



**BELCHERTOWN SCHOOL DISTRICT
PERSONNEL & POLICY SUBCOMMITTEE MEETING
December 13, 2016**

PLACE: Chestnut Hill Community School Library

TIME: 6:00 p.m.

SUBCOMMITTEE: Ms. Myndi Bogdanovich, Chair (present); Dr. Thomas Laughner, Member (present)

ADMINISTRATION: Karol G. Coffin, Superintendent of Schools, Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services

VISITORS:

MINUTES

- I. Call Subcommittee Meeting to order
Ms. Bogdanovich called the meeting to order at 6:02 pm.
- II. Acceptance of Minutes
 - A. October 11, 2016, Personnel & Policy Subcommittee Meeting
Motion: Dr. Laughner moved to accept the October 11, 2016 minutes as presented
Second: Ms. Bogdanovich
Vote: 2,0,0
- III. Public comment regarding items on the agenda
There were no public comments regarding items on the agenda.
- IV. Items for action/discussion
 - A. Director of Cold Spring School (Early Childhood Center) Job Description
Motion: Dr. Laughner moved to recommend the job description for Director of Cold Spring School to the full Committee
Second: Ms. Bogdanovich
Vote: 2,0,0
Discussion: Superintendent Coffin noted the posting closes on Friday. Looked at a Director's job description in other districts. Director does everything a principal does. In addition, they are in charge of the preschool program as an Early Childhood Director. The Superintendent noted the need for future discussion on the charges for peer students in the pre-k program. There would be an increase in Chapter 70 money if there was no charge for the peer students.
 - B. Executive Assistant to the Superintendent Job Description
Motion: Dr. Laughner moved to recommend the job description for Executive Assistant to the Superintendent to the full committee

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin used the current secretary's job description and added what Joanne does in the office.

C. Policy IHAMB – Teaching about Alcohol, Tobacco and Drugs (Update needed)

Motion: Dr. Laughner moved to forward policy IHAMB to the full Committee for discussion

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin supplied the committee with a copy of the MASC 2016 description. The committee agreed to forward this version to the full Committee.

D. Policy JFABB Foreign Exchange Program - Discuss and clarify

The committee agreed to revisit this at a later meeting.

E. Private Music Teachers – Discuss and clarify

Superintendent Coffin will check the Minnechaug, Lexington, and Wellesley music programs for how they are run. The committee discussed what is the liability coverage for independent contractors. Superintendent Coffin will look into this. Ms. Bogdanovich noted that Sheldon Ross contacted her and had concerns that the program has no real supervisor, no communication between a supervisor and instructors, and no real tracking of money collected for lessons.

F. Policies JH & JHD, - Relating to student attendance

Motion: Dr. Laughner moved to forward policy JH to the full Committee as amended

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin noted the revision was approved in July. The assistant principals are working on letters that would be sent out. The committee discussed an additional layer to be added to the process which would include the attendance officer, Officer Krol. The letter would include a paraphrase of the Mass General Law, Chapter 76, Section 2 (duties of parents). The committee discussed the need to amend the policy to add #5 to include court appearance.

G. District Bullying Prevention & Intervention Policy and Plan

Motion: Dr. Laughner moved to recommend the District Bullying Prevention & Intervention Policy and Plan to the full Committee

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Mr. Cameron brought the updated policy to the subcommittee. Mr. Cameron plans to present a progress report to the School Committee in the future.

V. Unfinished business

There was no unfinished business at this time.

VI. New business

Superintendent Coffin noted that Ms. Slattery, Food Service Director, suggests adding the payment of all food service accounts be added to the graduation requirements. She also noted that Ms. Slattery is looking into a pay scan service for the high school. She will be gathering more data over the next few months to present to the subcommittee.

VII. Subcommittee correspondence

- A. Agenda, December 13, 2016
- B. Minutes, October 11, 2016
- C. Director of Cold Spring School (Early Childhood Center) Job Description – Draft
- D. Executive Assistant to the Superintendent Job Description – Draft
- E. Policy IHAMB – Teaching about Alcohol, Tobacco and Drugs
- F. Policy JFABB Foreign Exchange Program - Discuss and clarify
- G. Policy JH, Student Absences and Excuses
- H. Policy JHD, Exclusions and Exemptions From School Attendance
- I. Attendance Officer's attendance letter
- J. District Bullying Prevention & Intervention Policy and Plan
- K. Municipal and Labor & Employment Alert , December 2016 – Informational only

VIII. Adjourn

Motion: Dr. Laughner moved to adjourn at 6:42 pm

Second: Ms. Bogdanovich

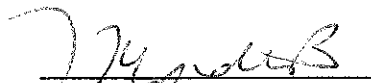
Vote: 2,0,0

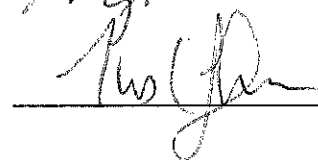
Respectfully submitted by,

Ramona Griffin

Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 _____, Myndi Bogdanovich, Chair

 _____, Thomas Laughner, Member

Vision Statement

Belchertown students, both individually and collaboratively, will be innovative thinkers, problem solvers and unique, creative contributors to their community and the world

Mission Statement

In the pursuit of excellence and the development of life-long learners, it is the mission of the Belchertown Public Schools to challenge and engage all students in a respectful, positive learning environment that fosters personal, social and academic growth in order to achieve success in a global society.

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.