



**BELCHERTOWN PUBLIC SCHOOLS  
PERSONNEL & POLICY SUBCOMMITTEE MEETING  
September 10, 2013**

**LOCATION:** Swift River Elementary School Library

**TIME:** 6:30 p.m.

**SUBCOMMITTEE:** Ms. Clare Popowich, Chair (present); Ms. Myndi Bogdanovich, Member (present)

**ADMINISTRATION:** Dr. Judith C. Houle, Superintendent of Schools (present); Ms. Kristi Guzzo, Director of Student Support Services (present); Mr. Brian Cameron, Assistant Superintendent for Teaching and Learning (present)

**VISITORS:** (See attached sign-in sheet.)

**MINUTES**

- I. Call Subcommittee meeting to order  
Ms. Popowich called the Personnel & Policy Subcommittee meeting to order at 6:30 p.m.
- II. Public comment regarding items on the agenda  
None
- III. Subcommittee meeting minutes for approval
  - A. July 23, 2013  
MOTION: Ms. Bogdanovich moved to approve the minutes of the July 23, 2013 Personnel & Policy Subcommittee meeting, as presented. Ms. Popowich seconded the motion.  
VOTE: 2-0-0, approved unanimously
- IV. Reports and recommendations of the Superintendent
  - A. Job Description: Transition Specialist  
Ms. Guzzo presented a job description for the Transition Specialist position which has recently been filled as included in the current budget, but for which no job description had yet been determined. She consulted other districts to get their feedback in developing this draft which is included in this evening's correspondence. Ms. Guzzo referred to this document, which outlines qualifications, job goals, and performance responsibilities of the Transition Specialist. Basically, this position was created in order to aid the transition of 18-22 year old students out of district student support services and into the "real world", where they may access many town resources and seek employment from area businesses.  
Ms. Guzzo stated that Mr. Ronald Oparowski, who has worked in this field in Amherst as well as in our district as a paraprofessional, has been hired to fill the

position of Transition Specialist. She noted that he is an energetic and enthusiastic individual, and is already earning kudos for his work in this position. Mr. Oparowski is currently on a one year waiver as he works toward his licensure throughout the coming year, with one more MTEL to pass to be certified in Moderate Disabilities. Ms. Guzzo stated that this job description meets the needs of our district.

MOTION: Ms. Bogdanovich moved to recommend that the job description for Transition Specialist, as presented, be brought to the School Committee for approval. Ms. Popowich seconded the motion.

VOTE: 2-0-0, approved unanimously

B. Request for fee increase: custodial fees for non-profit and community groups using school facilities

Dr. Houle presented a request for an increase in custodial fees for non-profit and community groups using school facilities. She noted that the rates for custodians covering these events had not been raised in a long time, and she recommended that their current rate of \$27.00 per hour be raised to \$30.00 per hour.

MOTION: Ms. Bogdanovich moved to recommend that the request for an increase in custodial fees for non-profit and community groups using school facilities, as presented, be brought to the School Committee for approval. Ms. Popowich seconded the motion.

VOTE: 2-0-0, approved unanimously

V. Unfinished business

None

VI. New business

None; Ms. Bogdanovich inquired if there had been any progress on the "Virtual Backpack" project, and Dr. Houle replied that there was none yet due to the demands of the opening days of school, as well as the problems caused by the website going down during that time.

VII. Subcommittee correspondence

- A. Agenda: Personnel & Policy Subcommittee Meeting – September 10, 2013
- B. Minutes: Personnel & Policy Subcommittee Meeting – July 23, 2013
- D. Job Description: Transition Specialist
- E. Facilities Use Fees Schedule: KF-E

VIII. Adjourn

MOTION: Ms. Bogdanovich moved to adjourn the Personnel & Policy Subcommittee meeting at 6:41 p.m. Ms. Popowich seconded the motion.

VOTE: 2-0-0, approved unanimously

Respectfully submitted by,

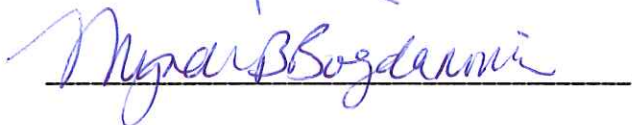


Kathryn A. Petersen  
Non-Confidential Recording Secretary to the School Committee

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 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 School Committee 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.

BELCHERTOWN SCHOOL COMMITTEE  
Personnel + Policy SUBCOMMITTEE SESSION  
SIGN IN SHEET

DATE: 9-10-13

PLS. PRINT NAME BELOW

Kristi A. Guzzo

Ron McSpure

Jill Pelleher