

GARDNER PUBLIC SCHOOLS

Policy Subcommittee

Meeting Minutes

Wednesday, March 27, 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; Ms. Rebecca McCaffrey, School Nurse Leader; Mr. Daniel Forte, Athletic Director; Ms. Joyce West, Pupil Personnel Services Director

Mrs. Hurst, Chair, called the meeting to order at 5:01 PM.

Policy BDEE – Athletic Council was reviewed and discussed. Mr. Forte recommended language changes regarding the composition of the council and also regarding when and how often the council should meet. As the discussion was extensive and revisions were significantly different from recommended changes sent for a first reading at the March full School Committee meeting, a motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to resend the policy with the newly recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

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

- EBCE – School Closings and Cancellations
- ECABA – Staff and Visitor Identification
- EEAA – Use of Video Cameras on School Buses
- EEAJ – Policy Regarding Motor Vehicle idling on School Grounds

The following policies/procedures were tabled to the next Subcommittee meeting for further review and discussion:

- EBCC – Bomb Threats
- JFCV – Teen Dating Violence
- JFCV-R – Teen Dating Violence Regulation
- JFCV-E1 – Restraining Order Safety Plan

The following procedure 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:

- BDEE-R – Athletic Council Procedures with revisions as recommended by Mr. Forte

Policy EA – Support Services Goals and Objectives, was reviewed and discussed. Mrs. Phelps recommended one minor language change to reflect that the policy is an established policy and not a newly created policy. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to resend the policy with the newly recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy EB – Safety Program, was reviewed and discussed. Dr. Goguen presented minor grammatical changes to the policy. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy EBAB – Pest Management, was reviewed and discussed. The Subcommittee recommended adding a reference to the law that informs this policy. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy EBB – First Aid, was reviewed and discussed. Mrs. McCaffrey presented changes to the policy regarding proper protocols and chain of command to be followed. Additionally, Dr. Goguen recommended removing the procedures from the policy and creating a procedures document to be added to the procedures manual. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to remove the procedures from the policy and create a new procedures document to be added to the procedures manual. The motion passed unanimously. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy EEA – Transportation Policy, was reviewed and discussed. Ms. West recommended changes to the policy that reflect the current regulations of the Massachusetts General Law regarding transportation of students. Such changes include language regarding rider eligibility, student conduct on buses, and discipline on buses. The Subcommittee recommended that this policy be cross-referenced with policy JICC – Student Conduct on Buses, and that policy JICC be placed on the next Subcommittee agenda for review and discussion. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy ACAB/GBAA – Sexual Harassment, was reviewed and discussed. Dr. Goguen recommended the addition of language regarding freedom from retaliation for reporting, testifying, assisting, or participating in any claim/investigation of harassment. She also recommended the addition of language regarding the dissemination of procedures to be followed.

The Subcommittee recommended removing the file name “ACAB” as its new location is in the G section of policies. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy GBBA – Harassment, was reviewed and discussed. Dr. Goguen recommended the addition of language regarding freedom from retaliation for reporting, testifying, assisting, or participating in any claim/investigation of harassment. She also recommended the addition of language regarding the dissemination of the procedures to be followed. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy JH – Student Absences and Excuses, was reviewed and discussed. Ms. West recommended the addition of language regarding Massachusetts General Law regulations for a student absence notification program and dropout prevention. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy JHD – Exclusions and Exemptions From School Attendance, was reviewed and discussed. Dr. Goguen recommended the addition of language regarding closing grade levels to school choice that are full. A motion was made by Mrs. Phelps and seconded by Mrs. Pelavin to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

Policy JLCE – Life Threatening Food Allergies, was reviewed and discussed. Mrs. McCaffrey recommended the removal of references to the nutritional calculator and the John Stalker Institute. The Subcommittee recommended adding a reference to the Massachusetts School Nutrition Regulations to replace the reference being removed. A motion was made by Mrs. Pelavin and seconded by Mrs. Phelps to send the policy with the recommended changes to the April full School Committee for a first reading. The motion passed unanimously.

The next Policy Subcommittee Meeting will be held on Wednesday, April 17th, 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 7:00 p.m.