

**GARDNER SCHOOL COMMITTEE**  
**Regular Meeting – September 12, 2016**  
**City Council Chambers**  
**95 Pleasant Street, Gardner, Massachusetts**

Members present: Mayor Mark Hawke, Chairman; Robert Swartz, Vice Chairman; Anne Hurst, Secretary; James Abare, John LaFreniere, Jennifer Pelavin, and Melody Phelps

Student Representative absent: Jonathan Chipman

Others present: Superintendent Denise Clemons; Terri Hillman, Recording Secretary; Mr. Robert Detweiler, Business Administrator; Dr. Catherine Goguen, Chief Academic Officer; Mrs. Susan Hui, Grants Administrator; Ms. Joyce West, Director of Pupil Personnel Services; Mark J. Pellegrino, Principal, Gardner High School; Ms. Laura Olsen, Principal, Gardner Middle School; Mr. David Fredette, Principal, Elm Street School; Mr. F. Daniel Hill, Principal, Waterford Street School; Mr. Timothy J. McCormick, Principal, Gardner Academy for Learning and Technology; Mr. Bob O'Keefe, Technical Director; and other interested parties.

**Call to Order**

Mayor Hawke, Chairman, called the meeting to order at 7 pm. The meeting opened with a roll call and the pledge of allegiance. The meeting was broadcast live on Channel 8 television.

**Open Time for the General Public**

No one wished to speak this evening.

**Recognition by the Superintendent**

Superintendent Clemons welcomed everyone to the 2016-2017 school year. She recognized the following persons for their contributions to the Gardner schools:

- Nora Coxall, Brent Coxall, Grace Coxall - for unpacking books during the summer months.
- Mandy Blackbird, Virginia Jepson - for organizing the ESS summer reading program
- Doug Monroe - Gardner DPW for repainting signs and crosswalks at WSS
- Joanne Kelly, Susan Blood - WSS for their work navigating busing during the first days of school
- Madeline and Peter Gamache - Taylor Rental for donating dunk tank for “Meet and Greet”
- Linda LeBlanc - Heywood Hospital for connecting students and parents who need help with appropriate agencies
- Michelle Heffner - Student Mentor Program at GMS
- Joan and Robert Swartz - for help with locker issues
- Tony Jolly - Head Custodian
- Christina Graves and Kara Huntoon - Summer Check-ins

**Consent Agenda**

Mr. Swartz moved to approve the Consent Agenda as presented:

- Minutes of regular meeting of June 13, 2016.
- Minutes of special meeting of July 25, 2016.
- Approval of following Warrants:
  - #16-50– dated 6/9/16, in the of amount of \$245,287.84
  - #16-51 – dated 6/16/16, in the amount of \$81,143.24
  - #16-52 – dated 6/23/16, in the amount of \$140,584.29
  - #16-53 – dated 6/30/16, in the amount of \$253,166.99
  - #16-54 – dated 6/30/16, in the amount of \$174,772.81
  - #16-55 – dated 6/30/16, in the amount of \$96,641.62
  - #16-56 – dated 6/30/16, in the amount of \$272,206.94
  - #16-57 – dated 6/30/16, in the amount of \$657,361.72
  - #17-04 – dated 7/28/16, in the amount of \$1,010.09
  - #17-05 – dated 8/04/16, in the amount of \$146,347.86
  - #17-06 – dated 8/11/16, in the amount of \$41,357.58
- Approval of Gardner High School trip to Quebec City, Canada leaving on April 7, 2017 returning April 9, 2017.
- Acceptance of donation of \$250 to Gardner High School Rise IV from James and Margaret Arsenault.

Seconded by Mr. LaFreniere.

Vote – so voted.

**SUBCOMMITTEE REPORTS**

**Finance Subcommittee**

Mr. Swartz, Chairperson, said that the Finance Subcommittee met on September 6, 2016. Minutes of the meeting were presented.

Mr. Detweiler reviewed his first two months as Business Administrator and discussed his approach to budget forecasting and reporting. The Committee suggested that proposed procedural changes be brought to the members so they can get a feel for the procedures being proposed. He provided committee members an overview of the End of Year Financial Report that must be submitted each year to the Department of Elementary and Secondary Education. He also presented the Audit results for FY15.

Participation in the Community Eligibility Provisions (CEP) program that provided all students with free breakfast and lunch will end on October 13, 2016. Students in kindergarten through grade eight will receive free meals until that date. GHS students have already returned to the free and reduced model.

**Technology Subcommittee**

Mr. LaFreniere, Chairperson, said that the Policy Subcommittee met on September 6, 2016. The Committee reviewed the technology equipment that has been purchased where it was placed, and what equipment has been moved around in the district.

**Student Advisory Board**

Jonathan Chipman, Student Representative, was not present. Mayor Hawke read his report which was included in the packets.

- The Student Government and Student Council members have met and planned what they want to accomplish this school year.
- Band Camp was held from August 19 – 23, 2016.
- Eighth graders started school on August 31 and were helped by members of the Link Crew.
- High School students started school on September 1, 2016.
- All sports are in full effect with practices and upcoming games.
- Seniors are getting ready for the SAT's in October.

**DISCUSSION ITEMS**

**Item #2772 – Policies for Second Reading**

**Mrs. Phelps moved that the following policies be accepted for a second reading as recommended by the Policy Subcommittee:**

- **JRA** - Student Records
- **JRA-R** - Student Records Regulations
- **KA** - School /Community Relations
- **KCDA** - Computer Donation Policy
- **KCDA-E** - Computer Donation Policy

**Seconded by Mrs. Pelavin.**

**Vote – so voted.**

**Item #2773 - Superintendent's Update**

Superintendent Clemons thanked administrators, teachers, office personnel and all who helped make a great school opening. She also said that the water in the schools must be tested by October 1, 2016 and this will be done.

**Item #2774 – Gardner Public School Grants Administrator Update**

Mrs. Susan Hui, Grants Administrator, gave a PowerPoint presentation on Diversity in the Gardner Schools. She listed the eighteen languages spoken in the schools and the number of students using that language. There are two components of instruction ESL (English as a Second Language) and SEI (Sheltered English Instruction). The three principles of SEI are 1.) Making the content comprehensible; 2.) Increase interactions; and 3.) Increase thinking/study skills.

Among the programs and services that are being offered are a Parent Drop-in Center which will open in October for parents and other family members that want to practice their English. Parents and students will be able to use Rosetta Stone Software .

**Item #2775– Curriculum Coordinator's Update**

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

**Item #2776– Special Education Update**

The Special Education Update was included in the packets. Ms. West was present to answer questions.

**Item #2777- Business Administrator's Update**

The Business Administrator's Update was included in the packets. Mr. Detweiler was present to answer questions.

**Item #2778 - Grants Administrator's Update**

The Grants Administrator's Update was included in the packet.. Mrs. Hui was present to answer questions.

**FINAL COMMENTS of SCHOOL COMMITTEE**

Mr. Abare attended sporting events at GHS. He commended Paul Landry, Grounds Keeper, and Andy McKenzie, Athletic Director, for getting all the markers in place in setting up for four games that afternoon. The fields were immaculate. It is a pleasure to see teachers, administrators and family members attending the events.

Mrs. Hurst welcomed everyone back to the new school year. She mentioned that September is Suicide Prevention Awareness Month. She mentioned that there are a lot of resources available on line to help people

Mrs. Pelavin was happy to see the number of people who participated in the opening of school. She reminded everyone of the upcoming Open House – a very important event.

Mrs. Phelps welcomed Matt Bennett who has been hired as the Assistant Director of Facilities and has been working hard during Mr. O'Brien's planned absence. She congratulated Meghan Bliss on a recent performance. She mentioned the number of students who are interested in the STAR Program and the 50 students who signed up for Youth Venture Advisory.

Mr. LaFreniere welcomed the staff and students back for the school year. He is looking forward to a great year. He encouraged parents to become involved in the PTO's. He also mentioned the possibility of a STAR program at GHS similar to the JROTC program.

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Mr. Swartz welcomed Matt Bennett as the new Assistant Director of Facilities. He talked about Primary Election Day and reminded everyone not to miss an opportunity to vote.

Mayor Hawke said that the Rotary Club is planning a fund raiser for the Backpack Program. He thanked Mr. Swartz for work on the school lockers and thanked all who participated in the Meet and Greet. He congratulated the GHS football team on their victory.

**ADJOURNMENT**

**Mrs. Hurst moved to adjourn.**

**Seconded by Mr. LaFreniere.**

**Vote – so voted.**

The meeting adjourned at 7:55 pm.

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Anne Hurst, Secretary

Terri Hillman  
Recording Secretary