



**BELCHERTOWN PUBLIC SCHOOLS  
REGULAR SCHOOL COMMITTEE MEETING  
March 22, 2016**

**LOCATION:** Swift River Elementary School Library  
**TIME:** 7:00 p.m.

**SCHOOL COMMITTEE MEMBERS:** Mr. Richard Fritsch, Chair (present); Ms. Myndi Bogdanovich, Vice-Chair (present); Ms. Dawn French, Secretary (present); Dr. Michael Knapp, Member (present); Dr. Thomas Laughner, Member (present)

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

**BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES:**

**VISITORS:** Brenda Aldrich (Select Board), Lynn Raymer (Finance Committee), Ms. Christine Vigneux, Principal BHS, Mr. Thomas Ruscio, JBMS Principal, Ms. Paula Fitzgerald, Principal CHCS, Mr. Robert Kuhn, SRE Principal, Ms. Sandra Bremer, Principal CSS, Mr. Robert Lachance, Director of Building & Grounds, Mr. Scott Karen, Director of Technology, A. Henderson, Mr. Landrio

Minutes

Pledge of Allegiance

- I. Call to order  
Mr. Fritsch called the meeting to order at 7:00 pm.
- II. Public comment regarding items on the agenda  
There were no public comments regarding items on the agenda.
- III. Special awards and presentations  
There were no special awards or presentations.
- IV. Update from BHS Student Advisory Council representatives  
Mr. Cameron spoke to the updates:  
**CSS;** Mr. McIntyre with Louise Butler taught CSS students the maple sugar process.  
**SRE;** Grade 1 students participated in Dr. Seuss Hat day March 4<sup>th</sup>, PTO along with Ms. Kenneally are coordinating Family Fun Night on March 31<sup>st</sup>.  
**CHCS;** PTO along with Mr. Knapp and BHS science teachers hosted Science & Engineering Extravaganza March 10<sup>th</sup>.  
**JBMS;** Band and Chorus spring concert is March 23<sup>rd</sup> at BHS.  
**BHS;** Chorus & Percussion concert April 6<sup>th</sup>, Senior show April 7<sup>th</sup> and sophomore banquet on April 8<sup>th</sup>.

- V. Approval of minutes (A.I.)  
A. March 8, 2016, Regular Session  
Motion: Ms. French moved to approve the March 8, 2016 as amended.  
Second: Ms. Bogdanovich  
Vote: 5,0,0
- VI. Reports and recommendations of the Superintendent  
A. Superintendent's Goals Update  
Superintendent Coffin presented the School Committee with an update. She noted she is in school every week for updates, data meetings and working on development. She is working on; collaboration to analyze data, her final class for New Superintendent's Induction Program is May 4<sup>th</sup>, analysis of vision from educators viewpoint, facility needs with regard to education in class and facilities study committee, multiple survey results, capital improvement in the operating budget.
- VII. Personnel update  
Superintendent Coffin welcomed Gail Kainen and Christine Ferrara to the staff.
- VIII. Unfinished business  
There was no unfinished business to discuss.
- IX. New business  
A. Petty Cash Guidelines (A.I.)  
Motion: Ms. Bogdanovich moved to approve the petty cash guidelines and procedures.  
Second: Ms. French  
Vote: 5,0,0  
Discussion: Mr. Dunn presented the guidelines to the Committee. He noted this came about from an audit of financial procedures manual which did not have guidelines for petty cash.
- B. FY '17 Budget Presentation (A.I.)  
Motion: Ms. Bogdanovich moved to present \$28,427,687 as a tentative number to the Finance Committee  
Second: Dr. Laughner  
Vote: 5,0,0  
Discussion: Superintendent Coffin presented the budget proposal. She described the difference between a level service and level funded budget. Level funded would mean significant reductions in the budget.  
Level service: \$27,802,388 (increase of \$688,346 from FY16)  
Additional areas of need: \$625,349  
Total budget: \$28,427,687  
Dr. Laughner questioned the school choice numbers for 2016 are real numbers or projected? Superintendent Coffin noted an increase is projected and the district has already received phone calls for students. Mr. Dunn explained the projected income. Some reserve was used this year. Dr. Knapp noted the school has done a lot to improve

funds coming into the district and also noted a possible foreign exchange student program as another source of revenue. It was noted there is a Finance Committee Meeting scheduled for March 29<sup>th</sup>.

C. Date for Budget Public Hearing (A.I.)

Motion: Ms. French moved to present the budget to the public on April 15, 2016, 6:00 pm, at Chestnut Hill Community School.

Second: Dr. Knapp

Vote: 5,0,0

Discussion: Superintendent Coffin noted that Senator Lesser is scheduled to attend the April 12 meeting. Dr. Laughner noted he will out of the country from April 8<sup>th</sup> through 18<sup>th</sup>. Dr. Knapp asked what the timing was for scheduling. Mr. Dunn noted that the final number needed for the warrant is due 2 weeks before town meeting town meeting is scheduled for May 9<sup>th</sup>. Brenda Aldrich noted the warrants need to be posted by April 25<sup>th</sup>.

D. Distribution of school committee packets to public

The Committee discussed electronic access for the public, with regard to supporting public documents for items on the agenda. They questioned Scott Karen on the feasibility of putting them in a public Google folder. Mr. Karen noted he will check into what would work best.

X. Reports of subcommittees/representatives

A. Curriculum & Instruction (Dr. Knapp/Dr. Laughner)

Dr. Knapp noted they have not met.

B. Personnel & Policy (Ms. Bogdanovich/Ms. French)

Ms. Bogdanovich noted they have not met.

C. Property & Transportation (Mr. Fritsch/Ms. French)

Ms. French noted they have not met. Meeting scheduled for April 5<sup>th</sup> at 10:00 am.

D. Finance & Budget Subcommittee (Dr. Laughner/Dr. Knapp)

Dr. Laughner noted they have not met. Meeting scheduled for March 29<sup>th</sup> with FinCom.

E. Collaborative for Educational Services (Dr. Knapp)

Dr. Knapp noted they will meet next Wednesday and he asked that school lunches be an agenda item.

F. Healthy & Safer Schools Advisory Committee (Mr. Fritsch/Ms. Bogdanovich)

Ms. Bogdanovich noted a meeting scheduled for March 31<sup>st</sup>.

G. Technology Advisory Committee

Dr. Laughner noted they have not met.

- XI. Correspondence
  - A. Agenda, March 22, 2016
  - B. Minutes, March 8, 2016, Regular Session
  - C. Personnel update
  - D. Petty Cash Guidelines
  - E. FY 17 Budget document
  
- XII. Vote to enter into Executive Session under M.G.L., 30A, §21, Part 3 to discuss strategy with respect to collective bargaining or litigation as conducting said business in open session would have a detrimental effect on the School Committee's bargaining or litigation position. The Committee will not return to open session.

School Committee voted to enter into Executive Session at 8:10 pm. They will not return to open session.

Vote;

Richard Fritsch – yes

Myndi Bogdanovich – yes

Dawn French – yes

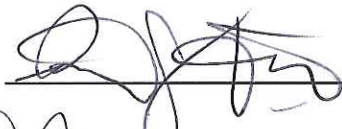
Michael Knapp – yes

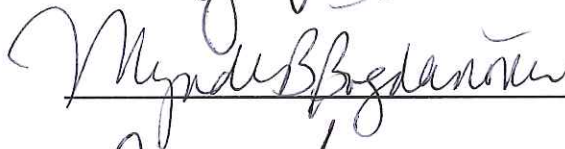
Thomas Laughner - yes

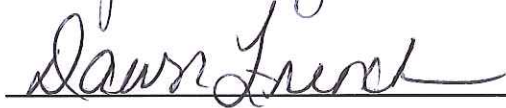
Respectfully submitted by,

Ramona Griffin  
Non-Confidential Recording Secretary to the School Committee


School Committee members' signatures:

 \_\_\_\_\_, Richard Fritsch, Chair

 \_\_\_\_\_, Myndi Bogdanovich, Vice Chair

 \_\_\_\_\_, Dawn French, Secretary

 \_\_\_\_\_, Michael Knapp, Member

 \_\_\_\_\_, Thomas Laughner, Member

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

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 (see [School Committee Policy BEDH](#)).