



**BELCHERTOWN SCHOOL DISTRICT
PERSONNEL & POLICY SUBCOMMITTEE MEETING
September 13, 2016**

PLACE: Swift River Elementary School

TIME: 6:00 p.m.

SUBCOMMITTEE: Ms. Myndi Bogdanovich, Chair (present); Thomas Laughner, Member (present)

ADMINISTRATION: Karol G. Coffin, Superintendent of Schools, Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services, Dr. Shawn Fortin, Director of Teaching and Learning; Phyllis DuComb, Nurse Leader

VISITORS:

Minutes

- I. Call Subcommittee Meeting to order
Ms. Bogdanovich called the meeting to order at 6:00 pm.
 - II. Acceptance of Minutes
 - A. August 23, 2016, Personnel & Policy Subcommittee
Motion: Dr. Laughner moved to accept the August 23, 2016 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/discussion
 - A. Approve revised Director of Food Service Job Description
Motion: Dr. Laughner moved to recommend the revised Director of Food Service job description.
Second: Ms. Bogdanovich
Vote: 2,0,0
Discussion: Superintendent Coffin brought forward the revised job description for approval.
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B. Approve School Adjustment Counselor Job Description

C. Approve Guidance Counselor Job Description

Superintendent Coffin noted these two position have updated job descriptions. There are new requirements from the DOE and Federal law.

D. Policy BJ – School Committee Legislative Program

The committee discussed the need for this policy. They discussed the work load for one person to handle. The committee will bring to full Committee for discussion on whether to revise this policy or remove it.

E. Policy EBC- Emergency Plans

Motion: Dr. Laughner moved to forward the revised policy to the full Committee

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin noted the insert at the bottom of the page. Additions to the last two paragraphs bottom of page 1 “to the State”, “quarterly” and “including medical emergencies”

F. Policy JFABD Homeless Students

Motion: Dr. Laughner moved to table to a future meeting

Second: Ms. Bogdanovich

Vote: 2,0,0

Discussion: Superintendent Coffin requested to table this policy. The State will be coming out with recommendations in October. Legal department recommended waiting until the State requirements come out. The definition of homeless is being changed.

G. Policy JLCD Administering Medication to Students

Ms. DuComb spoke to the additions and changes in the policy. There are DPH proposed changes. The committee recommended changing “EPIpen” to epinephrine throughout the document. The changes will be sent to the full Committee for a future vote.

H. Policy BGB Policy Adoption

Superintendent Coffin brought the policy to the committee. The policy deals with how policy will be adopted by the Committee. The subcommittee discussed the need and use of this policy. They will bring forward to the full Committee for discussion.

V. Unfinished business

There was no unfinished business at this time.

VI. New business

There was no new business.

VII. Subcommittee correspondence

A. Agenda, September 13, 2016

B. Minutes, August 23, 2016

C. Director of Food Service Job Description Draft

D. School Adjustment Counselor Job Description Draft

E. Guidance Counselor Job Description Draft

F. Policy BJ – School Committee Legislative Program

G. Policy EBC- Emergency Plans

H. Policy JFABD Homeless Students

I. Policy JLCD Administering Medication to Students

J. Policy BGB Policy Adoption

VIII. Adjourn

Motion: Dr. Laughner moved to adjourn at 6:30 pm.

Second: Ms. Bogdanovich

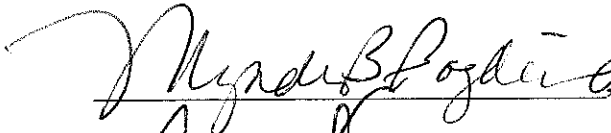
Vote: 2,0,0

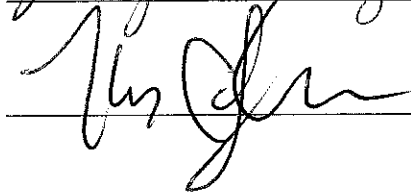
Respectfully submitted by,

Ramona Griffin

Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 Myndi Bogdanovich, Chair

, Thomas Laughner, member

Vision Statement

Belchertown students, both individually and collaboratively, will be innovative thinkers, problem solvers and unique, creative contributors to their community and the world

Mission Statement

In the pursuit of excellence and the development of life-long learners, it is the mission of the Belchertown Public Schools to challenge and engage all students in a respectful, positive learning environment that fosters personal, social and academic growth in order to achieve success in a global society.

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.
