



**BELCHERTOWN PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
January 13, 2015**

LOCATION: Swift River Elementary School
TIME: 7:00 pm

SCHOOL COMMITTEE MEMBERS: Mr. Richard Fritsch, Chair; Ms. Myndi Bogdanovich, Vice-Chair; Dr. Michael Knapp, Secretary; Ms. Clare Popowich, Member; Ms. Dawn French, Member

ADMINISTRATION: Mrs. Karol Coffin, Superintendent of Schools; Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services; Mr. Edward Dunn, Contracted School Business Manager;

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES:

VISITORS:

Minutes

- I. Call to order
Mr. Fritsch call the meeting to order at 7:00 pm.
- II. Special awards and presentations
There were no special awards or presentations.
- III. Update from BHS Student Advisory Council representatives
Student representative, Ben Stone, updated the School Committee on BHS happenings. Next week is No-Name Calling Week. Students are preparing for Mid-year exams scheduled for next week. Clapp Memorial Library is hosting exam tutoring sessions. BHS will host Channel 40 Honor Roll Live on January 30, 2015. The Class of 2018 dance will be held January 23, 2015.
- IV. Public comment regarding items on the agenda
There were no public comments regarding items on the agenda.
- V. Approval of minutes
 - A. December 16, 2014, Regular Session
Motion: Dr. Knapp moved to accept the December 16, 2014 minutes as presented.
Second: Ms. Popowich
Vote: 5,0,0
- VI. Reports and recommendations of the Superintendent
 - A. Recommendation to establish a Finance & Budget Subcommittee

Motion: Ms. Bogdanovich moved to establish a Finance & Budget Subcommittee.
Second: Dr. Knapp
Vote: 5,0,0

Discussion; Ms. Popowich verified with Dr. Knapp that this recommendation will address his vision of the district plans for the future. Dr. Knapp agreed it was a move in the right direction. Dr. Knapp spoke with Mr. Dunn with regard to projections for the district. Mr. Fritsch noted that there are projections of expenses that are constant but there are some funds that cannot be projected. Dr. Knapp would like to match budget with district priorities. Ms. Coffin believes the proposed Subcommittee will advance the district budget process and is a good move for the district.

B. Superintendent update on school visitations

Ms. Coffin updated the School Committee on her school visitations. She spent a couple of hours in each school with a visit scheduled in Swift River Elementary tomorrow. She met with staff, students and administration. Ms. Coffin commented on the great culture of the schools. She toured Taddell and spoke with Mr. Dunn about the budget. Ms. Coffin will be meeting with administration on Thursday with regard to the budget. Ms. Coffin noted the dedication of the individuals in this district is impressive.

VII. Reports of subcommittees/representative to Collaborative for Educational Services

A. Collaborative for Educational Services (Ms. Bogdanovich)

Ms. Bogdanovich noted the Collaborative will meet next week with Superintendents.

B. Curriculum & Instruction (Dr. Knapp/Ms. French)

Dr. Knapp noted that Curriculum & Instruction has not met.

C. Healthy & Safer Schools Advisory Committee (Ms. Bogdanovich)

Ms. Bogdanovich noted that Healthy & Safer Schools Advisory will meet on January 21, 2015.

D. Jessica's Boundless Playground Committee (Ms. Popowich)

Ms. Popowich noted Jessica's Boundless Playground Committee has not met. The playground was vandalized and the issue has been brought to the proper authorities.

E. Personnel & Policy (Ms. Popowich/Ms. Bogdanovich)

1) Recommendation to revise Job Descriptions for: Head Bookkeeper of Accounts, Asst. Bookkeeper of Accounts/Payroll, and Payroll Clerk-Part Time

Motion: Ms. Bogdanovich moved to recommend the revised job description for Payroll Clerk-Part Time as presented.

Second: Ms. Popowich

Vote: 5,0,0

Motion: Ms. Bogdanovich moved to recommend the revised job description for Head Bookkeeper of Accounts as presented.

Second: Ms. Popowich

Vote: 5,0,0

Motion: Ms. Bogdanovich moved to recommend the revised job description for Asst. Bookkeeper of Accounts as presented.

Second: Ms. Popowich

Vote: 5,0,0

Discussion: Ms. Popowich noted, at a regularly scheduled meeting of the Personnel & Policy Committee, they voted to recommend the revisions to the School Committee. Ms. Popowich recommends the School Committee approve the revisions to the three positions to streamline the department, make it more efficient and save money. Mr. Dunn spoke to the changes that would streamline the department. Ms. Coffin mentioned she spoke with the Finance office personnel and they are comfortable with the revisions. She supports this change.

F. Property & Transportation (Dr. Knapp/Mr. Fritsch)

Dr. Knapp noted that Property & Transportation had not met.

G. Technology Advisory Committee (Mr. Fritsch)

Mr. Fritsch noted the Technology Advisory Committee will be meeting the first Wednesday in February.

VIII. New business

A. Update from Ms. Lori Allen, Director of Belchertown Family Center

Ms. Allen spoke to the fundraising and campaigning the Belchertown Family Center has done and will be doing. She noted that funds were approved by Town Meeting for use at the Franklin School. The Belchertown Family Center services children 0-5. They are partially funded by the Collaborative for Educational Services and fundraising. Ms. Allen is looking to build a bridge between the Family Center and the School District. Ms. Allen will be meeting with Ms. Bremer of Cold Spring School and Guidance January 23rd with regard to getting kids ready for Kindergarten. Ms. Bogdanovich asked Ms. Allen to speak about the Collaborative for Educational Services grant requirements. Ms. Allen responded that requirements include workshops on; parenting, pre-math, pre-reading, fine motor skills, multi-sensory, and gross motor skills. Ms. Aldrich, of the Select Board, mentioned the Select Board will be asking the School District to contribute to the costs of running the Family Center. The approximate cost to run the Family Center is \$4,700. Ms. Allen said, looking ahead to the future, they would like to expand services. Dr. Knapp noted that the Collaborative for Educational Services funding reestablished Family Center and most of the budget is facility usage. There is the potential of using Tadgell in the future. Ms. Allen noted that they applied for grant to redo the handicap ramp and that some grant money is being used for the playground.

Dr. Knapp announced that School Committee members could contact legislature regarding foundation budgets. Dr. Knapp mentioned security in the district. Mr. Fritsch noted that our district keeps the doors locked in our schools. Mr. Fritsch and Dr. Knapp attended a meeting of the Committee regarding the foundation budget. Mr. Fritsch spoke to the Committee with regard to small farming towns not having the business tax base other communities do.

IX. Unfinished business

There was no unfinished business.

X. Correspondence

- A. January 13, 2015 Agenda
- B. December 16, 2014 Minutes
- C. Finance & Budget Subcommittee Document
- D. Memo regarding business office reorganization and Job Descriptions for Head Bookkeeper of Accounts, Asst. Bookkeeper of Accounts/Payroll and Payroll Clerk – Part Time

XI. Adjourn

Motion: Ms. Bogdanovich moved to adjourn at 7:51 pm.

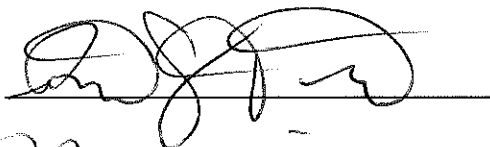
Second: Dr. Knapp

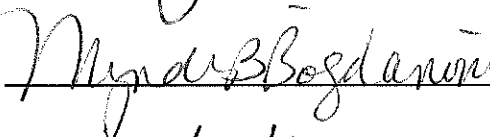
Vote: 5,0,0

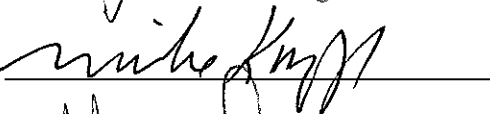
Respectfully submitted by,

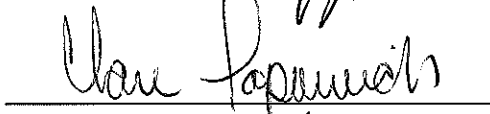
Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 _____, Richard Fritsch, Chair

 _____, Myndi Bogdanovich, Vice Chair

 _____, Michael Knapp, Secretary

 _____, Clare Popowich, Member

 _____, 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.

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 21st 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 to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).