



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

PLACE: Swift River Elementary School Library
TIME: 6:30 pm
SUBCOMMITTEE: Ms. Clare Popowich, Chair, Ms. Myndi Bogdanovich, Member;
ADMINISTRATION: Karol G. Coffin, Superintendent of Schools
VISITORS:

Minutes

- I. Call Subcommittee Meeting to order
Ms. Popowich called meeting to order at 6:30 pm

- II Public comment regarding items on the agenda
There were no public comments regarding items on the agenda.

- III. Subcommittee meeting minutes for approval
A. November 18, 2014
Motion: Ms. Bogdanovich moved to accept minutes from November 18, 2014 meeting as presented.
Second: Ms. Popowich
Vote: 2,0,0

- IV. Items for discussion and action
A. Recommendation to revise Head Bookkeeper of Accounts,
Asst. Bookkeeper of Accounts/Payroll and Payroll Clerk-Part Time
Job Descriptions
Motion: Ms. Bogdanovich moved to recommend the revised job description for Payroll Clerk-Part Time as presented.
Second: Ms. Popowich
Vote: 2,0,0

Motion: Ms. Bogdanovich moved to recommend the revised job description for Head Bookkeeper of Accounts as presented.
Second: Ms. Popowich
Vote: 2,0,0

Motion: Ms. Bogdanovich moved to recommend the revised job description for Asst. Bookkeeper of Accounts as presented.
Second: Ms. Popowich
Vote: 2,0,0

Discussion: Mr. Dunn spoke to the recommendation for revising job descriptions. The job description for Head Bookkeeper and Asst. Bookkeeper of Accounts was revised in November of 2014. Applications were accepted for the Asst. Bookkeeper position. Screening was done by Mr. Dunn and Ms. Beaupre. The Finance office staff offered an alternative to streamline duties. Proposed was a pilot from April to June with revised job descriptions.

Head Bookkeeper of Accounts; payroll
Asst. Bookkeeper of Accounts; accounts payable
Payroll Clerk-Part Time; payroll/accounts payable

Ms. Bogdanovich inquired whether the qualification would be the same. Mr. Dunn and Ms. Coffin verified they would stay the same. Ms. Popowich questioned whether the budget would be affected if the pilot program doesn't work. Mr. Dunn responded that the positions would be kept in the budget until the pilot was over.

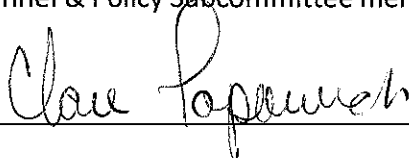
- V. Subcommittee correspondence
 - A. Agenda January 13, 2015
 - B. Minutes November 18, 2014
 - C. Memo regarding business office reorganization
 - D. Head Bookkeeper of Accounts Job Description
 - E. Asst. Bookkeeper of Accounts/Payroll Job Description
 - F. Payroll Clerk Job Description


- VI. Adjourn
 - Motion: Ms. Bogdanovich moved to adjourn at 6:50 pm.
 - Second: Ms. Popowich
 - Vote: 2,0,0

Respectfully submitted by,

Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

Personnel & Policy Subcommittee members' signatures:


_____, Clare Popowich, Chair

 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 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.