



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

- PLACE:** Swift River Elementary 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:** Jason Kroll, Resource Officer

Minutes

- I. Call Subcommittee Meeting to order
Ms. Bogdanovich called the meeting to order at 5:55 pm.

- II. Acceptance of Minutes
 - A. November 10, 2015 (A.I.)
Motion: Ms. French moved to accept the November 10, 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/Discussion
 - A. Discuss a bomb threat policy (Nov. 18th Training)
Officer Kroll attended the November 18th state police bomb squad and fire department presentation, along with Mr. Daponde and Ms. Farrington. Officer Kroll spoke regarding a bomb threat policy. Officer Kroll presented the committee with a copy of the Palmer district bomb threat policy.
The subcommittee discussed:
 - the necessity of updating the current policy
 - using the Palmer district policy as a starting point
 - language for the policy
 - what would be an automatic evacuation
 - who should be involved in the decision making for evacuation

- who is involved in threat assessment
- secretarial checklist for incoming phone call
- threat assessment
- procedure not available to the public
- administration training

The subcommittee requested Officer Kroll, Mr. Daponde, and Ms. Farrington work on updating the policy and return. Superintendent Coffin noted it is currently standard practice to notify the district via the message system about incidents.

B. Discuss schedule for review of Policy Manual

Superintendent Coffin spoke to the policy manual. The separation of the policy and procedures has been completed. The policy manual has 365 pages which is within the restraints of the MASC. MASC will upload the policy manual online. The subcommittee questioned how legislative updates would be handled. Superintendent Coffin noted the MASC would supply examples of updated language but did not update the manual themselves.

Subcommittee also discussed how to go over the policy manual. They agreed the committee members would review the sections dealing with governance and Superintendent Coffin and Mr. Cameron would review the sections dealing with students.

C. Personal communication devices

Superintendent Coffin spoke to the question of personal communication devices, specifically listening devices. Does the current policy cover a listening device in the schools? The committee discussed what is covered under the policy and the privacy law with regard to phones and/or listening devices. The committee discussed adding listening devices to the policy. Superintendent Coffin will discuss the language with the attorney.

V. Unfinished Business

A. Policy AD: Educational Philosophy (January 2016)

This item was tabled.

VI. Subcommittee correspondence

A. Agenda, December 8, 2015

B. Minutes, November 10, 2015

C. Bomb threat information

D. Policy EBC – Emergency Plans

E. Communication devices student and staff handbook language

F. Possible communication device policy language

VII. Adjourn

Motion: Ms. French moved to adjourn at 6:30 pm.

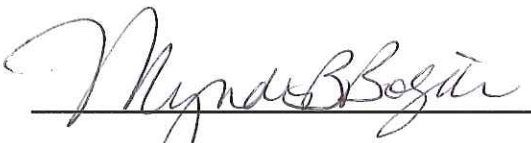

Second: Ms. Bogdanovich

Vote: 2,0,0

Respectfully submitted by,

Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 Myndi Bogdanovich, Chair
 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.

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.