



**BELCHERTOWN SCHOOL DISTRICT  
PERSONNEL & POLICY SUBCOMMITTEE MEETING  
July 26, 2016**

- PLACE:** Swift River Elementary School
- TIME:** 5:30 p.m.
- SUBCOMMITTEE:** Ms. Myndi Bogdanovich, Chair; Thomas Laughner, Member
- 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
- VISITORS:**

**AGENDA**

- I. Call Subcommittee Meeting to order
- II. Acceptance of Minutes
  - A. June 21, 2016
- III. Public comment regarding items on the agenda
- IV. Set dates for Subcommittee meetings for 2016-2017
- V. Items for action/discussion
  - A. Superintendent's Evaluation
  - B. Approval of updated Job Descriptions
    1. Food Service Cook/Manager Job Description
    2. Food Service Assistant Cook Job Description
    3. Food Service Prep and Recovery Worker Job Description (formerly General Worker)
    4. Administrative Assistant/School Year Secretary Job Description (formerly Secretary)
    5. Policy GBEB, Staff Code of Conduct
    6. Policy JICFB, Bullying Prevention Policy
    7. Absence and Excuses language for handbooks
- VI. Unfinished business
- VII. New business
- VIII. Subcommittee correspondence
  - A. Agenda, July 26, 2016
  - B. Minutes, June 21, 2016

- C. Food Service Job Descriptions
- D. Administrative Assistant/School Year Secretary Job Descriptions
- E. Policy GBEB, Staff Conduct
- F. Policy JICFB, Bullying Prevention Policy
- G. Absence and Excuses language for handbooks

VIII. Adjourn

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

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.