



**BELCHERTOWN SCHOOL DISTRICT
PERSONNEL & POLICY SUBCOMMITTEE MEETING
July 26, 2016**

- PLACE:** Swift River Elementary School
- TIME:** 5:30 p.m.
- SUBCOMMITTEE:** Ms. Myndi Bogdanovich, Chair; Thomas Laughner, Member
- 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 5:30 pm.

- II. Acceptance of Minutes
 - A. June 21, 2016
Motion: Dr. Laughner moved to accept the June 21 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. Set dates for Subcommittee meetings for 2016-2017
The subcommittee agreed to utilize the 2nd Tuesday of each month at 6:00 pm for the 2016/2017 year meetings. There is a need for an August meeting which will be at 5:30, prior to the August 23rd School Committee meeting.

- V. Items for action/discussion
 - A. Superintendent's Evaluation
This item will be discussed during the full School Committee meeting.

 - B. Approval of updated Job Descriptions
 1. Food Service Cook/Manager Job Description
 2. Food Service Assistant Cook Job Description
 3. Food Service Prep and Recovery Worker Job Description (formerly General Worker)
Motion: Dr. Laughner moved to approve the new job description for all 3 of the above positions.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: noted changes were; ability to lift 40 lbs., mandatory training annually, proper training for incoming staff.

4. Administrative Assistant/School Year Secretary Job Description (formerly Secretary)

Motion: Dr. Laughner moved to accept the updated job description for Administrative Assistant/School Year Secretary

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin noted that the changes to job descriptions were prompted by the staff.

5. Policy GBEB, Staff Code of Conduct

Motion: Dr. Laughner moved to approve the policy GBEB

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: This is a new section for the policy manual. It was prompted because there is currently no policy for staff conduct. With social media there are clear expectation needed for staff. Dr. Laughner questioned what the outcome is if the policy is not followed. It was noted there would be a letter in the staff member's file. It was also noted this could be used in staff evaluations. There is currently no procedure written for this policy. There will be a follow up with regard to the procedure by Superintendent Coffin.

6. Policy JICFB, Bullying Prevention Policy

Motion: Dr. Laughner moved to approve JICFB as amended.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Edits needed;

- Page 3 Add "gender identity" to paragraphs on Discrimination, Harassment, Hate Crimes
- Page 4 paragraph 4 last line and/or
- Page 3 "a member of the school staff may be named the "aggressor" or the "perpetrator" in a bullying report"

7. Absence and Excuses language for handbooks

Motion: Dr. Laughner moved to add absence and excuses procedure to all handbooks

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: this is new, the assistant principals created the language for the handbooks.

VI. Unfinished business

There was no unfinished business.

VII. New business

There is no new business.

VIII. Subcommittee correspondence

- A. Agenda, July 26, 2016
- B. Minutes, June 21, 2016
- C. Food Service Job Descriptions
- D. Administrative Assistant/School Year Secretary Job Descriptions
- E. Policy GBEB, Staff Conduct
- F. Policy JICFB, Bullying Prevention Policy
- G. Absence and Excuses language for handbooks

VIII. Adjourn

Motion: Dr. Laughner moved to adjourn at 5:45 pm

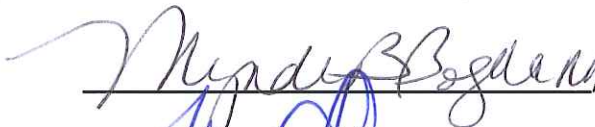
Second: Ms. Bogdanovich

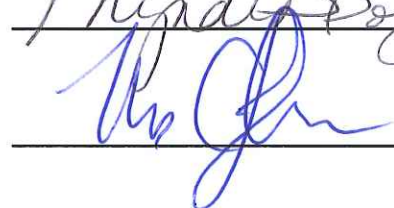
Vote: 2,0,0

Ramona Griffin

Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:


_____, Myndi Bogdanovich, Chair


_____, Thomas Laughner, Member

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

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.

