



**BELCHERTOWN SCHOOL DISTRICT
PERSONNEL & POLICY SUBCOMMITTEE MEETING
November 18, 2014**

PLACE: Swift River Elementary School Library
TIME: 6:45 pm
SUBCOMMITTEE: Ms. Claire Popowich, Chair, Ms. Myndi Bogdanovich, Member;
ADMINISTRATION: Dr. Robert Gazda, Interim Superintendent of Schools
VISITORS:

Minutes

- I. Call Subcommittee Meeting to order
Ms. Popowich called meeting to order at 6:45 pm
- II. Public comment regarding items on the agenda
There were no public comments regarding items on the agenda.
- III. Subcommittee meeting minutes for approval
A. August 26, 2014
Motion: Ms. Bogdanovich moved to accept minutes from August 26, 2014 meeting as presented.
Second: Ms. Popowich
Vote: 2,0,0
- IV. Items for discussion and action
A. Recommendation to revise Head Bookkeeper of Accounts and Asst. Bookkeeper of Accounts Job Descriptions
Motion: Ms. Bogdanovich moved to recommend the update of the job description for Head Bookkeeper of Accounts and Asst. Bookkeeper of Accounts as recommended by Dr. Gazda.
Second: Ms. Popowich
Vote: 2,0,0

Discussion: Dr. Gazda, per advice from office manager and business manager, recommended that the job description for Head Bookkeeper of Accounts and Asst. Bookkeeper of Accounts be amended from;
Qualifications:
1. Has a high school diploma or equivalent to;

Qualifications:

1. Minimum of an Associate Degree

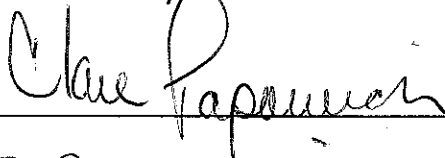
- V. Subcommittee correspondence
- A. Agenda, November 18, 2014
 - B. Minutes August 28, 2014
 - C. Head Bookkeeper of Accounts Job Description
 - D. Asst. Bookkeeper of Accounts Job Description

- VI. Adjourn
- Motion: Ms. Bogdanovich moved to adjourn at 6:47pm.
- Second: Ms. Popowich
- Vote: 2,0,0

Respectfully submitted by,

Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

Personnel & Policy Subcommittee members' signatures:


_____, Clare Popowich, Chair


_____, Myndi Bogdanovich, Member

The mission of the Belchertown Public Schools is to ensure that every student meets with success every day. To that end, we pledge to ensure that we have rigorous, standards-based curriculum; instruction designed to meet the needs of diverse learners in every classroom; and access to the global learning community via state-of-the-art technology in schools that are communities of respect and civility for all.

2011-2015 Strategic Plan Goals (adopted by the Belchertown School Committee, 3/1/11):

Goal #1: To have guaranteed (standards-based and implemented by all), viable (doable and accessible to every student), seamless K-12 curriculum in every content area.

Goal #2: To have rigorous (standards-based), relevant (grounded in 21st Century skills), differentiated instructional practices with the ability to access the global learning community via technology available to every learner.

Goal #3: To implement a plan to ensure that our students understand the importance of acceptance, tolerance, and respect supported by all adults in the community.

The Belchertown Personnel & Policy Subcommittee conducts its business in open session pursuant to Chapter 30A, Section 21 of the Massachusetts General Laws. The public is welcome to comment only on items on the agenda for this meeting as noted above. If you wish to address the School Committee regarding an item not on the agenda for this meeting, please contact the Superintendent of Schools, at 413.323.0423 or via email at superintendent@belchertown.org to determine the best way to address your concerns.

Success for Every Student Every Day
