

**GARDNER SCHOOL COMMITTEE**  
**Regular Meeting – September 14, 2015**  
**Gardner City Hall**  
**95 Pleasant Street, Gardner, Massachusetts**

Members present: Mayor Mark Hawke, Chairman; James Boone, Vice Chairperson; James Abare, Carol J. Bailey, John LaFreniere, Jennifer LaRoche, Secretary; and Melody Phelps

Others present: Superintendent Denise Clemons; Mallory Thompson, Student Representative; Terri Hillman, Recording Secretary; Dr. Catherine Goguen, Chief Academic Officer; Dr. Christopher Casavant, Business Administrator; Mrs. Susan Hui, Grants Administrator; Mr. Robert O'Keefe, Director of Technology; Ms. Joyce West, Director of Pupil Personnel Services; Mark J. Pellegrino, Principal, Gardner High School; Mitchel Aho, Asst. Principal, Gardner High School; Dr. MaryAnn Pour Previt, Principal, Elm Street School; F. Daniel Hill, Principal, Waterford Street School; Timothy J. McCormick, Principal, Gardner Academy for Learning and Technology; and other interested persons

**Call to Order**

Mayor Hawke, Chairman, called the meeting to order at 7:11 pm. The meeting opened with a roll call and the pledge of allegiance. The meeting was broadcast live on cable television.

**Open Time for the General Public**

- Ms. Tanya Carlson, Vice President, of the GEA. She thanked everyone who helped with the reorganization of the schools. The members of the GEA are looking forward to a great year.
  
- Dr. Marissa Knight, Fitchburg State University. She was attending the meeting as an assignment for a class she is taking.

**Recognition**

Superintendent Clemons recognized people on the staff and stakeholders in the community. They included Monique LeBlanc, Guidance Counselor, GALT; Monroe Douglas, Tony Jolly, Officer Sean LaFreniere, Lt. Richard Braks, and Asst. Principal Mitchel Aho. Mr. Aho is leaving to become Principal of Athol High School. He has provided 15 years of dedication to the Gardner School system.

**Presentation of Warrants**

**Mrs. Bailey moved to ratify, as recommended by the Finance Subcommittee and the Superintendent, the following warrants:**

- **Warrant #15-48 dated May 28, 2015 in the amount of \$41,862.85**
- **Warrant #15-49 dated June 4, 2015 in the amount of \$189,715.02**
- **Warrant #15-50 dated June 11, 2015 in the amount of \$309,158.58**
- **Warrant #15-51 dated June 18, 2015 in the amount of \$150,245.83**
- **Warrant #15-52 dated June 25, 2015 in the amount of \$295,082.82**
- **Warrant #15-53 dated June 30, 2015 in the amount of \$327,243.81**
- **Warrant #15-54 dated June 30, 2015 in the amount of \$246,781.11**
- **Warrant #15-55 dated June 30, 2015 in the amount of \$127,549.89**
- **Warrant #15-56 dated June 30, 2015 in the amount of \$144,373.65**
- **Warrant #15-57 dated June 30, 2015 in the amount of \$169,938.41**
- **Warrant #16-07 dated August 13, 2015 in the amount of \$164,303.42**
- **Warrant #16-09 dated August 27, 2015 in the amount of \$393,981.53**
- **Warrant #16-10 dated September 3, 2015 in the amount of \$228,653.81**

**Seconded by Mr. Boone.**

**Vote – so voted.**

**Approval of Minutes**

**Mr. Abare moved to approve the minutes of the June 8, 2015 School Committee meeting as presented.**

**Seconded by Mrs. LaRoche.**

**Vote – so voted.**

**SUBCOMMITTEE REPORTS**

**Facilities Subcommittee**

Mr. LaFreniere, Chairperson, said that the Facilities Subcommittee met on September 8, 2015. Minutes of the meeting were presented.

Dr. Casavant updated the Subcommittee on the capital repair/maintenance projects that took place during the summer. Superintendent Clemons presented and reported on the list of capital improvements that were presented and discussed with Mayor Hawke.

Dr. Casavant reported that busing was running very smoothly. School secretaries did a good job during the summer inputting student information so that parents could be notified of their child's/children's bus number and bus stop earlier than ever.

The Subcommittee reviewed a variety of issues that will need to be discussed further, such as Athletic User Fees, SAT/ACT fee waivers, etc.

**Finance Subcommittee**

Mr. Boone said that the Finance Subcommittee met on September 1, 2015. Minutes of the meeting were presented.

The Subcommittee reviewed and discussed the September Expense Report. Given the time of the year, many of the standard reports that are usually presented were incomplete and will be presented at the October Finance Subcommittee meeting.

Dr. Casavant discussed the CEP (Community Eligibility Program) as well as a response from Whitsons as it pertains to their current contract. The Subcommittee reviewed a variety of issues that will need to be discussed further such as Athletic User Fees, SAT/ACT fee waivers, etc. The Subcommittee will review the draft School Activity Account Policy on October 6 and submit it to the full Committee at the October meeting.

The Subcommittee voted to accept a donation of Huggies Training Pants. This will be voted on under Item #2672.

**Policy Subcommittee**

Mrs. Phelps, Chairperson, said that the Policy Subcommittee met on June 15, 2015. Minutes of the meeting were presented.

The Subcommittee recommended for a First Reading the following policies:

- JLCB           Inoculations of Students
- JLCCA-AIDS and JLCCA-E – AIDS           School Attendance Policy
- JLCD           Administering Medicines to Students
- JLCD-R       Medication Management & Administration Protocols
- JLCE           Life Threatening Food Allergies
- JLCE-R1      Life Threatening Allergy Policy
- JLCE-R2      Emergency Anaphylactic Shock Procedures
- JLCE-R3      Evaluation & Treatment of Children Following Exposure to Allergens or Insect Stings. A minor change will be made before this policy comes before the School Committee for a second reading.

**Technology Subcommittee**

Mr. Boone, Chairperson, said that the Technology Subcommittee will meet on September 15, 2015.

**Student Representative to the School Committee**

Ms. Mallory Thompson, Student Representative, read her report on activities at Gardner High School. All students will be taking the SAT and PSAT tests, all Fall sports are taking place, and the senior class will have a car wash as a fund raiser.

**OLD BUSINESS**

**Item #2664 – Superintendent's Overview**

Superintendent Clemons gave a PowerPoint presentation of her Goal Results for 2014-2015. The three goals were Student Improvements, District Improvements and Professional Practice,

One of the many accomplishments under Student Improvement was the reorganizing of the District Schools to provide academic opportunity by streamlining resources, decreasing transitions for students and enhancing opportunities for grade level instructional strategies for staff.

District Improvements included development of plans, procedures, routines, and operational systems to address a full range of safety, health, and emotional and social needs. Several grants were also obtained.

Superintendent Clemons has actively participated in the Superintendent Induction Program. She has completed the first year and earned a proficient rating on each major assignment.

Mr. Boone reminded School Committee members that it is time to begin work on Superintendent Clemons' evaluation.

**Item #2665 – Renee' Eldredge, School-Based Care Coordinator**

Ms. Renee' Eldredge, School -Based Care Coordinator, presented information on the Heywood Healthcare / School-Based Care Connection Program. Heywood Healthcare received \$3.1M to fund the program. The program supports at-risk students and families, offers on-site access to mental health services, and family outreach and assistance with community-based services.

The program was designed in two phases. Phase 2 (2015-2017) will have additional staffing and expanded locations – Gardner High, Gardner Middle, GALT, and Waterford Street Schools. There have been success stories in the program's first phase.

**Item #2666 – Curriculum, Instruction and Assessment**

The Curriculum, Instruction and Assessment Update was included in the packets. Dr. Goguen was present to answer questions.

**Item #2667 - Special Education Update**

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

**Item #2668 - Business Administrator's Update**

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

**Item #2669– Grants Administrator's Update**

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

**NEW BUSINESS**

**Item #2670 – Acceptance of Donation to Gardner Academy Nurse**

**Mrs. Bailey moved that the School Committee accept, as recommended by the Finance Subcommittee and the Superintendent, a donation of \$119.04 from a “Fan” to the Gardner Academy Nurse for “Snacks”.**

**Seconded by Mrs. Phelps.**

**Vote – so voted.**

**Item #2671 – Acceptance of Scholarship Money**

**Mrs. Bailey moved that the School Committee accept, as recommended by the Finance Subcommittee and the Superintendent, a donation of \$1,070.00 for the GHS Scholarship Fund – William Van Valkenburg Scholarship from the following: Patricia Murphy, Geraldine Liebla, Thomas & Terrye Plonka, Lorraine & Hubert McDonough, Jr., The Revision Learning Partnership, LLC, Frederick & Judith Van Valkenburg, Francoise Kirouac, Mark, Sr. & Julie Critz, Ellen & Roger Sullivan, and Cecilia Wirzbicki.**

**Seconded by Mr. Boone.**

**Vote – so voted.**

**Item #2672 – Acceptance of Donation for WSS Special Needs Program**

**Mrs. Bailey moved that the School Committee accept, as recommended by the Finance Subcommittee and the Superintendent, a donation of Huggies and Pull-up Training Pants (\$110.00) for the WSS Special Needs Program.**

**Seconded by Mr. LaFreniere.**

**Vote – so voted.**

**FINAL COMMENTS**

Mr. Abare thanked Mr. Aho for his years of service to the Gardner School system and wished him success in his new position in Athol.

Mrs. LaRoche reminded that Band Night will be at HS on October 2 followed by a football game. She said that the Gardner community has ignored mental health needs and was pleased to her the report tonight from Renee` Eldredge, the School-Based Care Coordinator.

Mrs. Bailey said it is breath of fresh air to hear about the community based health care programs. She commended the entire district on the school reorganization. She thanked Superintendent Clemons for her leadership.

Mrs. Phelps commented that the School-Based Care Coordination program will be helpful for the children of Gardner. She also mentioned a yard sale being held for Forward In Health. This student group helps the people of Haiti.

Mr. LaFreniere thanked the Superintendent and staff on the transition of the schools.

Mr. Boone congratulated the staff and Superintendent Clemons on the school moves. He said Mr. Aho will be missed and wished him well.

Mayor Hawke spoke about the Welcome Back Picnic held by Waterford Street School (WSS) and Elm Street School (ESS), the WSS Open House, and the street signs the DPW made for the hallways of WSS. He encouraged everyone to register at Price Chopper to receive points on their purchases for the schools.

**EXECUTIVE SESSION**

**Mr. Boone moved to go into executive session to discuss strategy with respect to collective bargaining because a discussion in open meeting may have a detrimental effect on the collective bargaining position of the City of Gardner and the Gardner School Department. The Committee will return to open session only to adjourn.**

**Seconded by Mrs. Bailey**

**Roll Call Vote – Abare, yes; Bailey, yes; Boone, yes; LaFreniere, yes; LaRoche, yes; and Phelps, yes; Count – 6 yes.**

The School Committee went into executive session at 8:15 pm.

The School Committee returned to open session at 9:10 pm.

NOTE: Mr. Abare and Mr. LaFreniere left the executive session at 8:30 pm due to a possible conflict of interest.

**ADJOURNMENT**

**Mrs. LaRoche moved to adjourn.**

**Seconded by Mrs. Bailey.**

**Vote – so voted.**

The meeting adjourned at 9:10 pm.

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Jennifer LaRoche, Secretary

Terri Hillman, Recording Secretary