



**BELCHERTOWN PUBLIC SCHOOLS  
REGULAR SCHOOL COMMITTEE MEETING  
July 28, 2015**

**LOCATION:** Chestnut Hill Community School Library

**TIME:** 7:00 pm

**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; Mr. Edward Dunn, Contracted School Business Manager; Ms. Eileen Farrington, SRE Assistant Principal

**BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES:**

**VISITORS:** Kathleen Bernardin, Chris Mattock

**Minutes**

- 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. Approval of minutes
  - A. June 23, 2015, Regular Session  
Motion: Dr. Knapp moved to accept the June 23, 2015 minutes as presented.  
Second: Ms. Bogdanovich  
Vote: 5,0,0  
Discussion: Dr. Laughner noted a spelling error under Section VI A in the Swift River section. Dr. Laughner's name incorrectly spelled.
  
- IV. Reports and recommendations of the Superintendent
  - A. SPED and JBMS Summer School Update  
Mr. Cameron spoke to the SPED summer program. They meet 3 days a week from 8:30 to 11:30. Ms. Niquette is the program coordinator. There are 55 students enrolled and there have been no complaints from staff, students, or parents.  
Superintendent Coffin spoke to the JBMS summer program. It is using a grade 8 Science teacher and a SAILS teacher for the program. There were 14 students signed up, 1 chose to do an online program through Pathfinder. Superintendent Coffin noted Mr. Ruscio reported the program seems successful. Superintendent Coffin noted \$1,300 was collected for the program, the balance to be funded out of the budget.

## B. Vision Committee formation and timeline of work – Chris Mattock

Motion: Ms. Bogdanovich moved that we form a Vision Committee.

Second: Ms. French

Vote: 5,0,0

Mr. Mattock presented an update on what the district would need to do to form a Vision Committee. Mr. Mattock is new to our district and a former Superintendent. Mr. Mattock noted that the current vision from NCLB is that all graduates should be college or workforce ready. Mr. Mattock noted the following;

- Formation of a 5 person committee
- Meeting dates – timeline
- Would start focus at the high school and work down the levels. He noted that we should work at the top, what we want our graduates to be able to do, then work down (vertical alignment).

Dr. Laughner questioned how many meetings would take place for the committee. Mr. Mattock responded that there would be 5 meetings (one for each building), one prior to the building meetings and a couple after. Dr. Knapp questioned what the product would be. Mr. Mattock noted this is to update a vision and mission for the district. Dr. Knapp and Ms. Bogdanovich volunteered to be on the committee. The School Committee agreed to double the number of committee members. Mr. Mattock noted that all the meetings will be open to the public. The School Committee appointed Ms. Bogdanovich and Dr. Knapp to the Vision Committee. The School Committee discussed how to select committee members. Ms. Bogdanovich, Dr. Knapp, and Superintendent Coffin will discuss the selection of the remaining committee members.

## V. Personnel Update

## A. School Attendance Officer Job Description (Pending Personnel &amp; Policy Subcommittee recommendation)

Motion: Ms. French moved to accept the school attendance officer job description.

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Superintendent Coffin spoke to the description. Many districts have this position as a separate position. This is a shared position with the resource officer position. Superintendent Coffin brought this to the Personnel & Policy committee earlier this evening. Ms. Bogdanovich noted that the P&P committee voted unanimously to recommend to the full Committee. Dr. Laughner noted that the description should be changed to be gender neutral.

## B. Appointment of School Attendance Officer

Motion: Ms. Bogdanovich moved to approve Officer Krol as the school attendance officer.

Second: Ms. French

Vote: 5,0,0

Discussion: Superintendent Coffin recommended Officer Krol to the position of school attendance officer. She noted that Officer Krol is certified by the state for this position.

## VI. Unfinished business

## A. 2015-2016 School Calendar Adjustment

(CHCS Open House new date –September 17, 2015)

Motion: Ms. French moved to approve the 2015-2016 school calendar.

Second: Dr. Knapp

Vote: 5,0,0

Superintendent Coffin spoke to the change.

## B. Google Docs. – Scott Karen

Mr. Karen spoke to the use of Google Apps for Education. This will be piloted at JBMS this year. The teachers will start in September with the students targeted for January. There will need to be a parent approval process before students can be put on it. Some of the benefits and problems to consider;

Benefits;

- Communication
- Collaboration
- Email is free for school district

Problems;

- Will have to split network from town
- Change over will be disruptive to the district
- Students will have to have email accounts – this will necessitate parental approval

Questions from the Committee;

- ? Email for students
  - Student emails will be in district only
  - No spam
- ? Professional emails
  - Available in and out of district
- ? Students that don't have access to computers outside of school
  - Possibility of computer use after school and paper copies of computer work made available.
- ? Apps available
  - The only apps that will be used are the free apps
  - IT can pull in an app then make it available to teachers
- ? Professional development
  - Teachers will receive help with use from IT and other teachers
  - Dr. Laughner offered to help with professional development; he has experience with Google apps for education.
- ? Student information security
  - Mr. Karen will check on privacy policies for each app
- ? Acceptable use
  - Would like to see a parent forum before asking the parents to sign off on using the system.
  - Historically have not had any parent not sign the acceptable use policy

## VII. New business

## A. Policy JQ -Student Fees, Rentals, Fines &amp; Charges Policy (Pending Personnel &amp; Policy Subcommittee recommendation)

Motion: Ms. French moved to accept the Policy JQ.

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Superintendent Coffin spoke to the policy. Ms. Bogdanovich spoke to the change in the policy and noted that the Personnel & Policy committee voted to move this forward to the full Committee. These changes came about from a request by Dr. Messier for a school instrument rental fee to cover costs of repairs. Superintendent Coffin noted the district did not previously have a policy.

## B. School Attendance Policy revision (Pending Personnel &amp; Policy Subcommittee recommendation)

Motion: Ms. French moved to include Policy JH

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Superintendent Coffin spoke to the policy being added with an additional procedure page.

## C. Approval of School Handbooks

Motion: Ms. Bogdanovich moved to include Policy JH and gender identity language to the handbooks.

Second: Ms. French

Vote: 5,0,0

Motion: Ms. Bogdanovich moved to approve the school handbooks.

Second: Ms. French

Vote: 5,0,0

Discussion: Ms. French noted most changes were names and dates. Dr. Knapp voiced his concerns over some of the language and content in the JBMS handbook. He noted it seems to need updating. Dr. Laughner also questioned some language in the JBMS handbook, specifically page 7. Ms. French noted that the Personnel & Policy committee will be taking a closer look at all handbooks over the next year with the possible intent to consolidate to a district handbook.

## D. Acceptance of Target yearly donations (CSS &amp; SRE)

Motion: Ms. French moved to accept Target donations for the school year.

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Superintendent Coffin recommends accepting the donations. People would sign up at Target for the program.

## E. BHS Out of Country Field Trip Request – Quebec City

Motion: Ms. French moved to approve the out of country field trip to Quebec.

Second: Ms. Bogdanovich

Vote: 4,1,0

Discussion: Ms. Bernardin spoke to the field trip request. She noted they may need to amend the dates for the trip. Mr. Fritsch questioned the trip to Quebec. He noted the language and culture is different than the European French taught in school. Ms. Bernardin noted that the students will still be able to communicate and she also teaches French cultures other than European. Dr. Laughner questioned whether there are assignments during the trip. Ms. Bernardin noted she does not assign work on the trip but when they get back. She will evaluate doing a journal while on the trip.

F. Acceptable Use Policy

Motion: Ms. Bogdanovich moved to accept the Acceptable Use Policy.

Second: Dr. Laughner

Vote: 5,0,0

Discussion: Mr. Karen spoke to the updates.

G. Surplus instruments

Motion: motion was withdrawn

Second:

Vote:

Discussion: Superintendent Coffin spoke to the request to use a instrument exchange group for surplus instrument. Dr. Messier found an organization that will trade surplus instruments for instruments the district needs. The Committee would like an accounting of instruments that are surplus.

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

A. Collaborative for Educational Services (Dr. Knapp)

Dr. Knapp gave the Committee a written report.

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

Dr. Knapp noted the committee met last week. Dr. Knapp noted the work on JBMS 7<sup>th</sup> grade honors math is being worked with possible implementation next year.

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

Mr. Fritsch noted there was nothing at this time.

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

Ms. Bogdanovich noted they have not dissolved the committee and will not until the pavilion is built. She noted the committee discussed adding wiring for lights.

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

Ms. Bogdanovich noted the committee is still discussing the kindergarten policy with a September 1<sup>st</sup> cutoff. Ms. Bogdanovich asked the School Committee to direct Superintendent Coffin to put out a dress code survey. The School Committee agreed.

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

Mr. Fritsch noted there was nothing at this time.

G. Finance & Budget Subcommittee (Dr. Knapp/Dr. Laughner)  
Dr. Knapp noted they had not met recently but will need a meeting set.

IX. Correspondence

- A. Agenda, July 28, 2015
- B. Minutes, June 23, 2015
- C. Attendance Officer Job Description and Recommendation to Appoint
- D. 2015-2016 School Calendar revision
- E. Google Docs.
- F. Policy JQ-Student Fees & Agreement
- G. Policy JH - School Attendance
- H. 2015-2016 Student-Parent Handbooks and Revisions/Changes
- I. Target Donations
- J. BHS Out of Country Field Trip Request
- K. Acceptable Use Policy
- L. Surplus Instruments document
- M. CES – Summary of Board of Governors Meeting

X. Vote to enter into Executive Session under M.G.L., c.30A, §21, Part (2) to conduct strategy session in preparation for negotiations with nonunion personnel, as conducting business in open session would have a detrimental effect on the School Committee's negotiating position. The Committee will return to open session.

Mr. Fritsch – Yes  
Ms. Bogdanovich – Yes  
Ms. French – Yes  
Dr. Knapp – Yes  
Dr. Laughner – Yes

The Committee entered into Executive Session at 9:10 pm.  
The Committee reconvened to Open Session at 9:58 pm.

Motion: Ms. Bogdanovich made a motion to approve the 2% raise for Karol Coffin, per her contract.

Second: Dr. Laughner  
Vote: 5,0,0

Motion: Mr. Fritsch made a motion to extend a bonus of \$750 to Karol Coffin  
Second: Dr. Knapp  
Vote: 3,2,0

XI. Adjournment

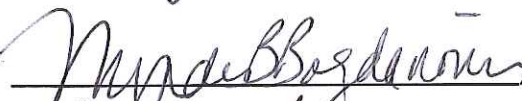
Motion: Ms. French moved to adjourn at 10:00 pm.  
Second: Ms. Bogdanovich  
Vote: 5,0,0

Respectfully submitted by,

Ramona Griffin  
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

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

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

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

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

 \_\_\_\_\_, Thomas Laughner, 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 (see [School Committee Policy BEDH](#)).