



**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; Dr. Thomas Laughner, Member
- ADMINISTRATION:** Karol G. Coffin, Superintendent of Schools, Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services
- VISITORS:**

**AGENDA**

- I. Call Subcommittee Meeting to order
- II. Acceptance of Minutes
  - A. October 11, 2016, Personnel & Policy Subcommittee Meeting
- III. Public comment regarding items on the agenda
- IV. Items for action/discussion
  - A. Director of Cold Spring School (Early Childhood Center) Job Description
  - B. Executive Assistant to the Superintendent Job Description
  - C. Policy IHAMB – Teaching about Alcohol, Tobacco and Drugs (Update needed)
  - D. Policy JFABB Foreign Exchange Program - Discuss and clarify
  - E. Private Music Teachers – Discuss and clarify
  - F. Policies JH & JHD, - Relating to student attendance
  - G. District Bullying Prevention & Intervention Policy and Plan
- V. Unfinished business
- VI. New business
- 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

VIII. Adjourn

*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](mailto:superintendent@belchertown.org) to determine the best way to address your concerns.