

GARDNER PUBLIC SCHOOLS

Policy Subcommittee

Meeting Minutes

Wednesday, February 20, 2019

5:00 PM

Superintendent's Conference Room

70 Waterford Street, Gardner, MA

In Attendance: Mrs. Anne Hurst, Chair; Mrs. Melody Phelps, Member; Mrs. Jennifer Pelavin, Member

Absent:

Also in Attendance: Dr. Catherine Goguen, Chief Academic Officer

Mrs. Hurst, Chair, called the meeting to order at 5:00 PM.

Policy BDEE – Athletic Council was reviewed and discussed. Mrs. Pelavin recommended changes regarding the composition requirements of the Athletic Council to reduce barriers for meeting availability and increasing meeting efficiencies. An initial motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy to the Athletic Director for review. Discussion on the motion, however, yielded concern from some members that this would slow the process for policy revision. The motion did not pass with two no votes and one yes vote. A second motion was made by Mrs. Pelavin and seconded by Mrs. Hurst to send the policy with recommended changes to the March full School Committee for a first reading. The motion passed with two yes votes and one abstained vote.

The following policies were reviewed and determined that no changes were required. Therefore, the policies will be updated as “Reviewed February, 2019”:

- DA – Fiscal Management Goals
- DB – Annual Budget
- DBC – Budget Deadlines
- DBG – Budget Adoption Procedures
- DBJ – Transfer Authority
- DCB – Fiscal Year
- DD – Funding Proposals & Application
- DE – Private Funding
- DGA – Authorized Signatures
- DH – Bonded Employees
- DI – Fiscal Accounting & Reporting
- DIE – Audits

- DJ – Purchasing
- DJA – Purchasing Authority
- DJE – Bidding Requirements
- DJEIA – Sales Calls & Demonstrations
- DKC – Expense Reimbursements

The following procedures will be removed from the policy manual and placed in the newly created procedures manual as voted earlier this year to remove all procedures documents to a separate procedures manual:

- DA-R – Monthly Fiscal Report & Approval of Expenditures
- DBD-R – Budget Procedures (minor typographical errors in this document will be corrected)

Procedures document DK-R – Invoice and Payroll Approval Operating Budget Procedures was reviewed and discussed. Dr. Goguen stated that information in this document is redundant to the newly created and adopted Policies and Procedures Manual to Ensure Compliance with Education Department General Administrative Regulations (EDGAR). The Subcommittee recommended that DK-R be replaced in the procedures manual by the EDGAR document and also to add the EDGAR document as a reference to Policy DK – Payment Procedures Policy to reflect the procedures manual change. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send Policy DK with the recommended change to the March full School Committee meeting for a first reading. The motion passed unanimously.

Procedures Document JFF-R – Student Activity Funds Manual was reviewed and discussed. Dr. Goguen presented the updated procedures document as recommended by Mrs. April Yu, School Business Administrator. The recommended changes reflect updated statutory regulations. This document, with recommended updates, will be placed in the procedures manual.

The next Policy Subcommittee Meeting will be held on Wednesday, March 27th, 2019 at 5:00 p.m. in the Superintendent's Conference Room at 70 Waterford Street, Gardner, MA.

A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:36 p.m.