



**BELCHERTOWN PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
August 25, 2015**

LOCATION: Swift River Elementary School Library
TIME: 7:00 pm

SCHOOL COMMITTEE MEMBERS: Mr. Richard Fritsch, Chair (Present); Ms. Myndi Bogdanovich, Vice-Chair (Present); Ms. Dawn French, Secretary (Present); Dr. Michael Knapp, Member (Present); Dr. Thomas Laughner, Member (Present)

ADMINISTRATION: Mrs. Karol Coffin, Superintendent of Schools; Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services; Mr. Edward Dunn, Contracted School Business Manager; Mr. Shawn Fortin, Director of Teaching and Learning

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES:

VISITORS: Ellen Finelli, Chris Bourget

Minutes

- I. Call to order
Mr. Fritsch 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. Approval of minutes and consent items
Motion: Dr. Knapp moved to approve consent items.
Second: Ms. French
Vote: 5,0,0
 - A. July 28, 2015, Regular Session Minutes
 - B. August 10, 2015, Special Session Minutes
 - C. August 10, 2015 Special Session Powers and Duties packet
 - D. Musical Instrument usage fee agreement
 - E. Accept donation for SRE – Aetna Foundation

- IV. Reports and recommendations of the Superintendent
 - A. Leadership Professional Development Update
Superintendent Coffin updated the Committee on the August 11 leadership meeting. She noted there will be another meeting tomorrow. Superintendent Coffin presented the Committee with the agenda for the Leadership Professional development and spoke to the progress of the agenda.

 - B. Superintendent Evaluation Process
 - 1. Page 1 is discussion item
Superintendent Coffin presented the Committee with an evaluation packet to

review. This will go before the Policy Subcommittee first. Superintendent Coffin noted the first step is self assessment which is based on the bridge plan and the Superintendent's goals. Dr. Laughner asked for an expansion of the goals and process. Superintendent Coffin explained what the process and goals entailed. Dr. Knapp questioned what the timeline was, what training the Committee might receive, and what categories the goals were in. Superintendent Coffin noted she would be bringing the first part to a Policy meeting in September with October being when the goals would be set. Mr. Fritsch noted that the Hampshire Collaborative has training and MASC has it online. Superintendent Coffin noted she is required to have a student goal, a professional practice goal, and district goals.

V. Personnel Update

A. Introduction of Shawn Fortin, Director of Teaching and Learning

Superintendent Coffin introduced Mr. Fortin to the Committee. Mr. Fortin gave a brief summary of his history. He has spent 14 years in public schools. Most of his time has been in middle schools. He taught science and technology. He has been an informational speaker on how technology ties to curriculum. He will be participating in blended leadership training in NC at the end of September. Dr. Knapp asked for an example of a goal. Mr. Fortin noted the integration of technology and that the middle school will be trying Google apps. He noted there are a lot of readymade apps to use for assessment. Another goal would be to increase student comfort with technology.

VI. Unfinished business

Ms. Bogdanovich asked for an update on the Vision Committee. Superintendent Coffin noted that several people have agreed to participate.

VII. New Business

A. Approve 2015-2016 Employee Handbook (Pending P&P Subcommittee action)

Motion: Ms. French moved to approve the 2015-2016 Employee Handbook

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Superintendent Coffin noted that the changes requested have been updated. Dr. Knapp questioned if the policy references have been updated.

Superintendent Coffin noted that they have been updated.

B. Accept donation for SRE – Aetna Foundation

Mr. Fritsch requested the Committee to add this item to Section III as a consent item. The School Committee agreed.

C. Van Pool Transportation Contract Proposal 2015-2018

Motion: Ms. Bogdanovich moved to approve the van pool transportation contract.

Second: Dr. Knapp

Vote: 5,0,0

Discussion: Mr. Dunn spoke to the contract. The current contract expired at the end of the year. The new contract has the same price structure as the last three years.

D. Food Service Program-Nonpaying Parents (Ellen Finelli)

Ellen Finelli spoke to the program. Every school has their own policy. Both JBMS and BHS have a no charge policy. CHCS has a 3 charge policy and SRE has no policy for charging. There was approximately \$1,500 in unpaid charges at the end of the year. Ms. Finelli is asking for input from the School Committee with regard to a charging policy. Ms. Bogdanovich questioned how many families would be considered "chronic" charges. Ms. Finelli noted approx 30. School Committee discussed potential solutions; collect money at the beginning of the lunch instead of at the end, food debit cards, and principal calling home. Ms. Finelli noted she is in the process of getting information on a debit card system and how much it would cost the district. Dr. Knapp questioned how much the lunch program costs/collects. Ms. Finelli noted approximately \$350,000 per year. Ms. French questioned whether balances carried over to another school. Ms. Finelli noted that it cannot legally be carried over. Superintendent Coffin noted her previous school had a swipe card system.

E. BHS Football Field Trip Request

Motion: Ms. French moved to approve the BHS football field trip request.

Second: Dr. Laughner

Vote: 4,1,0

Discussion: Chris Bourget spoke to the request. Trip is scheduled for September 12, to Brownstone Exploration & Discovery Park. Ms. Bogdanovich noted her concerns with the park. Ms. Bogdanovich noted that this facility requires a liability waiver. Mr. Bourget noted that the parents would receive liability paperwork prior to the trip. Dr. Knapp asked if Superintendent Coffin endorsed the trip. Superintendent Coffin noted she had.

F. Approve new stipend position

Motion: Ms. Bogdanovich moved to approve the stipend position for a Private Music Lesson Coordinator.

Second: Ms. French

Vote: 5,0,0

Discussion: Superintendent Coffin spoke to the need for a private music lesson coordinator. This would be a stipend position as a 1 year trial. It is not part of the contract but may be in the future. This is for private music lessons in the schools only.

VIII. Reports of subcommittees/representative to Collaborative for Educational Services

A. Collaborative for Educational Services (Dr. Knapp)

Dr. Knapp sent a summary to the School Committee.

B. Curriculum & Instruction (Dr. Knapp/Dr. Laughner)

Dr. Knapp sent a summary to the School Committee.

C. Healthy & Safer Schools Advisory Committee (Mr. Fritsch/Ms. Bogdanovich)

Mr. Fritsch noted nothing at this time.

D. Jessica's Boundless Playground Committee (Ms. French)

Ms. French noted nothing at this time.

E. Personnel & Policy (Ms. Bogdanovich/Ms. French)

Motion: Dr. Knapp moved to approve #2, 3 & 4 by consent.

Second: Ms. Bogdanovich

Vote: 5,0,0

1) Recommendation on Policy JEB

Motion: Ms. Bogdanovich moved to accept the policy as amended.

Second: Ms. French

Vote: 4,1,0

Motion: Dr. Laughner moved to amend the policy to strike the whole first sentence.

Second: Ms. Bogdanovich

Vote: 4,1,0

Discussion: Dr. Knapp would like a better policy. Ms. Bogdanovich noted that it would take too much time to rewrite the policy before the start of the year and they may revisit it next year.

2) Recommendation on Policy ADDA-E

3) Recommendation on Policy ACAB

4) Recommendation on Policy ACAB-R

5) Recommendation on Policy IJOA-R

Motion: Dr. Knapp moved to accept the policy IJOA-R as amended.

Second: Ms. Bogdanovich

Vote: 5,0,0

Motion: Ms. Bogdanovich moved to amend policy IJOR-A as dictated.

Second: Ms. French

Vote: 5,0,0

Discussion: Dr. Knapp requested guidelines on international trips. Dr. Laughner requested future discussion on definition of "late night" travel.

6) Recommendation for new Policy GBCBC/JBA

Motion: Ms. Bogdanovich moved to approve the new policy.

Second: Ms. French

Vote: 5,0,0

Motion: Dr. Laughner moved to amend the policy to read at the end "In the event of gender identity anti-discrimination, employees and students should follow the procedures on sexual harassment reporting and sanctions."

Second: Ms. French

Vote: 5,0,0

Discussion: Superintendent Coffin spoke to the new policy. She would like to do greater development but would like to start with this. Dr. Knapp asked about training, Superintendent Coffin noted that yes there would be training, it is mandated. Ms. French noted that the Policy Committee is working toward having

two books, one for policy and one for procedure/regulations.

7) Ms. French noted there is a program available through MASC where they would go through the district policies, check for out of date policies, update them (ongoing) and update them online as well. The upfront cost would be \$3,500 with a yearly maintenance cost of \$950 per year.

F. Property & Transportation (Mr. Fritsch/Ms. French)

Mr. Fritsch noted nothing at this time.

G. Finance & Budget Subcommittee (Dr. Knapp/Dr. Laughner)

Dr. Laughner noted they met August 3rd. Discussed end of year budget, district adjustments, and agenda for this year.

IX. Correspondence

- A. Agenda, August 25, 2015
- B. Minutes, July 28, 2015, Regular Session
- C. Minutes, August 10, 2015, Special Session
- D. Powers & Duties Consent agreements
- E. Musical Instrument usage fee agreement
- F. Leadership Meeting Agenda
- G. Director of Teaching & Learning cover letter and resume
- H. Superintendent Evaluation packet
- I. 2015-2016 Employee Handbook
- J. Aetna Foundation donation Info.
- K. Van Pool Transportation Proposal
- L. BHS Field Trip Request
- M. New Stipend Proposal
- N. Policies, JEB, ADA-E, ACAB, ACAB-R, IJOA-R, Draft of GBCBC/JBA
- O. Board & Administrator Newsletter – Informational Only
- P. 2015 Selected M.G. L. – Informational Only

X. Adjourn

Motion: Ms. French moved to adjourn at 8:37 pm.

Second: Dr. Knapp


Vote: 5,0,0

Respectfully submitted by,


Ramona Griffin

Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 _____, Richard Fritsch, Chair

 _____, Myndi Bogdanovich, Vice Chair

 _____, Dawn French, Secretary

 _____, Michael Knapp, Member

 _____, Thomas Laughner, 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.

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 to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).