



**BELCHERTOWN SCHOOL DISTRICT  
PERSONNEL & POLICY SUBCOMMITTEE MEETING  
October 13, 2015**

- PLACE:** Swift River Elementary School
- TIME:** 5:30 p.m.
- SUBCOMMITTEE:** Ms. Myndi Bogdanovich, Chair (present); Ms. Dawn French, Member (present)
- ADMINISTRATION:** Karol G. Coffin, Superintendent of Schools, Ms. Phyllis DuComb, Nurse Leader
- VISITORS:** Ms. Deb Keefe, BHS School Nurse

**Minutes**

- I. Call Subcommittee Meeting to order  
Ms. Bogdanovich called the meeting to order at 5:30 pm.
  
- II. Acceptance of Minutes
  - A. September 22, 2015  
Motion: Ms. French moved to accept the minutes of September 22, 2015.  
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. Items for action/Discussion
  - A. Policy AD: Educational Philosophy  
Superintendent Coffin updated the committee on policy AD. She noted that this policy was originally put in as a "place holder". Ms. Bogdanovich noted that policy AD will be replaced and put under Educational Vision/Mission statements, when they are approved.
  
  - B. Proposed suspensions procedures for handbooks  
Motion: Ms. French moved to recommend the proposed suspensions procedures for handbooks to the full Committee.  
Second: Ms. Bogdanovich  
Vote: 2,0,0

Discussion: Superintendent Coffin and Mr. Cameron met with principals to discuss the suspension procedures. The committee noted suggestions that could be amended in the policy.

- Page 4 under long-term suspension; “no long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.”
- Page 6 under exclusions/expulsion; section d- “The student has the right to counsel at a hearing before the superintendent.” – add “at their expense”
- Page 7 under section a; addition “Upon expulsion of such student, no school or school district shall be required to provide educational services to the student, Student shall also receive.....”

Ms. Bogdanovich noted language throughout should have “parent/guardian”.

Superintendent Coffin noted they are trying to make the handbook language universal throughout the district. Superintendent Coffin also noted the long-term procedures are still being discussed. Superintendent Coffin clarified the differences between suspension and expulsion.

#### C. Changes to Concussion Policy and Protocol

Motion: Ms. French moved to recommend changes to the concussion policy to the full Committee.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Ms. DuComb and Ms. Keefe presented the changes to the committee. Ms. DuComb noted they met with the AD, athletic trainer, and the high school principal to review the policy. Changes noted were;

- adding the marching band and band director to the protocols/procedures
- concussion video
- SCAT 2 assessment
- Update the return to play protocol
- Noted a change to page 5 to change venerable to vulnerable

Superintendent Coffin noted she will meet with the AD and nursing staff to streamline the system.

#### D. Policy KCD: Outside Organizations

Superintendent Coffin requested this item be tabled, the committee agreed.

#### E. Discuss a threatening weather policy

Motion: Ms. French moved to bring forward the new weather policy to the full Committee and have Mr. Hastings establish safe zones.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin presented the MIAA handbook policy. Ms. Bogdanovich shared a school policy from Minnesota. The committee agreed to utilize the language from the Minnesota school policy with the addition of citing the MIAA handbook 16.21 and 16.2.2.

Superintendent Coffin suggested that Mr. Hastings, the high school AD, work on this with regard to establishing a protocol for shelter.

F. Discuss a bomb threat policy

This item was tabled.

V. Unfinished Business

A. Scholarships, Prizes and Awards Policy

Superintendent Coffin presented the policy. She noted there needs to be an addition to the policy for private awards. This item was tabled until a discussion with the lawyer takes place with regard to language.

B. Superintendent Goals

Superintendent Coffin presented the newest update to her goals. The committee discussed the changes and agreed with goals.

VI. Subcommittee correspondence

A. Agenda, October 13, 2015

B. Minutes, September 22, 2015

C. Policy AD: Educational Philosophy

D. Proposed suspension procedures

E. Changes to the BHS Athletics Concussion Policy and Protocol

F. Policy KCD: Outside Organizations

G. Threatening Weather language in MIAA Handbook

VII. Adjourn

Motion: Ms. French moved to adjourn at 6:38 pm

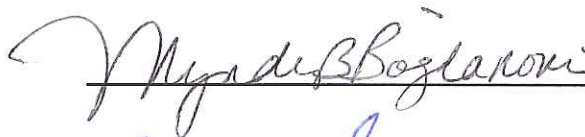

Second: Ms. Bogdanovich

Vote: 2,0,0

Respectfully submitted by,

Ramona Griffin  
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 Myndi Bogdanovich, Chair  
 Dawn French, 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 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.