



**BELCHERTOWN SCHOOL DISTRICT
PERSONNEL & POLICY SUBCOMMITTEE MEETING
July 9, 2015**

PLACE: Central Office, 14 Maple St., Belchertown, MA

TIME: 1:00 p.m.

SUBCOMMITTEE: Ms. Myndi Bogdanovich, Chair (present); Ms. Dawn French, Member (present)

ADMINISTRATION: Karol G. Coffin, Superintendent of Schools, Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services, Paula Fitzgerald, Principal Chestnut Hill Community School, Christine Vigneux, Principal Belchertown High School

VISITORS: none

Minutes

I. Call Subcommittee Meeting to order

Ms. Bogdanovich called the meeting to order at 1:03 pm.

II. Acceptance of Minutes

A. June 23, 2015, Minutes

Motion: Ms. French moved to accept the June 23, 2015 minutes as amended.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Ms. Bogdanovich noted the change in Section IV. A-Kindergarten Age: paragraph 3 to read "Ms. Bremer noted that the change to full....."

III. Public comment regarding items on the agenda

There were no public comments regarding items on the agenda.

IV. Items for action

A. Review of 2015 – 2016 Student-Parent Handbooks

Motion: Ms. French moved to approve the Committee to edit policies JH and JHD.

Second: Ms. Bogdanovich

Vote: 2,0,0,

Discussion: Ms. Bogdanovich requested that the changes in the handbook for each school be highlighted to easily find the change. She also noted that the format used by Ms. Vigneux is

the most easily used. Ms. Vigneux will pass the format along to the other school administrators.

- **CSS:** No real changes other than names and dates were noted. Superintendent Coffin noted she will make sure all handbooks have the updated names and dates.
- **SRE:** No real changes other than names and dates were noted.
- **CHCS:** Ms. Fitzgerald spoke to the changes in the CHCS handbook. Ms. Bogdanovich questioned the change in lockers policy. Ms. Fitzgerald noted that the policy will change to remove the 6th grade locks portion. Ms. Bogdanovich also questioned the progress reports/report card changes. Ms. Fitzgerald noted they will be using Power School next year. Ms. Fitzgerald also noted that parents will have to go to the office with their identification to get their login information. Ms. Bogdanovich questioned whether this will be problematic. Ms. Vigneux noted that many could get the information during open house, which is one of BHS's procedures.
- **JBMS:** No real changes other than names and dates were noted.
- **BHS:** Ms. Vigneux spoke to the changes/additions in the BHS handbook. Ms. Vigneux spoke to the necessity of a reentry policy for crisis students. Superintendent Coffin suggested using this procedure written for the high school in all district handbooks. Discussion ended with regard to chemical influence procedures in JBMS and BHS handbooks. It was noted that they should be the same in both handbooks. Ms. Bogdanovich noted that the frequency of drug checks should be increased. Ms. Bogdanovich noted that in the Extra Curricular Activities Section the names could be changed to the personnel titles.

District: Discussion for the need for a more cohesive look to the school handbook. Items discussed that were thought should be in all school handbooks included;

- Attendance policy - Superintendent Coffin noted the need for the district policy being in each school handbook with the individual school procedures following. Discussion with regard to what is an excused/unexcused absence for the district. The needs for a group to create the wording for the district policy and to make sure district expectations are made clear. Recommendations made for the group were; time line, how many days for medical, how long to make up work, maximum number of days unexcused, (after 20 days potentially a meeting with Superintendent and Resource Officer), addition of early dismissal and tardiness. Ms. French questioned whether there was a state law with regard to school attendance in Mass. Ms. Coffin noted that it is up to the school district to determine that. Ms. Bogdanovich noted that each school administration needs to have discretionary authority for excused/unexcused absence. Ms. Vigneux spoke to the attendance policy and procedure at BHS.
- Inclusive language – Superintendent Coffin noted that gender identity needs to be added to all handbooks. She noted that it would be added either to the front cover or right inside front cover.
- Ms. Bogdanovich noted there needs to be a district policy with regard to a student under the influence of drugs or alcohol.

Discussion with regard to Dr. Knapp's letter, Ms. French suggested the Curriculum & Instruction Committee take #2 & 3 from his letter. Personnel & Policy would discuss Recess policy.

B. School Owned Instrument Usage Agreement

Motion: Ms. French moved to recommend a school owned instrument agreement to the School Committee.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin spoke to the request of the music department's request for a School Owned Instrument Usage Agreement. There is no current user listing for school owned instruments. A fee of \$40 would be assessed per instrument.

Motion: Ms. French moved to create a school owned usage policy.

Second: Ms. Bogdanovich

Vote: 2,0,0

V. Unfinished Business (awaiting MASC recommendations)

A. Scholarship & Prizes

B. Outside Organizations – Policy KCD-E-2

C. Attendance Officer Job Description

Superintendent Coffin noted that she has not received any additional paperwork from MASC with regard to the first 3 items. Ms. Bogdanovich noted she will check with other districts on their policies for; Scholarship & Prizes, Policy KCD-E-2 and Attendance Officer Job Description.

D. Attendance Monitoring/Accounting

This item is currently being worked on.

E. Paternity Leave Policy

This should be handled during contract negotiations.

F. Inclusive Language Policy

This is currently being worked on for the school handbooks.

VI. Subcommittee correspondence

A. Agenda, July 9, 2015

B. Minutes, June 23, 2015

C. 2015 – 2016 Student-Parent Handbooks

D. School Owned Instrument Usage Agreement

VII. Adjourn

Motion: Ms. French moved to adjourn at 3:03 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.

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 21st 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 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.