



**BELCHERTOWN PUBLIC SCHOOLS  
PERSONNEL & POLICY SUBCOMMITTEE MEETING  
September 24, 2013**

**LOCATION:** Swift River Elementary School Library

**TIME:** 6:30 p.m.

**SUBCOMMITTEE:** Ms. Clare Popowich, Chair (present); Ms. Myndi Bogdanovich, Member (present)

**ADMINISTRATION:** Dr. Judith C. Houle, Superintendent of Schools (present); Mr. Robert Lachance, Director of Buildings and Grounds (present)

**VISITORS:** None

**MINUTES**

- I. Call Subcommittee meeting to order  
Ms. Popowich called the Personnel & Policy Subcommittee meeting to order at 6:30 p.m.
- II. Public comment regarding items on the agenda  
None
- III. Subcommittee meeting minutes for approval
  - A. September 10, 2013  
MOTION: Ms. Bogdanovich moved to approve the minutes of the September 10, 2013 Personnel & Policy Subcommittee meeting, as presented. Ms. Popowich seconded the motion.  
VOTE: 2-0-0, approved unanimously
- IV. Reports and recommendations of the Superintendent
  - A. Job Description: High School Custodial PM Shift Leader  
Dr. Houle stated that as a result of the recent round of negotiations, the custodian contract allows for a PM Shift Leader. Mr. Lachance presented a job description for this position which will be filled at the high school. He explained that BHS currently employs five custodians, with four working the 3:00-11:30 p.m. shift, and one working 11:00 a.m. to 7:30 p.m. The Shift Leader will work 2:00 p.m. to 10:30 p.m. in place of one of the four covered 3:00-11:30 p.m. shifts, and Mr. Lachance made it clear that this position does not take the place of the building's custodial supervisor. The Shift Leader will be a stipendiary position at BHS and will be internally posted for currently employed custodians.  
Mr. Lachance then referred to the document as included in this evening's correspondence, and reviewed the specific qualifications with two new additions, performance responsibilities with two new additions, and a new job goal for the position of Shift Leader.

After some discussion, it was decided that the presented job description for BHS Custodial Shift Leader should be amended, as follows: strike #3 under Qualifications as it conflicts with #10; and in #'s 4, 5, 6 under Qualifications, the words "Has" and "preferred, but not" will be struck, so that these qualifications will read as "required". Mr. Lachance concurred and these changes will be made to the job description.

MOTION: Ms. Bogdanovich moved to recommend that the job description for High School Custodial PM Shift Leader, as amended, be brought to the School Committee for approval. Ms. Popowich seconded the motion.

VOTE: 2-0-0, approved unanimously

V. Unfinished business  
None

VI. New business  
None

VII. Subcommittee correspondence  
A. Agenda: Personnel & Policy Subcommittee Meeting – September 24, 2013  
B. Minutes: Personnel & Policy Subcommittee Meeting – September 10, 2013  
D. Job Description: High School Custodial PM Shift Leader

VIII. Adjourn  
MOTION: Ms. Bogdanovich moved to adjourn the Personnel & Policy Subcommittee meeting at 6:43 p.m. Ms. Popowich seconded the motion.  
VOTE: 2-0-0, approved unanimously

Respectfully submitted by,



Kathryn A. Petersen  
Non-Confidential Recording Secretary to the School Committee

Personnel & Policy Subcommittee members' signatures:

Clare Popowich, Clare Popowich, Chair

Myndi Bogdanovich, Myndi Bogdanovich, 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.*

**2011-2015 Strategic Plan Goals (adopted by the Belchertown School Committee, 3/1/11):**

Goal #1: To have guaranteed (standards-based and implemented by all), viable (doable and accessible to every student), seamless K-12 curriculum in every content area.

Goal #2: To have rigorous (standards-based), relevant (grounded in 21<sup>st</sup> Century skills), differentiated instructional practices with the ability to access the global learning community via technology available to every learner.

Goal #3: To implement a plan to ensure that our students understand the importance of acceptance, tolerance, and respect supported by all adults in the community.

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.