



**BELCHERTOWN SCHOOL DISTRICT  
PERSONNEL & POLICY SUBCOMMITTEE MEETING  
July 28, 2015**

- PLACE:** Chestnut Hill Community School Library  
**TIME:** 6:00 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
- VISITORS:**

**Minutes**

- I. Call Subcommittee Meeting to order  
Ms. Bogdanovich called the meeting to order at 6:00 pm.
- II Acceptance of Minutes
  - A. July 9, 2015  
Motion: Ms. French moved to accept the July 9, 2015 minutes as presented.  
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
  - A. Draft -Attendance Officer Job Description  
Motion: Ms. French moved to recommend putting forward the Attendance Officer Job Description to the full Committee.  
Second: Ms. Bogdanovich  
Vote: 2,0,0  
Discussion: Superintendent Coffin noted she spoke with Officer Krol for the description. Officer Krol is certified by the state to be a resource officer. Superintendent Coffin is working with the state and the police department for a resource officer job description. Ms. French questioned why does the school department pay the full salary for a resource officer when school is only in session for 180 days? Ms. Bogdanovich noted that the officer is still employed by the police department on non-school days. The subcommittee noted it would

be more equitable for the town to pay part of the salary costs. Superintendent Coffin will look into this.

**B. Sample -Inclusive Language**

No action at this time.

Discussion: Superintendent Coffin updated the committee with regard to what is happening with the inclusive language in the handbooks. The district still needs a formal policy. The committee discussed a model from the Amesbury school district. Superintendent Coffin recommends using the gender identity clause from this model. The committee agreed. The committee will be looking at both the Belchertown and Amesbury models side by side. Superintendent Coffin and Mr. Cameron noted a more detailed step by step appeal process will be needed. This will be put on the agenda for August.

**C. Draft -Policy JQ - Student Fees, Rentals, Fines & Charges**

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

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin noted we do not have a policy currently. The model presented was from the MASC. The process originally started with Dr. Messier requesting the institution of a instrument rental fee for school owned instruments. Ms. Bogdanovich questioned the school supplies listed in the policy. Ms. French clarified the terms.

**D. Draft -Policy JH - Student Attendance Policy Revision**

Motion: Ms. French moved to accept the changes to Policy JH and recommend to the full Committee.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin updated the committee with policy revisions. This would be put in all handbooks. Superintendent Coffin also recommended the addition of a procedure page to be added. The committee agreed.

**E. Student-Parent Handbooks**

Motion: Ms. French moved to recommend to approve the changes to the 5 handbooks with the additions of Policy JH and gender identity to the full Committee.

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin presented the handbook changes for each school to the committee. Ms. Bogdanovich questioned if the changes recommended at the last P&P meeting were implemented. Superintendent Coffin noted they had been. Ms. Bogdanovich noted she would like the committee to address the dress code for the district. Mr. Cameron noted that both the MASC and the school attorney suggested keeping the language vague or not necessarily specific, to avoid rewriting constantly. The committee recommended a parent survey.

**V. Unfinished Business**

A. Kindergarten Policy

No action at this time.

Superintendent Coffin questioned the committee on where they would like to go with this. The committee recommended keeping it simple for the district with a September 1<sup>st</sup> cutoff date. Ms. Bogdanovich noted after speaking with Ms. Bremer at CSS there would be a lot of effort involved in setting up a testing system. Ms. Bremer noted that she lets parents know there are other avenues available to them for their child. Superintendent Coffin is in agreement with the September 1<sup>st</sup> cutoff. Ms. Bogdanovich recommended updating the policy with more specific language stating that the child must be 5 on or before September 1<sup>st</sup>. Ms. French noted the addition of not being considered after that date.

B. Field Trip Policy

No action taken at this time.

Ms. Bogdanovich noted there were some things that need to be expanded on in the policy;

- Fingerprinted staff on all field trips
- Students that receive services during the school day receive the same services on the field trip.
- Fingerprinted staff or chaperone should be with students at all times.

Mr. Cameron noted that students that receive supports during the school day have the same supports on a field trip. Mr. Cameron expanded on how the district adjusts to the supports on field trips. The committee suggested more specific language. The committee discussed previous trips and protocols.

C. Scholarship & Prizes

No action at this time.

Ms. Bogdanovich is waiting to hear back from the Ludlow district.

D. Outside Organizations – Policy KCD-E-2

No action at this time.

Ms. Bogdanovich is waiting to hear back from the Ludlow district.

F. Attendance Monitoring/Accounting

No action at this time.

G. Paternity Leave Policy

No action at this time, this will go before the negotiating committee.

VI. Subcommittee correspondence

- A. Agenda, July 28 2015
- B. Minutes, July 9, 2015
- C. Draft Attendance Officer Job Description
- D. Draft Inclusive Language (Amesbury, MA)
- E. Draft Policy JQ
- F. Attendance Handbook Language Revision

- G. Policy JH Revision
- H. Student-Parent Handbooks
- I. Draft School Owned Instrument Usage Agreement
- J. Quick Reference on CRA (Informational Only)

VII. Adjourn

Motion: Ms. French moved to adjourn at 6:50 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.*