



**BELCHERTOWN PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
FEBRUARY 12, 2013**

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

SCHOOL COMMITTEE MEMBERS: Dr. Linda Tsoumas, Chair (present); Mr. Eric Weiss, Vice Chair (absent); Ms. Clare Popowich, Secretary (present); Ms. Beverly Phaneuf, Member (absent); Mr. Richard Fritsch, Member (present)

ADMINISTRATION: Dr. Judith Houle, Superintendent of Schools (present); Mr. Brian Cameron, Assistant Superintendent for Teaching and Learning (present); Mr. Edward Dunn, Contracted School Business Manager (present)

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES:

VISITORS: Ramona Griffin, Brenda Aldrich, Jim Russell, Reporter, Channel 5 Videographer

MINUTES

- I. Call to order
Dr. Tsoumas called the meeting to order at 7:00 p.m.
- II. Special awards and presentations
None
- III. Update from BHS Student Advisory Council representatives
None
- IV. Public comment regarding items on the agenda
None
- V. Approval of minutes
 - A. January 22, 2013
MOTION: Ms. Popowich moved to approve the Minutes of January 22, 2013, Regular Session School Committee meeting. Mr. Fritsch seconded the motion.
VOTE: 3-0-0, approved unanimously
- VI. Reports and recommendations of the Superintendent
 - A. Accounts Payable Warrants
Two warrants were presented to committee members for approval signatures.
 - B. Budget updates
 1. FY 2013: transfers
Mr. Dunn gave an overview of budget line transfers being recommended in order to match up actual expenses with the budget. He noted that most are modest housekeeping budget transfers.
MOTION: Ms. Popowich moved to approve the budget adjustments as presented. Mr. Fritsch seconded the motion.
VOTE: 3-0-0, approved unanimously

2. FY 2014

a. Governor's budget

Superintendent Houle reviewed a document from the Mass. Department of Revenue regarding FY2014 Local Aid Estimates based on the Governor's budget. Dr. Houle noted the Governor's budget includes state tax and fee increases. Dr. Houle pointed out that if the Governor's budget were to be passed, there would be a modest increase in local aid revenue and a \$64,000 increase in Chapter 70 funding for Belchertown.

b. Finance Committee meetings

Dr. Houle discussed a memo from the Belchertown Finance Committee requesting a meeting with members of the various committees to discuss goals for the current year as well as FY 2014.

Dr. Houle suggested the date of March 19, 2013, for School Committee members to meet with the Finance Committee. There was consensus to approve that date.

Dr. Houle also stated that the Senior Leadership Team is preparing a level service budget and they will be look at priorities as a group. Dr. Houle made note of the budget schedule memo in tonight's packet and stated that on March 5th the entire Senior Leadership Team and Mr. Lachance will be meeting with the School Committee to present their budgets.

C. Update on Edcamp B-town: March 15, 2013 professional development day

Mr. Cameron presented an overview of the Edcamp Sessions to be held for teachers on the upcoming March 15th Professional Day. He reported that the day will be divided up into three sessions of 90 minutes each, where facilitators will engage participants in discussion of ideas and strategies to help us in our work with curriculum, instruction, assessment and integration of technology.

Mr. Cameron emphasized that the professional day planned is participant driven by our own teachers who gave input over the last month on what topics/sessions they would like to see offered on March 15th.

School Committee members said they were very impressed with the professional development program offerings and the fact that it is participant driven.

D. Update on principal search: Chestnut Hill Community School

Dr. Houle stated that due to the principal position vacated by Mr. Cameron when he was appointed as Assistant Superintendent for Teaching and Learning, Dr. Jose Irizarry has been appointed as an interim principal until the end of the current school year. Dr. Houle reported that we have posted the principal opening and have begun to receive applications through SchoolSpring.com.

Dr. Houle noted the memorandum in tonight's packet from Mr. Cameron recommending participant members for the principal's search committee. Dr. Houle stated that the search committee, chaired by Mr. Cameron, will begin the process of screening applicants and conducting interviews after the February 15th closing date. The search committee will then recommend 2-3 finalists to her for site visits and final interviews. Dr. Houle stated that it is her goal to have a new principal on board as of July 1, 2013.

Dr. Houle asked permission of the Chair to address Item E. Personnel & Policy, under Section IX on the agenda at this point in time. Dr. Tsoumas agreed that it was appropriate to do so.

Dr. Houle stated that the Personnel & Policy Subcommittee met earlier tonight for the purpose of reviewing new job descriptions for principals and assistant principals in anticipation of the CHCS principal search. Dr. Houle said a review of the current job descriptions shows that each is 4-5 pages in length, which has been distilled into 2 pages each, reflecting descriptions that are more in line with recent changes in district structures and state mandates, such as the new Educator Evaluation system.

Ms. Popowich stated that the Personnel & Policy Subcommittee voted earlier to recommend to the School Committee to approve the principal and assistant principal job descriptions with one revision.

MOTION: Ms. Popowich made a motion that the School Committee approves the principal and assistant principal job descriptions with one revision on each, as presented.

Mr. Fritsch seconded the motion.

VOTE: 3-0-0, approved unanimously

E. Agreement for Providing Counseling Services in the Belchertown Public Schools, Academic Year 2012-13, Carson Center for Human Services, Inc., Valley Human Services Site

Dr. Houle presented a potential agreement for the 2012 – 2013 academic year with the Carson Center for Human Services, Inc., Valley Human Services Site. Dr. Houle noted that the Carson Center has been providing counseling services to the district for the past three years. Dr. Houle said that the counseling center bills directly to insurance companies and we provide space and a small amount of supplies. She added that there is almost no cost to us for their services. Dr. Houle recommended the School Committee approve the agreement.

MOTION: Mr. Fritsch moved that the agreement with the Carson Center for Human Services, Inc., Valley Human Services Site be approved. Ms. Popowich seconded the motion.

VOTE: 3-0-0, approved unanimously

F. Update on MassBroadband 123 meeting in Southwick, MA

Dr. Houle reported on a meeting she attended on January 30th at the Southwick Town Hall regarding the Governor's effort to bring broadband to the western part of the state. A broadband roll out map was reviewed along a fiber segment target completion timeline. Regarding Belchertown, Dr. Houle reported that the Tadgell building will be a point of access and our targeted broadband completion date is July 2013. Dr. Houle added that the MassBroadband 123 initiative will allow us to link to fiber already in our schools and this will allow for a huge enhancement of classroom instruction and the teaching and learning experience in our schools.

VII. Unfinished business

None

VIII. New business

A. Superintendent's evaluation: formative assessment process

Dr. Tsoumas reported on a workshop she and Mr. Fritsch recently attended at the Collaborative for Education Services. She said the purpose of the workshop was to provide an overview and guidance regarding the superintendent's five-step evaluation process as mandated by the Massachusetts D.E.S.E. Dr. Tsoumas noted that as Belchertown is a Race-To-The-Top district, we are about one year ahead in the evaluation process compared to some other districts.

In reviewing the Five-Step Evaluation Cycle handout and assessment form, Dr. Tsoumas said that they are moving into Step Four: the Formative Assessment/Evaluation section of the evaluation cycle with the Superintendent and that Dr. Houle's mid-cycle report will include progress made so far on her goals. Dr. Tsoumas also noted that the superintendent will need to show evidence of what has occurred over the past 5-6 months relating to the goals that have been identified. If need be, Dr. Tsoumas said that the School Committee will need to evaluate if resources need to be allocated to help achieve the goals. Dr. Tsoumas stated that the progress report review must take place at a public meeting. Dr. Tsoumas also noted that at the end of this academic year, the school committee will move into Step Five of the process.

- IX. Reports of subcommittees/representative to Collaborative for Educational Services
- A. Collaborative for Educational Services (Ms. Phaneuf)
None
 - B. Curriculum & Instruction (Ms. Phaneuf/Ms. Popowich)
None
 - C. Healthy & Safer Schools Advisory Committee (Ms. Popowich/Ms. Phaneuf)
Ms. Popowich stated that at the last meeting the following three topics were address:
 - Mindfulness: Will be part of Edcamp
 - PeaceBuilders: Community engagement and pinwheels for peace
 - ALICE Program: The Senior Leadership Team will look at other similar programs to see what the best fit will be for our district.
 - D. Jessica's Boundless Playground Committee (Mr. Weiss)
None
 - E. Personnel & Policy (Ms. Popowich/Dr. Tsoumas)
 - 1. Job Description: Principal
 - 2. Job Description: Assistant PrincipalThis was discussed under Section VI, Item D.
 - F. Property & Transportation (Mr. Weiss/Mr. Fritsch)
None
 - G. Technology Advisory Committee (Mr. Fritsch)
Mr. Fritsch reported that the Technology Advisory Committee will meet again on March 6, 2013
- X. Correspondence
- A. Agenda: February 12, 2013
 - B. Minutes: January 22, 2013
 - C. FY 2013 budget transfers
 - D. Cherry Sheet: Governor's FY 2014 budget
 - E. Memorandum regarding FY 2014 budget presentation schedule from Dr. Houle
 - F. Memorandum regarding FY 2014 budget meetings from the Finance Committee
 - G. Edcamp B-town offerings and outline of the day, <http://bit.ly/14LvX0u>
 - H. Memorandum from Mr. Cameron to Dr. Houle regarding CHCS Principal Search Committee
 - I. Draft Job Descriptions
 - 1. Principal
 - 2. Assistant Principal
 - J. Agreement with Carson Center and Valley Human Services to provide services in the Belchertown Public Schools
 - K. MassBroadband 123 Meeting information
 - 1. Service Area and Network Segment Target Completion by Month – map
 - 2. Email correspondence between Dr. Houle and Christine Hatch of MassBroadband

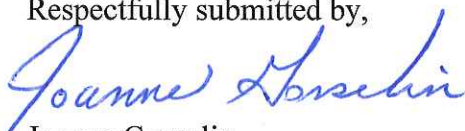
123 regarding Community Anchor Institutions (CAIs) for Belchertown
L. Handouts related to Superintendent's formative assessment of goals

- XI. Vote to enter into Executive Session under M.G.L., c. 30A, §21, Part (3), to discuss strategy with respect to collective bargaining with Unit A, Teachers, Unit B, Secretaries, Unit C, Custodians, Unit D, Food Service Workers, and Unit E, Paraprofessionals as conducting said business in open session would have a detrimental effect on the School Committee's negotiating position. The Committee will not return to open session.

Dr. Tsoumas – Yes
Ms. Popowich – Yes
Ms. Phaneuf – Yes

The Committee entered into Executive Session at 7:35 p.m.

Respectfully submitted by,



Joanne Gosselin

Substitute Non-Confidential Recording Secretary to the School Committee

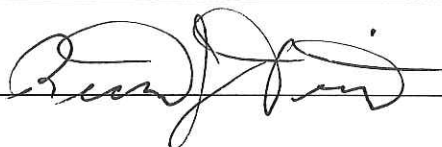
School Committee members' signature:

 , Linda Tsoumas, Chair

_____, Eric Weiss, Vice Chair

 , Clare Popowich, Secretary

_____, Beverly Phaneuf, Member

 , Richard Fritsch, 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 Dr. Judith Houle, Superintendent of Schools, at 413.323.0423 or via email at jhoule@belchertown.org to determine the best way to address your concerns.