023]

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

[Reference: M.G.L. 268A:3; 268A:23; 930 CMR 5.00; KHA, Public Solicitations in the Schools;
~~JP, Student Donations and Gifts;~~ MASC December 2012]

[Adopted: April 2015]

[Reviewed: April 2019]

[Revised: 2023]

DRUG—FREE WORKPLACE POLICY

DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

~~The school district will provide a drug-free workplace and certifies that it will:~~

- ~~1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and specify the actions that will be taken against employees for violation of such prohibitions.~~
- ~~2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.~~
- ~~3. Make it a requirement that each employee whose employment is funded by a deferral grant be given a copy of the statement as required.~~
- ~~4.—~~

- ~~Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.~~
 - ~~Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.~~
 - ~~Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.~~
4. ~~Coordinate with the City of Gardner to enforce and maintain the City of Gardner Drug and Alcohol Free Work Place Policy, including:~~
- ~~Any new employee, that has been offered a position in the City of Gardner, will be required to submit to a physical examination and drug test prior to beginning work. The failure to pass such a test shall be grounds for the City to rescind any offer of employment given to such applicant.~~
 - ~~Testing of present employees shall only be permitted where there is reason to suspect drug or alcohol abuse. Immediate testing shall be permitted upon the reasonable suspicion standards hereinafter set forth. Objective facts that may lead to reasonable suspicion shall include but not be limited to: questionable balance, unsteady walking gait, slurred speech, uncooperative attitude, bloodshot eyes, or odor of marijuana or alcohol on the breath or on the clothing of the employee. Other criteria that may lead to reasonable suspicion are that the employee's supervisor deems the employee to be impaired or incapable of performing assigned duties, an excessive number of vehicle or other types of accidents, inconsistent behavior, irritability, mood swings, nervousness, or hallucinations. In addition substantiated possession of drugs or alcohol while on duty shall be deemed to be de facto suspicious.~~
 - ~~The City shall provide any suspected employee with a written report evidencing reasonable suspicion within a reasonable time in advance of a proposed drug or alcohol test. The employee may initiate a review of the directive to submit a test sample or undergo testing. Such review shall be undertaken by the Mayor or, in his/her absence, the City's Director of Human Resources. If the Mayor or Human Resources Director determines that there are reasonable grounds for suspicion, the employee will undergo the testing and the test results shall be provided to the Mayor. The parties shall ensure the confidentiality of the testing process and results. Access to information about the tests shall be limited to the employee and only members of management and union officials with a compelling need for the information. The failure of an employee to submit to testing upon being so directed shall be grounds for immediate discipline up to and including termination of employment. If after undertaking testing, an employee is deemed to have failed the test by evidencing signs of drug and alcohol abuse while on the job, discipline up to and including termination may be imposed by the City.~~

- ~~• As an alternative to discipline, the Mayor may at his/her sole discretion offer to the employee an opportunity to attend a rehabilitation program during which time the employee may utilize sick days for such program or other form of treatment. Under these circumstances, the employee shall be expected to comply with all the requirements and regulations of the substance abuse rehabilitation program. The failure to abide by all such conditions and requirements shall be a basis for termination of employment. Any employee successfully completing such a program shall agree as a condition of returning to work to submit to random urinalysis testing at the discretion of the City for a period of two (2) years after returning to work. If any such random test yields a positive result, the employee shall be immediately subject to discipline including termination.~~

~~5. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.~~

SOURCE: MASC - Updated 2022

[Reference: 41 USC 81~~The Drug-Free Workplace Act of 1988~~]

[Adopted: May 1997]

[Revised: January 2003]

[Revised: October 2019]

[Revised: 2023]

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel ~~folder-record~~ for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the ~~folders-records~~ will contain ~~records-and~~ information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The ~~Superintendent-Human Resources Manager~~ will be the official custodian for personnel ~~files-records~~ and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel ~~files-records~~ will be limited to persons authorized by the ~~Superintendent-Human Resources Manager~~ to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of their own personnel ~~file-record~~.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel ~~file-record~~. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include their written response in the ~~file-record~~.
6. Lists of school district employees' names and home addresses will be released only to governmental agencies as required for official reports or by law.

SOURCE: MASC - Updated 2022

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247

Title IV, as amended

88 Stat. 571-574 (20 U.S.C. 1232g) and regulations

M.G.L. [4:7](#); [71:42C](#)

Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: [KDB](#), Public's Right to Know

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

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]

Donation:

- A \$100,000.00 perpetual charity donation scholarship was received in memory of Capt. Erkki O. Minkkinen RET VSN for a for a GHS student applying for a degree in (preferably) Marine Engineering or Civil Engineering. **(Vote Required)**

Gardner Public Schools Field Trip Approval Form

(This form must be completed for all field trips and signed by the building principal before it is forwarded to the Superintendent for approval.)

School GHS

Person(s) Responsible for Organizing Trip Music Department

Grade or Class 9-12 Band + Chorus

Number of Students Attending 36

Destination Disney World + Universal Studios

How does the trip relate to the curriculum or to the school-sponsored or school-approved extra-curricular activity (i.e., band, student council, and so on)?

Band and Chorus do extensive preparation to perform at Disneyworld and have a workshop with professional musicians to improve playing, and sing with a massive group in a public performance

Departure date/time/place 11/29/23 GHS after school

Return date/time/place 12/4/23 GHS late evening

Transportation Provider Wilson Bus and Coaches in Florida *Bennett Student Travel*
All coordinated through our travel agent *included in cost*

Cost of Activity \$1,940 per student

How will the cost of transportation and activity be paid? Included in cost of student payments and fundraising

Ratio of chaperones to students 1:9

Sample Parent Permission Slip Attached: ☒ yes ☐ no

Emergency Phone Contact List ☒ yes ☐ no

School Nurse *Deeey Heiring*

Date 10/19/23

Principal *[Signature]*

Date 10/19/23

Superintendent *[Signature]*

Date 10/23/23

A nurse will be attending trip

Part Two: This section of the form must be completed for all overnight trips/activities, Out-of-State Trips, and Out-of-Country Trips. All trips of this nature must be submitted for School Committee review and approval sixty (60) days prior to the scheduled event.

Supervision plan (attach) ✓

Behavior contract as necessary – principal's decision (attach) ✓

Medical release forms obtained

✓ yes

no

Not yet, but will be getting medical forms through nurse.

Daily Itinerary (attach) ✓

Health Care Professional Attending

TBD

Administrator Attending

Paula Bolger

The procedures of this form are in accordance with the Policy of the Gardner Public School Committee on Field Trips.

[Revised: January 2006]

[Reviewed:]

**Gardner High School
Music Department Trip to Disney World
November 29-December 4, 2023**

PERMISSION SLIP & BEHAVIORAL CONTRACT

(Sign and return at the end of tonight's meeting)

I give my child _____ permission to attend the Gardner High School Music Department trip to Florida/Disney World November 4 December 9, 2023

I understand that ALL school policies as stated in the GHS Student Handbook will be in effect and enforced throughout the entire trip. In the event that my son/daughter is in violation of ANY of the rules, my student will be sent home immediately at my expense. In addition to being sent home, a meeting will be held at the school to determine future administrative action including detention and/or suspension from school.

I understand that loss of a plane ticket while on the trip will be the sole responsibility of the student and their parents. Purchase of a replacement ticket, to get a student home, in the event of a lost ticket and/or infraction of school policy, will be reimbursable to the Gardner Music Boosters immediately on the student's return.

I understand that there will be a nurse/medical professional for the trip. They will be in possession of the students' medical forms, and any prescription medication needed by the students for the trip must be registered with them at luggage drop-off on Tuesday, November 29th at 4:00 p.m.

I have read the permission slip, behavioral contract, and rules, commonly asked questions and by signing this agree to adhere to all policies and procedures throughout the trip.

Student Signature: _____ **Date:** _____
(student)

Student Cell Phone #: _____ - _____ - _____

I have read the permission slip, behavioral contract, rules, commonly asked questions, and by signing this agree to adhere to all policies and procedures throughout the trip.

Parent Signature: _____ **Date:** _____
(parent/guardian)

Parent Emergency Phone #: _____ - _____ - _____

OVER THE COUNTER MEDICINE RELEASE (Optional)

Students are not permitted to carry their own over the counter medicine such as Tylenol or Advil. Therefore, I give permission for my child to receive basic over the counter medicine such as Tylenol (acetaminophen) or Advil (ibuprofen) from the trip medical personal if necessary.

Parent Signature: _____ **Date:** _____
(parent/guardian)

Gardner High School

Music Department Trip to Disney World

November 29-December 4, 2023

RULES

1. Students will be housed in rooms of 4 with 2 double beds. **Students will not be allowed to change their room assignments or roommates during the trip.**
2. Students will be assigned to specific buses throughout the trip and **will not be able to change buses at any time throughout the trip.** (The only exception will be on days that students perform. They will be reassigned on those days by the directors as necessary.)
3. Any damage caused to a hotel room or the bus during the trip will be **paid by the individual(s) who were responsible for the damage.**
4. There is absolutely **NO SMOKING, NO VAPING, NO DRUGS, NO ALCOHOL** at any time during the trip.
5. Students will not be able to call out from the hotel room phones. We suggest students bringing a cell phone if possible.
6. Students are not allowed to visit **ANY ROOM** which members of the opposite sex are rooming in. Any boy caught in a girl room or girl caught in a boy room for **ANY REASON** will be immediately sent home—no questions asked.
7. Students must remain in their room once bed checks are done and **CANNOT LEAVE FOR ANY REASON** during the night. **In an emergency, they should call their chaperone room.** Security personnel will be on patrol throughout each evening. Any student caught leaving their room during the night will be subject to disciplinary action, including being sent home immediately at the parent's expense.
8. We will not be responsible for any personal items such cell phones, other electronic devices, etc. throughout the trip if they are lost or stolen. Students should be aware of what items they should bring with them.
9. **There will be no deviation from the printed itinerary.** Students must stay with the group for the entire trip. For example, this means that if the group is at Magic Kingdom, all students must stay at Magic Kingdom. Even if a parent is on the trip they are not allowed to take their student anywhere outside of where the park where the group is.

Gardner High School Music Department Walt Disney World Trip - Tentative Schedule

Wednesday November 29, 2023

1:15 pm Load the bus at the high school in the early afternoon
 1:45 pm The bus will depart for the airport in the afternoon
 Dinner at the airport - \$20 cash provided
 6:50 pm **Southwest #1431 will depart from Providence**
 9:55 pm **Southwest #1431 will arrive into Orlando**
 The bus will bring the group from the Orlando Airport to the hotel
 The group will arrive at Disney's All Star Movies Resort

Thursday November 30, 2023

Breakfast at the hotel food court - \$20 cash provided
 Admission into Disney's Epcot
 10:30 am **Disney's "You're Instrumental" band workshop at Epcot's Studio A**
 Lunch in Disney's Epcot - \$20 cash provided
 Dinner in Disney's Epcot - \$20 cash provided
 Time TBA **Choral performances in Epcot's "Candlelight Processional"**
 View the Epcot fireworks show

Friday December 1, 2023

Breakfast at the hotel food court - \$20 cash provided
 The buses will bring the group to Universal Studios
 Admission into the two Universal Parks - Universal Studios and Islands of Adventure
 Lunch in the Universal parks - \$20 cash provided
 Dinner in the Universal parks - \$20 cash provided
 The buses will bring the group back to the hotel

Saturday December 2, 2023

Breakfast at the hotel food court - \$20 cash provided
 Admission into Disney's Magic Kingdom
 11:00 am **Concert Band performance at the Waterside Stage at Disney Springs**
 Lunch in Disney's Magic Kingdom - \$20 cash provided
 Dinner in Disney's Magic Kingdom - \$20 cash provided
 View the Magic Kingdom fireworks show

Sunday December 3, 2023

Breakfast at the hotel food court - \$20 cash provided
 Admission into Disney's Hollywood Studios
 Lunch in Hollywood Studios - \$20 cash provided
 Dinner in Hollywood Studios - \$20 cash provided
 View the Hollywood Studios fireworks show - Fantasmic!

Monday December 4, 2023

Breakfast at the hotel food court - \$20 cash provided
 Admission into Disney's Animal Kingdom
 Lunch in Disney's Animal Kingdom - \$20 cash provided
 The bus will depart from the Animal Kingdom for the Orlando Airport
 Dinner at the Orlando Airport - \$20 cash provided
 7:10 pm **Southwest Airlines flight #210 will depart from Orlando**
 9:50 pm **Southwest Airlines flight #210 will arrive into Providence**
 10:15 pm The bus will depart from the Providence Airport for Gardner
 11:45 pm Approx. arrival at Gardner High School



STUDENT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

For trips planned to include late night travel (between midnight and 5:00 A.M.) at the time of contracting with outside transportation vendors, the Director of Transportation or designee will obtain an insurance certificate naming the City of Gardner as additional insured; will verify with the carrier that drivers are C.O.R.I. checked, and will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory" by the FMCSA. FMCSA ratings are available at <http://www.saferys.org>. All findings will be reported to the Superintendent. The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

[Reference: Chapter 346 of the Acts of 2002 (et.al.), MGL 69:1B; 71:37N; IJOA, Field Trips]

[Adopted: June 2004]

[Revised: March 2020]



Product	QTY
Monitors	130
Key Boards	150
Mice	50
Dell Towers	129
Fax Machines	15
Chromebooks	210
Misc. Cables/Cords/Speakers/Power Strips	1 Pallet
Switches	15
Smart Boards	19



Gardner Public Schools

Courtney Dunn, *Grants & Communications Manager*

www.gardnerk12.org

130 Elm Street, Gardner, MA 01440

(978) 632-1000

Grants & Communications Update to School Committee – November 13, 2023

Grants

FY24 Grants

The district has been awarded the following grants, for School Committee Approval:

- Behavioral Health Workforce Grant through the Department of Public Health in the amount of \$79,500. This grant will support continued use of the Care Solace mental health platform, as well as professional development for staff on how to recognize substance use and implement prevention methods. In addition to training opportunities, this grant provides an additional Registered Behavior Technician position at Gardner Elementary School.
- Fund Code 332 Supporting Students' Social Emotional Learning, Behavioral & Mental Health and Wellness Grant through DESE in the amount of \$80,325 – Year 3. The final year of this grant will continue to support efforts to expand mental health curriculum and the SEL leg of the MTSS system through a contract with the May Institute and registration to relevant conferences. In addition to these opportunities, this grant provides an additional Registered Behavior Technician position at Gardner Middle School.

The district is in the process of working with staff and community partners to determine funding needs for STEM and life sciences curriculum in the elementary and middle grades. The district is exploring Fund Code 715 – MA Farming Reinforces Education and Student Health (FRESH) funding in support of this endeavor, but has not yet determined if this grant is the right fit for the district's needs.

The district is in the process of completing the application 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 Improving Ventilation and Air Quality in Public School Buildings (IVAQ) funding has been transferred to FY24 for use at Gardner High School. This project has been put out to bid.

Community • Appreciation • Responsibility • Excellence

Gardner Public Schools

Joyce West, Director of Pupil Personnel Services



www.gardnerk12.org

130 Elm Street, Gardner MA 01440

(978) 630-4076

November 6, 2023

Report to the School Committee Special Education Updates

SPECIAL EDUCATION DEPARTMENT:

Select District Special Education Administrators attended the Department of Elementary and Secondary Education (DES) full day IEP Train the Trainer session offered to districts on the implementation of the state's new IEP form. Unfortunately, DESE underestimated the number in attendance and the training site had over 500 attendees making it very difficult to accommodate everyone comfortably and maximize the training. Despite that, the district team in attendance brought back the material and is working with the special education district team to map out the training needed for all stakeholders on the new IEP.

In addition, DESE is initiating the return of the 274 professional development entitlement grant for the support of professional development for staff working with students with disabilities. The release of the grant will support the professional development and training needed to implement the new IEP form.

HOMELESS/FOSTER CARE:

As the Homeless Liaison for the District, the Pupil Personnel Department is working closely with the Grants Coordinator, Courtney Dunn, to secure a recently released grant to support homeless students placed in the newly identified homeless shelter in Gardner, Motel 6. Lori Simpson, Multi Language Learner Director, has also been coordinating with the department as the majority of homeless families at the shelter are also newcomers (refugees) from other countries. Due to the high number of newcomers, our collaboration is critical to supporting the needs of all our homeless families.

MTSS SEL DISTRICT TEAM:

Chronic Absenteeism has been a district focus for the last two years. DESE recently issued a call to action to reduce chronic absenteeism as post covid absences haven't gone down to what they were pre-covid. The District Team is looking for more feedback from parents around communication and support to increase student attendance. This month we will hold our bi-annual meeting with community/family District Team members to identify action steps.

Gardner Public Schools, Dr. Mark Pellegrino, Amber Cassavant, and Joyce West all were recognized at the annual National PBIS Leadership Forum held in Chicago, Illinois. Dr. Lucille Ebner, the leading national researcher in interconnect systems of support, used Gardner's data to showcase to 2,000 attendees the successful outcomes of effective district-wide system implementation. Dr. Mark Pellegrino was highlighted multiple times throughout the conference. His visibility at the conference showcased

how he truly values and leads the work in our district and successful district -wide implementation of a PBIS framework requires leadership from the superintendent.

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC):

Laurei Davis, SEPAC president, is finalizing dates for meetings this school year. This year has been a slower start but this month the advisory council should be able to identify the calendar of dates/topics for the remainder of the year.