

## **Agenda School Committee Meeting 1/2/2024**

### **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**

### **ORGANIZATIONAL MEETING OF THE SCHOOL COMMITTEE**

**Tuesday, January 2, 2024, 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. **Introduction of School Committee Members**
- D. **Reorganization of Committee - Officers**
  - Vice Chair
  - Finance Officer
  - Alternate Finance Officers (2)
  - Secretary
- E. **Consent Agenda**
  - a. Approval of Minutes: Regular Meeting, December 11, 2023
  - b. Warrant # 24-23, dated December 7, 2023, in the amount of \$443,149.93
  - c. Warrant # 24-24, dated December 14, 2023. in the amount of \$301,102.76
  - d. Warrant # 24-25, dated December 21, 2023, in the amount of \$323,944.34
  - e. Donations -

## **Agenda School Committee Meeting 1/2/2024**

- F. Subcommittee Report**  
Policy Subcommittee
- G. Student Advisory Board – Zayvian Rowe-Class**
- H. Communications**
- I. Final Comments of School Committee**
- J. Executive Session**
- K. Adjournment**

**Briefing**  
**School Committee Meeting 1/2/2024**

**GARDNER PUBLIC SCHOOLS**

**BRIEFING**

**REGULAR MEETING OF THE SCHOOL COMMITTEE**

Tuesday, January 2, 2024, 6:30 PM

City Council Chambers, City Hall, Gardner, MA 01440

**ORDER OF BUSINESS**

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  - a. Approval of Minutes: December 11, 2023
  - b. Warrant # 24-23, dated December 7, 2023, in the amount of \$443,149.93  
Subcommittee recommends ratification of Warrant #24-23.
  - c. Warrant # 24-24, dated December 14, 2023, in the amount of \$301,102.76  
Subcommittee recommends ratification of Warrant #24-24.
  - d. Warrant # 24-25, dated December 21, 2023, in the amount of \$323,944.34  
Subcommittee recommends ratification of Warrant #24-25.
  - e. **Donations –**
- F. **Subcommittee Report**  
Policy Subcommittee
- G. **Student Advisory Board- Zayvian Rowe-Class**
- 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 – December 11, 2023**

Members present: Jennifer Pelavin, Vice Chairperson  
Rachel Cormier, Secretary  
John LaFreniere, Finance Officer  
Anne Hurst  
Robert Swartz

Member absent: Mayor Michael Nicholson, Chairperson  
Shannon Leighton

Present: Dr. Mark Pellegrino, Superintendent  
Terri Hillman, Recording Secretary  
Zayvian Rowe-Class, Student Advisory Board Representative  
Mark Hawke, Director of Finance & Operations  
Dr. Catherine Goguen, Chief Academic Officer  
Paula Bolger, Principal of Gardner High School  
Peter McMorrow, Principal of Gardner Academy

#### **Call to Order**

Mrs. Jennifer Pelavin, Vice Chairperson, called the meeting to order at 6:30 pm. The meeting opened with a roll call and the Pledge of Allegiance. The meeting was broadcast live on Channel 8 (Gardner Educational Television Station).

#### **Open Time for the General Public**

Dr. Ruthann Goguen, Interim Superintendent of the Winchendon Public Schools, thanked Gardner school personnel for their help when the Winchendon school system was in a crisis. Winchendon had to close their schools due a problem with the school boiler. Gardner made the 3rd floor of the Elm Street School available for the Winchendon Middle School grades 6 - 8 students. Students and staff had a great adventure.

#### **Recognitions by the Superintendent**

Dr. Pellegrino, Ms. Paula Bolger, Principal of Gardner High School, and Mr. Peter McMorrow, Principal of Gardner Academy, recognized the students from Gardner High School (41) and Gardner Academy (2) who received the John and Abigail Adams Scholarships. Many of the students and their families were present to receive their certificates.

Mrs. Pelavin declared a five-minute recess at 6:39 pm to allow time for a photo op. The meeting was reconvened at 6:41 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 November 13, 2023.
- Accept Grant Funds on Grant Listing dated December 11, 2023, in the amount of \$124,765.00.
- Ratification of the following Warrants as recommended by the Finance Subcommittee:
  - Warrant #24-19 dated 11/09/23 in the amount of \$874,115.15
  - Warrant #24-20 dated 11/16/23 in the amount of \$326,506.75
  - Warrant #24-21 dated 11/21/23 in the amount of \$418,050.44
  - Warrant #24-22 dated 11/30/23 in the amount of \$426,779.82

Seconded by Mrs. Cormier.

Vote – so voted.

Mrs. Pelavin, Vice Chairperson, abstained from voting.

**SUBCOMMITTEE REPORTS**

**Finance Subcommittee**

Mr. LaFreniere, Chairperson of the Finance Subcommittee, reported on the meeting. Minutes of the meetings were presented.

Expense Reports were reviewed.

**Policy Subcommittee**

Mrs. Hurst, Chairperson of the Policy Subcommittee, reported that the Subcommittee met on November 15, 2023. Minutes of the meeting were presented.

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

Policy GCRD Tutoring for Pay

Ten Policies were recommended for a first reading by the full School Committee. (See Item #3570 – First Reading of Policies.)

Five Massachusetts Association of School Committees (MASC) policies were reviewed and deemed to be redundant to Massachusetts General Law, or not relevant to the District. They were not recommended for adoption.

**Student Advisory Board**

Zayvian Rowe-Class presented his report of activities at Gardner High School. It was a busy month with the Fall Concert, the play, OZ, the FAFSA Help Night, Parent/Teacher Conferences, the GHS Band and Chorus off to Disney World, and the final programs for the sports teams. All of the fall sports teams represented Gardner with great sportsmanship and lots of hard work. Now it is time to start the winter season.

**NEW BUSINESS**

**Item #3570 –First Reading of Policies**

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

GCBA	Professional Staff Salary Schedules
GCBB	Employment of Principals
GCBB-1	Employment of Administrators
GCBC	Professional Staff Supplementary Pay Plans
GCE	Professional Staff Recruiting/Posting of Vacancies
GCF	Professional Staff Hiring
GCG	Part-Time and Substitute Professional Staff Employment
GCO	Evaluation of Professional Staff
GDA	Military Leave Provision
GDB	Exit Interviews/Support Staff Contracts & Compensation Plans

**Item #3571 – Second Reading of Policies**

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

GBEB	Staff Conduct
GBEBC	Gifts to and Solicitations by Staff
GBEC	Drug-Free Workplace

Seconded by Mrs. Cormier.

Vote – so voted.

Mrs. Pelavin abstained from voting.

Mrs. Hurst moved that the Gardner Public School Committee vote to adopt the following policies:

ECAF	Security Cameras in School
GBJ	Personnel Records

Seconded by Mrs. Cormier.

Vote - so voted.

Mrs. Pelavin abstained from voting.

**Item #3572 - Murdock Middle School**

Dr. Pellegrino reported on the Murdock Middle School using the third floor of Elm Street. He was happy to help them in their time of need.

**Item #3573 - School Improvement Plans (GHS and GALT)**

Mrs. Paula Bolger, Principal of Gardner High School, presented the School Improvement Plan for 2021-2024. The report outlined the Mission, the Core Values, and Vision the Strategic Objectives for the period were presented with the Action Steps taken and the Implementation Timeline. A listing of the person(s) responsible, the measurement tool(s), the date to be completed and the status of each activity was presented.

Mr. Peter McMorro, Principal of the Gardner Academy, presented the School Improvement Plan for 2021-2024. A lot of work has been accomplished over the past three years at the Gardner Academy, An MTSS Coordinator has been hired, and one focus is on attendance. Students need to be in class to learn.

**Item #3574- Curriculum Coordinator's Update**

The Curriculum Coordinator's update was included in the members' packets. Dr. Goguen was present to answer questions.

**Item #3575 - Grants Administrator's Update**

The Grants Administrator's Update Report was included in the members' packet. Ms. Courtney Dunn, Grants, Communications & Compliance Manager, was not present this evening.

**Item #3576 – 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 #3577- SEPAC Report**

Ms. Laurie Davis, SEPAC Chair, and Shania Cassey, Secretary, held the first EPAC meeting on November 16, 2023. It was virtual meeting with five parents and one community member in attendance. Monthly future meetings are planned.

**COMMUNICATIONS**

Dr. Pellegrino said Administration and Staff will work to support students during the Holiday Season.

**FINAL COMMENTS**

Mrs. Hurst congratulated the students who received the John and Abigail Adams scholarships. She wished everyone a Happy Holiday.

Mr. Swartz attended the Middle School band winter concert which was great. He also congratulated the students who received scholarships. He spoke in memory of Alan Goguen, a teacher, who recently passed away.

Mr. LaFreniere congratulated the students who received scholarships. He wished everyone a Merry Christmas and a Happy New Year.

Mrs. Cormier thanked tonight's presenters for their informative reports. She wished everyone Happy Holidays.

Mrs. Pelavin wished everyone Happy Holidays.



**EXECUTIVE SESSION**

**Mrs. Hurst moved to go into Executive Session to discuss strategy with respect to collective bargaining and that the Chair declared that an open meeting may have a detrimental effect on the bargaining position of the body and to reconvene in open session only to adjourn.**

**Seconded by Swartz.**

**Roll Call Vote - Mrs. Cormier, yes; Mrs. Hurst, yes; Mr. LaFreniere, yes;  
Mrs. Pelavin, yes, and Mr. Swartz, yes. Count - 5 yes.**

Note. Mr. LaFreniere voted for the Committee to go into Executive Session but did not enter the session due to a possible conflict. He left the meeting.

The School Committee went into Executive Session at 7:21 pm.

The School Committee reconvened in Open Session at 7:29 pm.

**ADJOURNMENT**

**Mr. Swartz moved to adjourn.**

**Seconded by Mrs. Cormier.**

**Vote - so voted.**

**Mrs. Pelavin abstained from voting.**

The Committee adjourned at 7:30 pm.

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**Rachel Cormier  
Secretary**

T. Hillman  
Recording Secretary

**GARDNER PUBLIC SCHOOLS  
SYNOPSIS OF WARRANT**

WARRANT #: 24-23

WARRANT DATE 12/07/23

Location	Office & Gen Supplies	Curriculum	Dues & Mem	IT	Athletics	Utilities	Facilities	TOTAL
High School		\$223.61					\$1,079.92	\$1,303.53
Middle School							\$319.38	\$319.38
Gardner Elementary School	\$537.80	\$5,568.00					\$2,275.40	\$8,381.20
GALT								\$0.00
Sub-Total	\$537.80	\$5,791.61	\$0.00	\$0.00	\$0.00	\$0.00	\$3,674.70	\$10,004.11

Location	Office Supplies	Transport.	IT	Dues & Mem	Legal	Tuition	Prof. Services	Utilities	Facilities	Carry Over	TOTAL
Special Education		\$3,150.00				\$121,512.17	\$13,072.35				\$137,734.52
Administration	\$23.30		\$1,944.77	\$1,725.00							\$3,693.07
Sub-Total	\$23.30	\$3,150.00	\$1,944.77	\$1,725.00	\$0.00	\$121,512.17	\$13,072.35	\$0.00	\$0.00	\$0.00	\$141,427.59

Revolving	\$181,859.88
Grants	\$109,858.35
School Music	
Bond	
Sub-Total	\$291,718.23

<b>GRAND TOTAL</b>	<b>\$443,149.93</b>
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**GARDNER PUBLIC SCHOOLS  
SYNOPSIS OF WARRANT**

WARRANT #: 24-24

WARRANT DATE 12/14/23

Location	Office & Gen Supplies	Curriculum	Dues & Mem	IT	Athletics	Utilities	Facilities	TOTAL
High School	\$118.00	\$483.00	\$236.00	\$3,080.64	\$1,635.00	\$6,950.02	\$3,293.33	\$15,795.99
Middle School				\$1,668.05		\$2,361.53	\$384.00	\$4,413.58
Gardner Elementary School	\$681.44	\$1,563.45		\$3,097.34			\$3,389.20	\$8,731.43
GALT								\$0.00
Sub-Total	\$799.44	\$2,046.45	\$236.00	\$7,846.03	\$1,635.00	\$9,311.55	\$7,066.53	\$28,941.00

Location	Office Supplies	Transport.	IT	Curriculum	Legal	Tuition	Prof. Services	Utilities	Facilities	Carry Over	TOTAL
Special Education		\$67,111.00	\$810.90	\$1,056.96	\$960.00	#####	\$6,439.20				\$102,179.96
Administration	\$374.40	\$74,160.00	\$2,162.69					\$3,303.17	\$14,463.05	\$1,568.00	\$96,031.31
Sub-Total	\$374.40	#####	\$2,973.59	\$1,056.96	\$960.00	#####	\$6,439.20	\$3,303.17	\$14,463.05	\$1,568.00	\$198,211.27

Revolving	\$31,022.08
Grants	\$40,798.41
School Music	\$2,130.00
Bond	
Sub-Total	\$73,950.49

GRAND TOTAL	\$301,102.76
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**GARDNER PUBLIC SCHOOLS  
SYNOPSIS OF WARRANT**

**WARRANT #: 24-25**

**WARRANT DATE** 12/21/23

Location	Office & Gen Supplies	Curriculum	Dues & Mem	IT	Athletics	Utilities	Facilities	TOTAL
High School	\$190.93			\$32.65	\$1,307.58		\$31,088.29	\$32,619.45
Middle School	\$200.75	\$207.25					\$23,627.49	\$24,035.49
Gardner Elementary School	\$200.00						\$39,409.82	\$39,609.82
GALT								\$0.00
Sub-Total	\$591.68	\$207.25	\$0.00	\$32.65	\$1,307.58	\$0.00	\$94,125.60	\$96,264.76

Location	Office Supplies	Transport.	IT	Curriculum	Legal	Tuition	Prof. Services	Utilities	Facilities	Carry Over	TOTAL
Special Education		\$39,040.00				#####	\$4,971.65				\$129,585.28
Administration			\$13,194.08		\$16,773.89	#####		\$5,134.91	\$8,522.41	\$1,304.00	\$44,929.29
Sub-Total	\$0.00	\$39,040.00	\$13,194.08	\$0.00	\$16,773.89	#####	\$4,971.65	\$5,134.91	\$8,522.41	\$1,304.00	\$174,514.57

Revolving	\$11,041.29
Grants	\$42,123.72
School Music	
Bond	
Sub-Total	\$53,165.01

<b>GRAND TOTAL</b>	<b>\$323,944.34</b>
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# **GARDNER PUBLIC SCHOOLS**

## **Policy Subcommittee Meeting Minutes**

**Wednesday, December 13, 2023**

**4:30 PM**

**Professional Development Room  
160 Elm Street, Gardner, MA  
01440**

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

Absent: 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 4:34 p.m.

A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to approve the minutes of the November 15, 2023 Policy Meeting. So moved.

The following policies from the December full School Committee meeting first read will be edited to remove gender specific language and sent to the February full School Committee meeting for a second read and vote with those changes noted:

- GCBC – Professional Staff Supplementary Pay Plans
- GCE – Professional Staff Recruiting/Posting of Vacancies
- GMLP – Military Leave Provision

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

- ID – School Day
- IGB – Support Services Programs

Two MASC policies were reviewed and deemed to be redundant to Massachusetts General Law, or not relevant to the District. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send Policy IE – Organization of Instruction to the February full School Committee Meeting for removal. So moved. A motion was made by Mrs. Hurst and seconded by Mrs. Cormier to send IGE – Curriculum Guides and Course Outlines to the February full School Committee Meeting for removal. So moved.

Policy HA – Negotiations Goals was reviewed and discussed. The District does not currently have this policy. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send the Massachusetts Association of School Committees (MASC) model Policy HA to the February full School Committee Meeting for a first read for adoption. So moved.

Policy HB – Negotiations Legal Status was reviewed and discussed. The Subcommittee recommended that the District replace current policy HB language with the MASC model Policy HB language as it is more succinct and relevant to current regulations and practices. A motion was made by Mrs. Cormier and seconded by Hurst to send Policy HB with the recommended changes to the February full School Committee Meeting for a first read. So moved.

Policy HF – School Committee Negotiating Agents was reviewed and discussed. The District does not currently have this policy. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send MASC model Policy HF to the February full School Committee Meeting for a first read for adoption. So moved.

Policy IC/ICA – School Year/School Calendar was reviewed and discussed. The Subcommittee recommended that the District remove the “NOTE” language from the policy as it is not relevant to the policy. The Subcommittee also recommended that the references be updated to reflect the references on the MASC model Policy IC/ICA. A motion was made by Mrs. Hurst and seconded by Mrs. Cormier to send Policy IC/ICA with the recommended changes to the February full School Committee Meeting for a first read. So moved.

Policies IGA & IGD – Curriculum Development and Adoption were reviewed and discussed. The MASC recommends combining the two policies into one policy and created a model Policy IGA/IGD. The Subcommittee recommended that the District combine these two policies as well and to use the updated MASC model Policy language. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send Policy IGA/IGD with the recommended changes to the February full School Committee Meeting for a first read. So moved.

Policy IHAMA – Parental Notification Relative to Sex Education was reviewed and discussed. The Subcommittee recommended that the District add language from the MASC model Policy IHAMA requiring the Superintendent to distribute a copy of the policy to Principals each year by September 1. The Subcommittee also recommended that the updated MASC reference to 603CMR5 be added to the references. A motion was made by Mrs. Cormier and seconded by Mrs. Hurst to send Policy IHAMA with the recommended changes to the February full School Committee Meeting for a first read. So moved.

Policy IHBG-E – Notice of Intent to Pursue a Program of Home Education was reviewed and discussed. Dr. Goguen recommended an update to the Central Office address on the document. She also recommended the addition of a request for an email address. A motion was made by Mrs. Hurst and seconded by Mrs. Cormier to send Policy IHBG-E

with the recommended changes to the February full School Committee Meeting for a first read. So moved.

The next Policy Subcommittee meeting will occur on Wednesday, January 17, 2024 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 5:09 p.m.