



**BELCHERTOWN PUBLIC SCHOOLS  
REGULAR SCHOOL COMMITTEE MEETING  
January 10, 2017**

**LOCATION:** Swift River Elementary School Library

**TIME:** 7:00 p.m.

**SCHOOL COMMITTEE MEMBERS:** Ms. Dawn French, Chair (present); Dr. Thomas Laughner, Vice-Chair (present); Dr. Michael Knapp, Secretary (present); Ms. Myndi Bogdanovich, Member (present); Mr. Jeff Charron (present)

**ADMINISTRATION:** Mrs. Karol Coffin, Superintendent of Schools; Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services; Dr. Shawn Fortin, Director of Teaching & Learning; Mr. Edward Dunn, Contracted School Business Manager; Ms. Christine Vigneux, Principal BHS; Mr. Thomas Ruscio, JBMS Principal; Ms. Jennifer Champagne, Principal CHCS

**BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES:** Mr. Parker Mas

**VISITORS:** Ms. Kayla Henry, Gail Gramarossa, Cliff McCarthy

Minutes

Pledge of Allegiance

- I. Call to order  
Ms. French called the meeting to order at 7:00 pm.
  
- II. Public comment regarding items on the agenda  
There were no public comments regarding items on the agenda.
  
- III. Special awards and presentations  
Ms. Kayla Henry, Senior at BHS: Mass. All-State, All-New England and All-American by the National Soccer Coaches Association of America  
Superintendent Coffin presented Ms. Henry with the Mass. All-State, All-New England and All-American award certificate with congratulations on attaining the honor.
  
- IV. Update from BHS Student Advisory Council representative – Mr. Parker Mass  
Cold Spring School  
Kindergarten Registration for the 2017-18 school year will be held at Cold Spring School on Friday, March 17th from 8am to 3pm & Thursday, March 23rd from 4pm to 8pm. Please visit the Belchertown Public Schools website and click on Cold Spring School to access the Kindergarten Registration packet which will list all the documents needed to register your child.

**Swift River Elementary School**

Swift River Elementary School was awarded an FY 2017 Massachusetts Cultural Council (MCC) STARS Residency grant in the amount of \$5,000. Actors from the Enchanted Circle Theater in Holyoke, MA will be visiting the school to provide cultural education for all students.

**Chestnut Hill Community School**

Chestnut Hill Community School students in 5<sup>th</sup> and 6<sup>th</sup> grades will be studying various topics related to social-emotional wellness and substance abuse resistance through the Botvin LifeSkills Training Program, which is a comprehensive, dynamic, and developmentally appropriate substance abuse and violence prevention program. The curriculum has proven to help increase self-esteem, develop healthy attitudes, and improve knowledge of essential life skills.

**Jabish Brook Middle School**

The Jabish Brook Middle School After School Program Ski Club started Wednesday, January 4<sup>th</sup>. Students left the school for Wachusett Mountain at 2:30pm and arrived back at approximately 9:00pm.

**Belchertown High School**

Belchertown High School will hold the annual Buddies Talent Show on Friday, January 20<sup>th</sup> at 6:00pm in the auditorium.

- V. Approval of minutes (A.I.)  
A. December 13, 2016, Regular Session  
Motion: Dr. Knapp moved to accept the December 13, 2016 minutes as amended.  
Second: Ms. Bogdanovich  
Vote: 5,0,0
- VI. Approval of Warrants (A.I.)  
A. Accounts Payable Warrant 12/19/16  
B. Payroll Warrant 12/27/16  
Motion: Dr. Laughner moved to approve the payroll warrant and scheduled invoices as presented.  
Second: Mr. Charron  
Vote: 5,0,0
- VII. Reports and recommendations of the Superintendent  
A. Superintendent's goal adjustment  
Superintendent Coffin noted the change to the District Improvement goal #1. She has added a series of action steps she will take to forward the FY 18 budget process. Dr. Laughner suggested that there be an overarching goal that can help with the overall process for every year.  
  
B. January 13, 2017, Professional Day – Dr. Shawn Fortin  
Dr. Fortin presented the plans for the professional development day scheduled for January 13<sup>th</sup>. The morning will consist of combined grade level team meetings. The

afternoon will have EdCamp, which are teacher led presentations.

C. School Improvement Plan Updates

1. Chestnut Hill Community School – Ms. Jennifer Champagne

Ms. Champagne updated the School Committee on the School Improvement Plan for Chestnut Hill Community School.

Dr. Knapp expressed his concerns with safety with shared facilities use, specifically the playground and swimming pool.

2. Jabish Brook Middle School – Mr. Thomas Ruscio

Mr. Ruscio updated the School Committee on the School Improvement Plan for Jabish Brook Middle School.

Dr. Knapp questioned what replaced the reading class time slot in the schedule. Mr. Ruscio noted that the 7th grade is piloting an “extension” class in the schedule now. Mr. Charron questioned what would happen if the extension class works. Mr. Ruscio noted that the faculty is discussing the schedule for the building.

VIII. Personnel

A. Introduction of Andrea Mastalerz, Interim Director at Cold Spring School

Superintendent Coffin introduced Ms. Mastalerz as the Interim Director at Cold Spring School. Ms. Mastalerz noted the transition has been smooth. She was fortunate to have worked with Ms. Bremer for many years.

B. Personnel update as of January 10, 2017

Superintendent Coffin welcomes Heather Walker, Susan Lenkarski, and Maria Maillo De Aguilera to the staff. She noted that Kathy Roach and Mark Horan are retiring.

IX. Unfinished business

A. MASC Forum: Implementation of the Foundation Budget Review

Superintendent Coffin offered the opportunity for the School Committee members to attend. Dr. Laughner and Ms. Bogdanovich both noted they will attend. Dr. Laughner suggested extending the invitation to the Finance Committee members.

X. New business

A. Belchertown CAN – Ms. Randi Shenkman

Ms. Shenkman was unable to attend, Ms. Gail Gramarossa and Mr. Cliff McCarthy presented the request to the Committee. Belchertown CAN has been in existence for 8 years, they have food drives in conjunction with Stop & Shop and the BHS Humanities Club. Ms. Gramarossa expressed the concerns we hear about discrimination throughout our country. She presented the “One People Potluck” they are planning at the High School cafeteria. They asked if the School Department could co-sponsor the event. Superintendent Coffin and Ms. French both noted that there is a policy against the School District sponsoring “non-school” related events. Superintendent Coffin noted that once the flyer has the disclaimer added it can be distributed at the schools.

B. Food Service POS System – Kelly Slattery, Food Service Director

Ms. Slattery presented the Committee with the quote for the POS system, \$22,512.45 for system with a subscription cost of \$6,679.45. Ms. Slattery noted the cost is in the

budget to pay for this. Ms. Slattery went on to explain the current system and the benefits of a POS system for the district, less mistakes will be made and the system allows for parents to update their student's accounts immediately. She also noted that the My School Bucks program can, in future, be used for other activities in the district such as bus passes, field trip payments, etc.

Mr. Charron questioned if the subscription will be in the department budget? Ms. Slattery noted it will. Mr. Charron also questioned, once done, how long for it to be implemented? Ms. Slattery noted there would be 6 weeks of training, with electrical work being done over the February break. She noted that some of the hardware/electrical costs will be shared with the IT and Buildings/Grounds departments. There is a \$3,700 total cost for the electrical work.

This is a cloud based system and has standard based security.

There will be more information available for parents/guardians on how to use the system.

XI. Reports of subcommittees

A. Curriculum & Instruction (Dr. Knapp/Mr. Charron)

Dr. Knapp noted they met tonight, discussed; data dashboard mockups for success after high school and Dr. Fortin's suggestions of instructional related policies for review.

B. Personnel & Policy (Ms. Bogdanovich/Dr. Laughner)

1. Job Description – Director of Cold Spring School – (A.I.)

2. Job Description – Executive Assistant to the Superintendent (A.I.)

Motion: Ms. Bogdanovich moved to approve the Director of Cold Spring School and Executive Assistant to the Superintendent job descriptions.

Second: Dr. Laughner

Vote: 5,0,0

3. Policy JH – Student Absences and Excuses (A.I.)

Motion: Dr. Knapp moved to strike "with medical documentation" - (this motion was pulled)

Second: Mr. Charron

Motion: Ms. Bogdanovich moved to table to a future meeting

Second: Dr. Knapp

Vote: 4,1,0 (Dr. Laughner voted against)

Discussion: Dr. Knapp expressed concerns with leaving in "medical documentation" for an excused absence. The Committee discussed; administration problems with the policy, documentation needed, language and differing regulations amongst different government agencies. Mr. Cameron explained the legal reasoning why it is helpful to have the current wording. Dr. Knapp requested data that would support the change in language and how it will or has made a difference. Ms. French noted that college visits should be added to excused absences.

4. Policy IHAMB – Teaching About Alcohol, Tobacco and Drugs (A.I.)

5. Bullying Plan and Prevention update (A.I.)

Motion: Ms. Bogdanovich moved to approve Policy IHAMB and the Bullying Plan

Second: Mr. Charron

Vote: 5,0,0

C. Property & Transportation (Ms. Bogdanovich/Ms. French)

Ms. French noted the school bus transportation contract goes out to bid before the end of January. Last year we partnered with other towns to help with costs. This year we plan to partner with Granby, Hadley, and Ware. The bus company will be looking at the routes and changes that may/can be made. The Committee discussed the bus pass requirements and having bus drivers check for bus passes.

Ms. French noted there were 11 applications for Building and Grounds Director. Mr. Lachance is forming a committee to interview.

Mr. Lachance confirmed receipt of a Mass grant of \$10,000 through Mass Save to replace 4 foot LED bulbs in the district. This translates to a savings of \$60,000.

D. Finance & Budget Subcommittee (Dr. Laughner/Mr. Charron)

Dr. Laughner noted they met December 19 and discussed; conversations around Town Revenue Committee FY 18 budget requests. Finance Committee is looking for level funded and level service budgets. There is a needs list for approximately \$700,000 for next year.

XII. Reports of school department liaisons

A. Healthy & Safer Schools Advisory Committee (Ms. French)

Ms. French noted they have not met.

B. Technology Working Group (Dr. Laughner)

Dr. Laughner noted they have not met.

C. Collaborative for Educational Services (Dr. Knapp)

Dr. Knapp noted they have not met.

D. RADAR (Dr. Laughner, Mr. Charron)

Dr. Laughner noted the next state meeting is scheduled for January 27th. RADAR data should be able to help tell the "story" of the budget.

XIII. Correspondence

A. Agenda, January 10, 2017

B. December 13, 2016, Minutes

C. Accounts Payable Warrant 12/19/16

D. Payroll Warrant 12/27/16

E. Supt. goals adjustment

F. Personnel update

G. CHCS School Improvement update document

H. JBMS School Improvement update document

I. MASC Forum flyer

J. Belchertown CAN request and (Policy KHAA-Distributions)

K. Food Service POS quote

L. Job Description – Director of Cold Spring School

M. Job Description – Executive Assistant to the Superintendent

N. Policy JH – Student Absences and Excuses

- O. Policy IHAMB – Teaching About Alcohol, Tobacco and Drugs
- P. Bullying Plan and Prevention update

XIV. Vote to enter into Executive Session under M.G.L. 30A, §21, Part 3 to discuss strategy with respect to collective bargaining Unit A, Teachers and negotiations with Single Contracts Employees and the Superintendent and/or litigation as conducting said business in open session would have a detrimental effect on the School Committee's bargaining or litigation position. The committee will return to open session.

School Committee voted to enter into executive session at 9:38 pm. They will not return to open session.

Vote:

Dawn French - yes

Thomas Laughner - yes

Michael Knapp - yes

Myndi Bogdanovich - yes

Jeff Charron - yes

Motion: moved to adjourn

Second:


Vote:

Respectfully submitted by,

Ramona Griffin

Non-Confidential Recording Secretary to the School Committee


School Committee members' signatures:

, Dawn French, Chair

, Thomas Laughner, Vice Chair

, Michael Knapp, Secretary

, Myndi Bogdanovich, Member

, Jeff Charron, 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 School Committee 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](mailto:superintendent@belchertown.org) to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).