



**BELCHERTOWN SCHOOL DISTRICT  
PERSONNEL & POLICY SUBCOMMITTEE MEETING  
June 8, 2015**

**PLACE:** Superintendent's Office  
**TIME:** 4::00 pm

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

**ADMINISTRATION:** Karol G. Coffin, Superintendent of Schools, Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services

**VISITORS:** L. Sterling, Ms. Lapenas, Ms. Holesovsky, Mr. Howell, R. Sterling, see sign in sheet.

**Minutes**

- I. Call Subcommittee Meeting to order  
Superintendent Coffin called the meeting to order at 4:02 pm.
- II. Determine Chair of the Personnel & Policy Subcommittee  
Motion: Ms. French moved to nominate Ms. Bogdanovich as Chair.  
Second: Ms. Bogdanovich  
Vote: 2,0,0
- III. Acceptance of Minutes
  - A. March 10, 2015, Minutes  
Motion: Ms. Bogdanovich moved to accept minutes from March 10, 2015.  
Second: Ms. French  
Vote: 0,0,2 (Ms. French and Ms. Bogdanovich abstained)  
Discussion: Both Ms. Bogdanovich and Ms. French noted they were not at the meeting and could not vote.
- IV. Public comment regarding items on the agenda  
Motion: Ms. French made a motion to move item G from Section V forward.  
Second: Ms. Bogdanovich  
Vote: 2,0,0  
Discussion: Please see Section V item G.
- V. Items for discussion and action
  - A. Curriculum Director Job Description  
Motion: Ms. French moved to recommend to the School Committee as amended.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin requested approval for the job description. She noted that the title will be Director of Teaching and Learning. Ms. Bogdanovich noted her amendments to the description provided.

B. Discussion on “Inclusive language”

Mr. Cameron spoke to the fact that the district is coming up on its six year SPED audit next year. We will have to submit evidence by June 1<sup>st</sup>. There are many things not included in the paperwork sent home. School based forms are missing some items and need to incorporate all protected classes. There is a need for more inclusive language. There also needs to be discussion regarding facility issues with regard to gender identity. Ms. French questioned who would be taking on this project. Superintendent Coffin noted it would be looked at by both the Directors. Superintendent Coffin noted they need to identify what policies would be affected as well. Ms. French noted there would be important in-service training needed.

C. Technology Acceptable Use Policy

Motion: Ms. French moved to recommend Acceptable Use Policy to the full Committee.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Ms. Bogdanovich requested a print out of what was changed.

D. Scholarships & Prizes – Policy JM

Mr. Cameron noted there is no policy on in-house scholarships. A policy needs to be in place to determine scholarships. Policy does not exist in the manual. It was noted that they are waiting on MASC for an example.

E. Volunteer Recognition

Motion: Ms. French moved to table.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Ms. Bogdanovich recommends tabling until next year.

F. Policy KCD-E-2 – Revision of Form

Motion: Ms. French moved to table the outside organization application form.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin presented the outside organization form for review, noting that approval would change and be through Superintendent instead of the School Committee. Discussion involved the use of the form and a need to revisit both forms.

G. Discussion of Out of Country Field Trips

Discussion: Mr. Howell, Ms. Lapenas, and Ms. Holesovsky spoke to the out of country field trips. Mr. Howell spoke to the benefits of world travel, his experience with 8-9 trips in the past, and how it is his belief that travel abroad is fundamentally important for learning about our world. He mentioned students form lasting bonds amongst each other. Risks are inherent in any trip and while there is fear in travel it should not outweigh the benefits.

Ms. Lapenas and Ms. Holesovsky spoke specifically to the previously refused Cuba trip. Superintendent Coffin noted the Cuba trip discussion started with the School Committee chair and at the time Cuba was on the watch list. Ms. Holesovsky noted it is no longer on the watch list. Ms. Lapenas spoke to the value of the trip before Cuba becomes "corporatized" Ms. Sterling noted her son is going to be a senior an she would like to see the trip approved. Both Ms. French and Ms. Bogdanovich noted that since Cuba is no longer on the watch list it would be appropriate to bring back to the School Committee. Both Ms. Bogdanovich and Ms. French noted that there is work to be done on policies in the district and they will review the out of country policy.

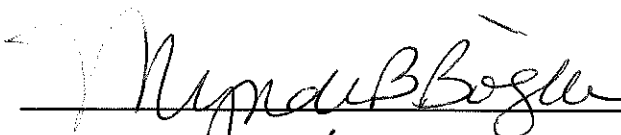
- VI. Subcommittee correspondence
  - A. Agenda, May 26, 2015
  - B. Minutes, March 10, 2015
  - C. DESE - Inclusive Language
  - D. Technology Acceptable Use Policy
  - E. Outside Organization Form


- VII. Adjourn
  - Motion: Ms. French moved to adjourn at 5:45 pm
  - Second: Ms. Bogdanovich
  - Vote: 2,0,0

Respectfully submitted by,

Ramona Griffin  
Non-Confidential Recording Secretary to the School Committee

Personnel & Policy Subcommittee 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 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 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.