



**BELCHERTOWN PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
July 23, 2013**

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

SCHOOL COMMITTEE MEMBERS: Dr. Linda Tsoumas, Chair (present); Ms. Clare Popowich, Vice-Chair (present); Mr. Richard Fritsch, Secretary (present); Ms. Myndi Bogdanovich, Member (present); Dr. Michael Knapp, 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); Mr. Robert Lachance, Director of Buildings and Grounds (present); Ms. Sandra Bremer, Cold Spring School Principal (present); Mr. Robert Kuhn, Swift River Elementary School Principal (present); Ms. Paula Fitzgerald, Chestnut Hill Community School Principal (present); Mr. Thomas Ruscio, Jabish Brook Middle School Principal (present); Ms. Christine Vigneux, Belchertown High School Principal (present via Skype); Ms. Kristi Guzzo, Director of Student Support Services (present); Mr. Ben Admussen, Data Administrator (present); Mr. Scott Karen, Director of Technology (present); Mr. Robert Marchewka, Dean of Students/Athletic Director (present via Skype); Mr. Desi Vega, Belchertown High School Assistant Principal (present via Skype)

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: (not present)

VISITORS: Mr. Thomas Houle

MINUTES

- I. Call to order
Dr. Tsoumas called the Regular School Committee meeting to order at 7:02 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. June 11, 2013
MOTION: Ms. Popowich moved to approve the minutes of the June 11, 2013 Regular School Committee meeting, as amended at the request of Ms. Bogdanovich. Mr. Fritsch seconded the motion.
VOTE: 4-0-1 (abstention: Dr. Knapp)

DISCUSSION: Ms. Bogdanovich requested that a comment she had made regarding the Superintendent's summative evaluation under New Business (a suggestion to include a survey for parents, staff and administration which will enable them to participate in the evaluation) be added to the minutes. The minutes will be amended to include this comment.

B. June 18, 2013

MOTION: Ms. Popowich moved to approve the minutes of the June 18, 2013 Regular School Committee meeting, as presented. Mr. Fritsch seconded the motion.

VOTE: 4-0-1 (abstention: Dr. Knapp)

VI. Reports and recommendations of the Superintendent

A. HVAC services bid

Mr. Lachance reported that he and Mr. Dunn went out to bid on HVAC services, as is typically done every three years, and set up as a one year bid with two annual extensions. Mr. Lachance stated that seven companies picked up bid specifications, but only three vendors submitted bids. B.G. Mechanical opted not to renew its contract for years two and three, and Kleeberg Mechanical, a previous vendor used four years ago by the district, came in with the lowest bid.

MOTION: Mr. Fritsch moved to approve Kleeberg Mechanical as the successful bidder for HVAC services with a bid of \$39,320.00 per year. Dr. Knapp seconded the motion.

VOTE: 5-0-0, approved unanimously

B. TeachPoint contract

Mr. Admussen explained that TeachPoint is a software program which is used as a secure database for housing all information related to the Massachusetts Educator Evaluation, including classroom observations, goals forms, evidence of progress toward meeting goals, summative and formative evaluations. He stated that this program has been in use for the last year and is well-suited to the needs of our district. Because it is already installed, there will be no further training costs, and staff and faculty have given positive reviews of this program. Mr. Admussen also noted that this company monitors DESE regulations closely and adapts the software accordingly, and offers excellent technical support as well. The cost of the service agreement with TeachPoint is \$4,700.00 for three years, totaling \$14,100.00, and is guaranteed for the term of the contract which will extend from August, 2013 through August, 2016.

MOTION: Ms. Popowich moved to approve the three-year contract with TeachPoint at a cost of \$4,700.00 per year, totaling \$14,100.00, as presented. Mr. Fritsch seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Dr. Knapp asked how many teachers are employed in our district, and Mr. Admussen stated there are approximately 215 teachers, with the TeachPoint contract allowing for 230 teachers.

Ms. Bogdanovich asked what the breakdown is for costs for services,

and Mr. Admussen explained that this program fulfills all the technical requirements mandated by the DESE with regard to the Massachusetts Educator Evaluation System, such as required end-of-year reporting, and will provide new features in the coming year, including streamlined document upload, ability to record video as evidence, etc.

C. Appointment of Harassment Officers for the 2013-2014 school year

Dr. Houle presented her request to appoint two administrators to the positions of Harassment Officers for the Belchertown Public Schools for the 2013-2014 school year, as follows:

-Ms. Kristi Guzzo, Director of Student Support Services

-Mr. Brian Cameron, Assistant Superintendent for Teaching and Learning

MOTION: Dr. Knapp moved to approve the appointment of Ms. Guzzo and Mr. Cameron as Harassment Officers for the 2013-2014 school year, as recommended. Mr. Fritsch seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Ms. Bogdanovich asked what the duties of a Harassment Officer are, and Dr. Houle explained that any staff member who wishes to file a complaint of sexual harassment would contact one of these two appointed administrators to report the incident.

At this time, the Superintendent requested that the agenda be reordered in order to address four policy revisions (JIA, JJAA, JLCD, JLCG) under Item IX. E: Personnel & Policy, and the Chair agreed to reorder the agenda as requested.

D. School and District Handbooks

BHS Principal Christine Vigneux (via Skype), BHS Assistant Principal Desi Vega (via Skype), JBMS Principal Thomas Ruscio, CHCS Principal Paula Fitzgerald, SRE Principal Robert Kuhn, and CSS Principal Sandra Bremer met with the school committee to review their schools' 2013-2014 Student/Parent handbooks and each presented a summary of changes for discussion. Mr. Robert Marchewka (via Skype) and Ms. Kristi Guzzo, as well as Dr. Houle, reviewed changes to the 2013-2014 BHS Athletic Department Handbook and the 2013-2014 Employee Handbook, respectively. Dr. Houle noted that the handbooks all follow the same format. She also stated that some of the changes were unilateral for all schools (i.e., deletion of school building maps, the policy regarding use of electronic devices on school buses, etc.), and that the policy revisions (additions/deletions) recommended by the Personnel and Policy Subcommittee and approved earlier this evening by the School Committee, are included in the handbooks as currently presented. Once approved by the School Committee, the handbooks will be available online on the district website and it is required that both a parent and student sign an acknowledgement that they have read their school handbook.

Ms. Bremer reviewed the changes, revisions and updates made to the 2013-2014 CSS Student/Parent Handbook. Dr. Knapp questioned the absentee phone-in policy and the use of a Student ID number. After some discussion it was determined that this ID number is never used and so will be eliminated from the CSS handbook.

MOTION: Mr. Fritsch moved to approve the 2013-2014 CSS Student/Parent Handbook, as amended. Dr. Knapp seconded the motion.

VOTE: 5-0-0, approved unanimously

Mr. Kuhn reviewed the changes, revisions and updates made to the 2013-2014 SRE Student/Parent Handbook.

MOTION: Dr. Knapp moved to approve the 2013-2014 SRE Student/Parent Handbook, as presented. Mr. Fritsch seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Ms. Bogdanovich questioned the need for use of electronic devices by students in grades K-3, and it was explained that some students in these grade levels need to be able to notify parents when they have arrived home or at another destination after school. Some students also use the devices for assistance with homework. Ms. Popowich asked whether calls regarding attendance are only made to the home, and it was explained that all Connect5 calls go out to the numbers provided by parents in order of priority.

Ms. Fitzgerald reviewed the changes, revisions and updates made to the 2013-2014 CHCS Student/Parent Handbook. It was determined that Student ID numbers would be eliminated from the CHCS handbook.

MOTION: Dr. Knapp moved to approve the 2013-2014 CHCS Student/Parent Handbook, as amended. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

Mr. Ruscio reviewed the changes, revisions and updates made to the 2013-2014 JBMS Student/Parent Handbook. He noted that updates pertinent to the school year and staff name changes/titles will be made.

MOTION: Mr. Fritsch moved to approve the 2013-2014 JBMS Student/Parent Handbook, as amended. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Mr. Fritsch asked if permission is ever granted for the use of electronic devices in the classroom, and Mr. Ruscio stated that exceptions can sometimes be made.

Ms. Vigneux and Mr. Vega reviewed the changes, revisions and updates made to the 2013-2014 BHS Student/Parent Handbook. She then asked for feedback from the School Committee and Superintendent regarding the new proposed policy of photo IDs being worn by students during the school day. All BHS students have photo IDs but have not been required to wear them, as they are most often used for personal use outside of school. A lengthy discussion ensued, and many points were made, including the following: the best protection for overall safety is awareness; the recent implementation of photo IDs being worn by all school district staff; the chances for an outside student entering the building and going unnoticed is greater at BHS due to the changing of classes throughout the day (but it was noted that there is always the potential for an outsider creating a fake ID); restricting access to the building would be a proactive measure vs. reactive, etc. Discussion also revolved around the consequences of not wearing the photo ID if this change in policy is approved, and it was felt that initially, to allow students to get used to this policy, there would be first and second warnings followed by detention for a third offense (as opposed to the proposed consequences presented with the revisions to the handbook). It was then recommended that a \$5.00 replacement fee should be charged (primarily as an incentive for wearing the ID) for any lost ID.

Dr. Tsoumas noted that the rule for Picture ID appears in two places in the handbook and she suggested that it only be included on page 72. Ms. Vigneux concurred and will make that change.

MOTION: Dr. Knapp moved to approve the 2013-2014 BHS Student/Parent Handbook, as amended. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

Mr. Marchewka reviewed the changes, revisions and updates made to the 2013-2014 BHS Athletic Department Handbook.

MOTION: Ms. Popowich moved to approve the 2013-2014 BHS Athletic Department Handbook, as presented. Dr. Knapp seconded the motion.

VOTE: 5-0-0, approved unanimously

Dr. Houle and Ms. Guzzo reviewed the changes, revisions and updates made to the 2013-2014 BPS Employee Handbook. Dr. Houle noted that the policy revisions (additions/deletions) recommended by the Personnel and Policy Subcommittee and approved earlier this evening by the School Committee, are included in the handbook as currently presented. Ms. Guzzo specifically addressed changes on pages 60 and 63, with regard to a change in title from Educational Support Team (EST) to Student Support Team (SST) and an update to processes to align with special education regulations, and revision of procedures regarding the District Curriculum Accommodation Plan.

A typographical error was noted on page 8 (under Staff Identification, the word "contain" was used and should be "contact") and will be corrected.

It was also noted that the first sentence under section DCAP on page 63 is awkwardly worded and will be changed to "having a disability".

MOTION: Dr. Knapp moved to approve the 2013-2014 BPS Employee Handbook, as amended. Ms. Popowich seconded the motion.

VOTE: 5-0-0, approved unanimously

E. Insurance quotes: student accident and catastrophic accident insurance

Mr. Dunn presented his request for approval of the renewal of the Student Catastrophic Accident Insurance policy with Bell & Hudson Insurance Agency. This policy is being offered at the same rate as last year (\$3,920.00), covering all students in grades K-12 for the period of 9/1/13 to 9/1/14.

MOTION: Ms. Popowich moved to approve the renewal of the Student Catastrophic Accident Insurance policy with Bell & Hudson Insurance Agency, at a cost of \$3,920.00, as presented. Dr. Knapp seconded the motion.

VOTE: 5-0-0, approved unanimously

Mr. Dunn presented his request for approval of the renewal of the voluntary Student Accident Insurance policy with LeFebvre Insurance, LLC. This insurance policy has been offered to parents for many years on a voluntary basis, involves no expenditure on the part of the Belchertown Public Schools, and will cover the period of 8/28/13 to 8/28/14. Rates are as follows: School Hours Rate-\$8.00; 24 Hour Rate-\$50.00; Extended Dental Rate-\$8.00.

MOTION: Dr. Knapp moved to approve the renewal of the voluntary Student Accident Insurance policy with LeFebvre Insurance, LLC at the quoted rates, as presented. Ms. Popowich seconded the motion.

VOTE: 5-0-0, approved unanimously

F. Notification of intent to hire a Summer Intern for the Office of Information Technology per M.G.L. c. 71, §67

Dr. Houle presented her notification of intent to hire a Summer Intern for the Office of Information Technology, as required by M.G.L. c. 71, §67, which states that the district cannot employ any person who is an immediate family member of the administrator of a school building without such notification. The chosen candidate

for this student intern position is Mr. Zachary Kuhn, son of Mr. Robert Kuhn, SRE Principal, and his employment start date is August 6, 2013. Dr. Houle noted that no action by the School Committee is needed as this is only a notification as required by law.

G. School Safety Task Force update

Dr. Houle referred to a handout included in this evening's correspondence entitled *Guide for Developing High-Quality School Emergency Operations Plans*, and noted that this was a comprehensive study created by FEMA in the wake of the Sandy Hook Elementary School tragedy. She stated that this guide will be a very useful resource as we revise the BPS district's previous school emergency plan that had been put together by the Healthy & Safer Schools Advisory Committee. She noted in particular that the five mission areas for preparedness are prevention, protection, mitigation, response, and recovery. The revised emergency plan will focus on these goals and it is hoped that the new plan will be ready for review by mid-year. Dr. Houle then announced the members of the newly created School Safety Task Force, which includes the Superintendent, Assistant Superintendent for Teaching and Learning, Mr. Fritsch representing the School Committee, and several other administrators representing different departments. She stated that a representative from First Student will be appointed, as well as parent and teacher representatives. The task force will encompass a broad community base and will form workgroups to tackle this project.

VII. Unfinished business

A. Update on FY 2014 budget

Dr. Houle reported that there has been no news from the state with regard to the budget, but noted that the Governor had vetoed some funds that would impact unrestricted local aid to the town. She does not think that we will get funds restored, but rather may be facing some additional cuts to the previous budget.

VIII. New business

A. Review of District Strategic Plan

Dr. Houle reviewed the District Strategic Plan for the period of July 1, 2011 through June 30, 2015 and specifically referred to the three goals of that plan. As she reviewed these goals, she discussed what has so far been accomplished in achieving them, the objectives and strategies used to that end, and concluded by welcoming any suggestions and/or adjustments that may be made to this plan. A new draft with any additions or revisions will be reviewed by the School Committee at the August 20, 2013 meeting.

B. Superintendent's Self-Assessment and Goals for 2013-2014

Dr. Houle provided a handout detailing her proposed 2013-2014 goals as Superintendent using the new Educator Evaluation System. These goals all fall under the definition of SMART goals, and include a student learning goal, a professional practice goal, and two district improvement goals. Each goal incorporates a goal statement, key actions, and a set of benchmarks (to evaluate how the goals are

achieved), and Dr. Houle reviewed each goal in detail. She also summarized her priority areas as Superintendent, with a focus on the SMART goals, using four standards, as follows: Instructional Leadership, Management & Operations, Family and Community Engagement, and Professional Culture.

Dr. Knapp commented that he felt the goals covered very important areas and that the Superintendent was heading in the right direction with her proposed goals.

However, he stated that he would like to see more refinement of the evidence and actions as they pertain to Dr. Houle's goals.

Dr. Tsoumas noted that some quantitative measures may be needed for the implementation and assessment of these goals, but the federal government may be providing such measures in the near future and we could simply adopt those when they become available.

MOTION: Dr. Knapp moved to approve the four goals that were outlined by the Superintendent, with some refinement of evidence and actions, in order to finalize them at the August 20, 2013 School Committee meeting. Mr. Fritsch seconded the motion.

VOTE: 5-0-0, approved unanimously

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

A. Collaborative for Educational Services (Ms. Bogdanovich)

Ms. Bogdanovich reported that the collaborative will next meet in September.

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

1. Physical Education Curriculum

At a Curriculum & Instruction Subcommittee meeting held earlier this evening, Mr. Cameron presented the completed Physical Education Curriculum Guide for review. He stated that, as with all other previously approved guidelines, a committee was formed for this discipline and it went through the process of unwrapping the state standards, and simplifying them into teacher-friendly terms. This document was also created in the same format as previously approved guidelines, with each content area providing an essential question and content-specific standards and outcomes. Mr. Cameron noted that the committee followed the Massachusetts Comprehensive Health Curriculum Framework and in doing so, some standards are not included since the BPS district does not teach Health. A rough draft was then reviewed by the Instructional Leadership Team and it was decided that Dr. Houle would do the final review prior to submission to the Curriculum & Instruction Subcommittee, and her subsequent recommendation for its approval by the full School Committee. If approved by the School Committee, this guideline will be posted on the BPS website and will also be made available in multiple formats. Since this document represents the district's first PE curriculum guideline, offering a continuum of instruction for PreK-12, Mr. Cameron stated that there will be performance-based assessments (such as The President's Challenge), and that there are portions of Physical Education that use written exams and projects as assessments.

MOTION: Dr. Knapp moved to approve the Physical Education Curriculum Guide, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Dr. Knapp questioned the subject of reproductive health being taught by PE teachers, and Mr. Cameron stated that he will research this further as to the content covered in PhysEd.

2. Textbook request from BHS Science Department: Field Geology

At a Curriculum & Instruction Subcommittee meeting held earlier this evening, Mr. David Monroe, BHS Science Teacher, presented the request of Mr. Stevens Koziol, BHS Science Teacher, for a textbook to be used in a new course in Field Geology which is being offered this fall. The 176 page text, entitled *Dinosaurs, Dunes, and Drifting Continents: The Geology of the Connecticut River Valley*, a 3rd edition published in 2003, is specialized and will provide students with local highlights of geology. Mr. Monroe stated that while some text is slightly out-of-date, there will be supplemental resources that instructors will access which will keep information updated (i.e., *Guidebook for Field Trips in the Connecticut Valley Region of Massachusetts and Adjacent States*). He feels that this is a perfect textbook for this semester and will be beneficial to all students taking this course. Mr. Monroe also noted that this soft cover textbook will cost \$30.00 per book. This constitutes the official first reading for this textbook, and this request will be brought to the School Committee at the next meeting for its second reading and vote for approval.

3. Textbook vote: Campbell Biology, 9th ed. AP

At a Curriculum & Instruction Subcommittee meeting held earlier this evening, Mr. Monroe discussed the new AP Biology text. He stated that the materials will include a hardcover textbook, study guide, disk and e-book, at an estimated unit price of \$159.47, which includes a six year e-Text access period.

This constitutes the 2nd reading of this text as brought before the School Committee for approval.

MOTION: Dr. Knapp moved to approve the purchase of the Campbell Biology, 9th ed. AP textbooks, as presented. Dr. Tsoumas seconded the motion.

VOTE: 5-0-0, approved unanimously

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

This committee will next meet in September. Dr. Houle reported that Mr. Cameron is preparing to purchase materials for the Pinwheels for Peace project which will take place in September.

D. Jessica's Boundless Playground Committee

1. School Committee Liaison

Dr. Houle stated that a School Committee member must be chosen to be the liaison to the Playground Committee, and Dr. Tsoumas agreed to fill this position,

as she has much experience in the planning and design of such a project. The next meeting of this committee will take place tomorrow evening in Central Office.

2. Invoice for payment: Collective Copies, \$32.56

Dr. Houle stated that this is an invoice for brochures and information which was printed for the Annual Town Meeting.

MOTION: Dr. Knapp moved to approve the payment of the Collective Copies invoice in the amount of \$32.56, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

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

1. Posting of policies to School Committee web page

At a Personnel & Policy Subcommittee meeting held earlier this evening, Ms. Popowich reported that the Superintendent had presented the School Committee's web page and the link to the Code of Ethics policy, as well as the statement about public participation in meetings with a link to that policy, as recommended by Pat Correia of MASC. No action was required or taken by the subcommittee on this issue.

2. Policy revisions and additions

At a Personnel & Policy Subcommittee meeting held earlier this evening, Ms. Popowich reported that the following policy revisions and additions were reviewed and voted to be brought to the full School Committee for approval. A brief summary was provided to the School Committee for each item.

a. BDA: School Committee Organizational Meeting

Dr. Houle presented a revision to this policy that more accurately reflects the organizational structure of the School Committee. She noted that it had been recommended that only 2 members comprise a subcommittee so a quorum would not be deliberating on an issue to come before the full School Committee before that legally posted meeting.

MOTION: Ms. Popowich moved to approve the revision of Policy BDA, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

The following four policies (JIA, JJAA, JLCD, JLCG) were discussed earlier in the evening at the request of the Superintendent and the Chair agreed to reorder the agenda.

b. JIA: Conducting Research in the Belchertown Public Schools

i. JIA-R: Testing, Research, and Evaluation Committee Roles and Responsibilities

ii. JIA-E: Application for Testing, Research, and Evaluation Proposal

Dr. Houle explained that the rationale for this policy and accompanying regulations and exhibit is due to requests from

employees who are conducting research as part of graduate classes and requests from area institutions of higher education to conduct research in the Belchertown Public Schools. This policy and process ensures that we are protecting the rights of staff and students as required by the Education Research Act of 1974 by establishing a review panel and making sure that researchers are conducting research based on ethical standards of practice. The subcommittee agreed that this was a good policy to have in place to ensure that staff and students are protected.

MOTION: Ms. Popowich moved to approve policy, regulations, and exhibit JIA, JIA-R, JIA-E, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Dr. Knapp asked what type of research this policy covers, and Dr. Houle explained that an example would be graduate students who collect data on our students to present to their classes.

Mr. Fritsch asked if the data collected would protect the anonymity of the students, and Dr. Houle replied that the research subjects would be anonymous and that parents are also given the choice to opt out of allowing their children to participate, as well as the chance to withdraw from a study at any time. Mr. Fritsch then noted that the Belchertown Public Schools district benefits from research done in our schools.

c. JJAA: Fundraising Policy

Dr. Houle explained that when this policy was reviewed with MASC during our policy manual review work, it was reduced to a set of guidelines. She noted that she believes it is not being followed as it should by all organizations that are raising funds for activities, so she requested that the School Committee reinstate this as a policy, so it can be better disseminated and enforced. The subcommittee agreed that fundraising needs to be monitored more closely and that this policy would be a vehicle to ensure that this happens.

MOTION: Ms. Popowich moved to approve policy JJAA, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

d. JLCD: Administering Medicines to Students

Dr. Houle presented this policy as an update as requested by the School Nurse Leader in response to new regulations from the Department of Public Health (DPH). She also stated that it would be added to all school handbooks. The subcommittee agreed that this policy should be updated so the district would comply with the regulations and that adding it to the school handbooks was appropriate.

MOTION: Ms. Popowich moved to approve policy JLCD, as presented.

Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

e. JLCG: Food Allergy Policy

Dr. Houle stated that the School Nurse Leader had revised this policy based on DPH guidelines. It also adds bus drivers as part of those who can administer Epi-Pens to students needing it. She noted that the School Nurses trained the bus drivers on the day after school let out, as is required annually, so that that requirement has already been met for this year. Ms. Popowich noted that the term "allergy" encompasses things like Celiac disease and other sensitivities, which would be part of a health care or Section 504 plan. The subcommittee agreed that these updates should move forward and were pleased that bus drivers have been and continue to be trained accordingly.

MOTION: Ms. Popowich moved to approve policy JLCG, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Dr. Knapp asked if this policy would have any impact on the district's insurance liability, and Dr. Houle replied that it would not since we will be in compliance with DPH regulations.

f. KHAA: Distribution of Literature and Information in the Schools

Dr. Houle explained that this policy is related to the fundraising policy and clearly explains a procedure that has not been codified as a policy in the past. She explained that, on the advice of legal counsel, the district needed to adopt a "limited public forum" policy with regard to distribution of literature and that students cannot be compelled to take literature home with them. After requesting samples from her colleagues, she presented this adaptation.

Ms. Bogdanovich expressed a concern regarding the section on the content of the literature, where the draft stated that the School Committee was not responsible for the content. She suggested that the phrase be deleted and that the sentence be reworked to express the School Committee's expectation that all literature would be appropriate for the audience. She also requested that a phrase be added to the language about distribution so that it will be separate from required materials from the school or district. Ms. Bogdanovich noted that ultimately the plan will be for all approved literature to be forwarded electronically.

MOTION: Ms. Popowich moved to approve policy KHAA, as amended.

Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

3. Job Descriptions

At a Personnel & Policy Subcommittee meeting held earlier this evening, Ms. Popowich reported that Dr. Houle had explained that the following job descriptions were required by both the DPH and the health grant which we receive to assist in funding our school nursing program.

a. School Nurse

Ms. Popowich requested that Item #6 under Nursing Services be amended to include chronically as well as acutely ill children.

MOTION: Ms. Popowich moved to approve the School Nurse Job Description, as amended. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

DISCUSSION: Dr. Knapp asked if this job description replaces the previous version, and Dr. Houle stated that it does, since the previous description was outdated.

b. School Nurse Leader

No changes were suggested to this job description.

MOTION: Ms. Popowich moved to approve the School Nurse Leader Job Description, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

c. School Physician

Dr. Houle explained that this is a contracted service with a physician associated with Wing Memorial Hospital, but the DPH suggested that we have a job description that outlined the district's expectations for that person. The Superintendent noted that the school physician could also be called upon to assist the athletic trainer as needed. The subcommittee agreed that having this set of expectations in place would ensure that the district would get proper services.

MOTION: Ms. Popowich moved to approve the School Physician Job Description, as presented. Ms. Bogdanovich seconded the motion.

VOTE: 5-0-0, approved unanimously

F. Property & Transportation (Mr. Fritsch/Dr. Knapp)
None

G. Technology Advisory Committee (Mr. Fritsch)
None

X. Correspondence

A. Agenda: July 23, 2013

B. Minutes: June 11, 2013 and June 18, 2013

C. HVAC Services bid

- D. TeachPoint contract, 2013-2016, and quote form
 - E. Memorandum regarding appointment of Harassment Officers for the 2013-2014 school year
 - F. School and District Handbooks
 - 1. Cold Spring School
 - 2. Swift River Elementary School
 - 3. Chestnut Hill Community School
 - 4. Jabish Brook Middle School
 - 5. Belchertown High School
 - 6. Belchertown Public Schools Employee Handbook
 - G. Insurance Quotes
 - 1. Student accident insurance
 - 2. Student catastrophic accident insurance
 - H. Guide for Developing High-Quality School Emergency Operations Plans
 - I. Policy revisions and additions
 - 1. BDA: School Committee Organizational Meeting
 - 2. JIA: Conducting Research in the Belchertown Public Schools
 - a. JIA-R: Testing, Research, and Evaluation Committee Roles and Responsibilities
 - b. JIA-E: Application for Testing, Research, and Evaluation Proposal
 - 3. JJAA: Fundraising Policy
 - 4. JLCD: Administering Medicines to Students
 - 5. JLCG: Food Allergy Policy
 - 6. KHAA: Distribution of Literature and Information in the Schools
 - J. District Strategic Plan update
 - K. Superintendent's Self-Assessment form
 - L. Superintendent's Draft Goals for 2013-2014
 - M. Physical Education Curriculum and Curriculum Design Guide feedback form
 - N. Textbook documentation
 - 1. Campbell Biology, 9th ed. AP
 - 2. Field Geology
 - O. Job Descriptions
 - 1. School Nurse
 - 2. School Nurse Leader
 - 3. School Physician
 - P. Invoice from Collective Copies for Jessica's Boundless Playground
- 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
Mr. Fritsch – yes
Ms. Bogdanovich – yes
Dr. Knapp - yes

The School Committee entered into Executive Session at 9:36 p.m.

Respectfully submitted by,

Kathryn A. Petersen

Kathryn A. Petersen
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

Linda Tsoumas, Linda Tsoumas, Chair

Clare Popowich, Clare Popowich, Vice Chair

Richard Fritsch, Richard Fritsch, Secretary

Myndi Bogdanovich, Myndi Bogdanovich, Member

Michael Knapp, Michael Knapp, 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](#)).