



**BELCHERTOWN PUBLIC SCHOOLS  
REGULAR SCHOOL COMMITTEE MEETING  
February 07, 2017**

**LOCATION:** Swift River Elementary School Library

**TIME:** 7:00 p.m.

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

**ADMINISTRATION:** Mrs. Karol Coffin, Superintendent of Schools; Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services; Dr. Shawn Fortin, Director of Teaching & Learning; Mr. Edward Dunn, Contracted School Business Manager; Ms. Christine Vigneux, Principal BHS; Mr. Robert Kuhn, SRE Principal; Ms. Eileen Farrington, SRE Assistant Principal; Ms. Andrea Mastalerz interim Director CSS; Mr. Robert Lachance, Director of Building & Grounds

**BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES:** Mr. Parker Mas

**VISITORS:** Ruby Bansal, Tammy Ryan, Sarah Wolfe, Amanda Saklad, Althea Saklad

**Minutes**

**Pledge of Allegiance**

- I. Call to order  
Ms. French called the meeting to order at 7:00 pm.
- II. Public comment regarding items on the agenda  
Amanda Saklad requested that the committee provide information regarding the oil tank removal at CHCS.
- III. Special awards and presentations
  - A. BHS Golf Team-Division II Golf Champions
  - B. 2017 Dr. Martin Luther King, Jr. Scholarship recipients – Hi Chul Chung,Both items were postponed to the next School Committee meeting due to weather conditions.
- IV. Update from BHS Student Advisory Council representative – Mr. Parker Mass  
**Cold Spring School**  
The students at Cold Spring School will be kept active during the long winter months with the "Get Fit/Stay Healthy Club"! Children can be dropped off at 8:15 AM and join friends and staff for a walking session in our All Purpose Room. All bus students will be allowed to participate as they arrive at school. The program will run school days

beginning February 27th and ending April 12th.

**Swift River Elementary School**

Mr. Gould's 2nd and 3rd grade music enrichment students at Swift River Elementary School will be performing "God Bless America" on the ice of the Springfield Thunderbirds hockey game on February 11<sup>th</sup>.

**Chestnut Hill Community School**

The Chestnut Hill Community School PTO hosted a free family movie night on Friday, February 3<sup>rd</sup>. All CHCS families were invited to bring a blanket, wear their pajamas and enjoy a feature film in the cafeteria, which the students had chosen by a vote!

**Jabish Brook Middle School**

Jabish Brook Middle School will host a School Dance on Friday, February 10<sup>th</sup> in the Gymnasium from 7:00-9:30 PM. This event is sponsored by the JBMS Student Council.

**Belchertown High School**

In February, Belchertown High School will be observing Black History Month. Two upcoming events include Project Runway on Friday, February 10<sup>th</sup> at 7:00 PM in the auditorium, and the QVMEA Concert on Saturday, February 11<sup>th</sup> at Palmer High School.

- V. Approval of minutes (A.I.)
  - A. January 10, 2017, Regular Session
    - Motion: Ms. Bogdanovich moved to accept the January 10, 2017 as amended
    - Second: Dr. Laughner
    - Vote: 5,0,0
- VI. Approval of Warrants (A.I.)
  - A. Accounts Payable Warrant – S/011717 , #013017SA, S/013017
  - B. Payroll Warrants - #1728, #1730

Motion: Dr. Laughner moved to approve the warrants for January 9, 17, 23, and 30

Second: Mr. Charron

Vote: 5,0,0
- VII. Reports and recommendations of the Superintendent
  - A. School Improvement Plan updates
    - 1. Cold Spring School – Ms. Andrea Mastalerz
      - Ms. Mastalerz presented the Committee with the CSS mid year school improvement plan update.
    - 2. Swift River Elementary School – Mr. Robert Kuhn
      - Mr. Kuhn, with Ms. Eileen Farrington, presented the Committee with the SRE school improvement plan update.
    - 3. Belchertown High School – Ms. Christine Vigneux
      - Ms. Vigneux will present the BHS School Improvement plan to the Committee at the next scheduled meeting.

B. Grinspoon update – Dr. Shawn Fortin

Dr. Fortin updated the Committee on the Grinspoon nominations. Teachers are nominated by the end of January. School Councils narrow the choices down to 2 per building. There will be 8 finalist, they will receive a classroom visit. Winners will be announced at the February 28th School Committee meeting.

C. Budget meetings

The Committee discussed meeting dates for budget presentation.

- March 14 - budget on the agenda
- March 28 - budget on the agenda
- April 4 - public hearing presentation

Motion: Dr. Knapp moved to add April 4 meeting to the schedule for public hearing on the budget, 6:30 at CHCS auditorium

Second: Ms. Bogdanovich

Vote: 5,0,0

VIII. Personnel

A. Update as of February 7, 2017

Superintendent Coffin welcomed the new hires to the district; Angela DellaCroce, Jodie LePage, Theresa Worthley, and Heather Hammon.

Dr. Laughner questioned what they were doing about a Spanish teacher at JBMS.

Superintendent Coffin noted the post is open, Ms. Zazzaro-Williams is expected to return in March. At this time they are doing the best they can.

IX. Unfinished business

A. Professional day update – Dr. Shawn Fortin

Dr. Fortin noted that feedback has been collected. There was positive feedback on cross grade work.

B. FY18 Five-Year Capital Improvement Plan

Mr. Lachance presented the plan. FY17-FY18 are identical. The Committee discussed;

- oil tank replacement at CHCS - it is still in compliance, last year's town meeting did not approve the funding. The current tank is 35 years old. New regulations as of August 2017, this information was sent to the Town Manager and the Selectboard. The district is looking for funding after the fall. The tank is checked on a daily basis. Mr. Lachance noted the goal is to receive funding, consult with engineering, then go out to bid a year from now.

- Mr. Charron questioned the environmental impact and cost of not replacing. Mr. Lachance noted that environmentally if the tank leaks there would be clean up costs for contaminated soil. There is \$25,000 in the budget for this possibility. There is also the possibility that the district insurance would cover the cost because the tank is still in compliance. Dr. Knapp asked how many years this item has been on the plan. Mr. Lachance noted it has been actively on the Capital plan starting 3 years ago but has been on the plan for longer than that. Mr. Charron asked about the liability and contingency plan if the tank failed. Mr. Lachance noted there is no contingency plan if the school actually had to close. There are contingency plans so that the school can run without the use of

the tank.

- JBMS bleacher replacement - Mr. Lachance noted he will check with the Recreation Department about shared use expense. The Committee discussed the use of the bleachers is during the Rec Basketball season.
- BHS - outdoor track and tennis courts.

Mr. Lachance noted that items that become necessary are done out of the operating budget. Dr. Knapp questioned the Central Office additions of another wall for student privacy. Mr. Lachance noted it is on the project list for this summer. It is on the list of general building recommendations. This expense will come out of the operating budget. Cost is estimated at \$7,500; add walls, electrical, and plumbing. Mr. Lachance also noted some of general building repair that will come out of the operating budget to include; CSS water meter, plumbing modifications, lights, locker room, asbestos removal.

X. New business

A. 2017-2018 school year calendar draft

Ms. French noted this item was information, to be voted on at the next scheduled meeting. The Committee discussed the 2 breaks being consolidated into one. Superintendent Coffin noted there are no other districts currently considering this.

B. BHS Overnight Field Trip – All State Music Festival, Boston, MA, Mar.9-11, 2017

Motion: Ms. Bogdanovich moved to approve the All State Music Festival trip

Second: Dr. Laughner

Vote: 5,0,0

C. Approval of Warrant Article for Annual Town Meeting

Motion: Ms. Bogdanovich moved to approve the warrant for transfer costs

Second: Dr. Knapp

Vote: 5,0,0

D. PDF documents for public viewing

Dr. Knapp requested that a single pdf document, with public documents on the agenda, be available for public access prior to the meeting.

XI. Reports of subcommittees

A. Curriculum & Instruction (Dr. Knapp/Mr. Charron)

Dr. Knapp noted then next meeting will be on February 28th.

B. Personnel & Policy (Ms. Bogdanovich/Dr. Laughner)

Ms. Bogdanovich noted the next meeting will be on February 28th.

1. Policy IJNDD – Social Media

2. Policy AC – Nondiscrimination

Both policies are information and to be voted on at the next scheduled meeting.

C. Property & Transportation (Ms. Bogdanovich/Ms. French)

Ms. French noted they have not met.

D. Finance & Budget Subcommittee (Dr. Laughner/Mr. Charron)

The next scheduled meeting is February 27th.

Dr. Laughner noted at the last scheduled meeting the committee discussed;

- work on the budget
- the needs budget
- what cuts may be needed
- what cuts were put back in the budget
- how to present a needs list that tells a story

XII. Reports of school department liaisons

A. Healthy & Safer Schools Advisory Committee (Ms. French)

Ms. French noted the committee discussed;

- bully prevention policy - updated
- pulling apart the policy by school
- create a list of what each school is doing
- 

B. Technology Working Group (Dr. Laughner)

Dr. Laughner noted they have not met. Mr. Charron would like an update on the POS system for food service.

C. Collaborative for Educational Services (Dr. Knapp)

Dr. Knapp noted he was out of town at the last meeting. It was noted that the remote participation option was put forth to the Town Selectboard, 3 Selectboard members voted against it.

D. RADAR (Dr. Laughner, Mr. Charron)

Dr. Laughner noted the committee discussed;

- how to budget long term
- how to communicate and build support

The next meeting will take place in May.

XIII. Correspondence

- A. Agenda, February 17, 2017
- B. January 10, 2017, Minutes
- C. Accounts Payable and Payroll Warrants
- D. Cold Spring School SIP Update
- E. Swift River Elementary SIP Update
- F. Belchertown High School SIP Update
- G. Personnel update
- H. FY18 Five-Year Capital Improvement Plan
- I. 2017-2018 School Year Calendar draft
- J. BHS Overnight Field Trip Request
- K. Annual Town Meeting warrant article
- L. Policy IJNDD-Social Media
- M. Policy AC – Nondiscrimination
- N. Conflict of Interest Law and Acknowledgment Form – Informational only
- O. Special Town Meeting and Annual Town Meeting – Informational only

XIV. Vote to enter into Executive Session under M.G.L. 30A, §21, Part 3 to discuss strategy

with respect to collective bargaining Unit C, Custodians and negotiations with Single Contracts Employees and the Superintendent and/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 return to open session.

School Committee voted to enter into executive session at 8:45 pm. They will return to open session.

Vote:

Dawn French - no

Thomas Laughner - no

Michael Knapp - no

Myndi Bogdanovich - no

Jeff Charron no

XV. Adjourn

Motion: Ms. Bogdanovich moved to adjourn at 8:46 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:

\_\_\_\_\_, Dawn French, Chair

\_\_\_\_\_, Thomas Laughner, Vice Chair

\_\_\_\_\_, Michael Knapp, Secretary

\_\_\_\_\_, Myndi Bogdanovich, Member

\_\_\_\_\_, Jeff Charron, Member

*Vision Statement*

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

*Mission Statement*

*In the pursuit of excellence and the development of life-long learners, it is the mission of the Belchertown Public Schools to challenge and engage all students in a respectful, positive learning environment that fosters personal, social and academic growth in order to achieve success in a global society.*

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](#)).

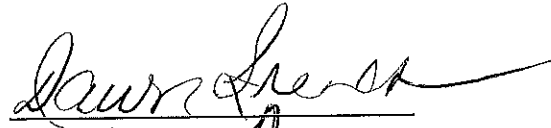
Belchertown Public Schools

FEBRUARY 13, 2017

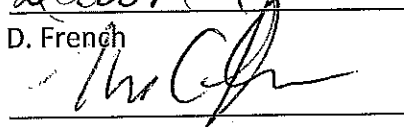
Warrant S/021317

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

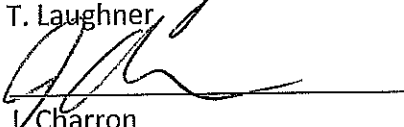
The following invoices of the Belchertown Public Schools, amounting to the aggregate of **\$117,310.02**, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) are true to the best of my (our) knowledge and belief.



D. French



T. Laughner



J. Charron

\_\_\_\_\_  
M. Knapp

\_\_\_\_\_  
M. Bogdanovich

The attached Schedule of Invoices has been reviewed by the School Business Manager and/or the Superintendent and is accurate to the best of our knowledge.



WARRANT: S/021317 02/13/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
020 20306	SCHOOL CHOICE TUIT 020 -300-306	1,198.70	-4,465,968.76
020 20306	SCHOOL CHOICE TUIT 020 -300-306	19.00	-4,465,968.76
020 20306	SCHOOL CHOICE TUIT 020 -300-306	12,464.69	-4,465,968.76
020 20306	SCHOOL CHOICE TUIT 020 -300-306	32.00	-4,465,968.76
FUND TOTAL		13,714.39	
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53021	1,016.00	-115,437.98
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54901	11,198.63	-6,439,699.41
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54906	973.16	-476,300.65
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-57115	112.08	-26,463.35
FUND TOTAL		13,299.87	
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53021	4,232.98	-379,978.79
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53314	2,180.96	-638,122.95
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-55110	88.76	-141,012.71
024 24393	LOST/DAMAGED BOOKS 024 -300-393000-000-55110	414.44	-6,490.65
FUND TOTAL		6,917.14	
025 25300	AFTER SCHOOL GIFT 025 -300-300	3,000.00	-37,425.00
025 25372	WELLNESS GIFT ACCO 025 -300-372	85.98	-570.04
FUND TOTAL		3,085.98	
027 278088	240 SPED 94-142 AL 027 -300-8088	1,946.55	-1,447.00
027 278088	240 SPED 94-142 AL 027 -300-8088	140.98	6,586.38
FUND TOTAL		2,087.53	
095 021210	SUPERINTENDENT 095 -002-1210	220.43	220.31
095 021210	SUPERINTENDENT 095 -002-1210	531.24	506.67
095 021210	SUPERINTENDENT 095 -002-1210	1,685.50	1,881.57
095 074010	MAINTENANCE DIRECT 095 -007-4010	3,668.60	12,984.18
095 074020	MAINTENANCE DIRECT 095 -007-4020	28,710.60	-35,880.02
095 074030	MAINTENANCE DIRECT 095 -007-4030	7,486.63	8,480.81
095 074340	MAINTENANCE DIRECT 095 -007-4340	882.72	10,401.58
095 074340	MAINTENANCE DIRECT 095 -007-4340	1,034.95	21,158.25
095 074420	MAINTENANCE DIRECT 095 -007-4420	6,148.98	-78.63
095 123200	HEALTH/NURSE HIGH 095 -012-3200	180.00	377.46
095 192110	SPECIAL EDUCATION 095 -019-2110	37.88	1,491.57
095 192110	SPECIAL EDUCATION 095 -019-2110	2,422.50	-100,139.30
095 192110	SPECIAL EDUCATION 095 -019-2110	3,959.76	18,500.00
095 192110	SPECIAL EDUCATION 095 -019-2110	781.85	729.49
095 192110	SPECIAL EDUCATION 095 -019-2110	44.44	1,065.20
095 222430	PRINCIPAL ELEMENTA 095 -022-2430	1,380.08	186.79
095 242430	FIRST GRADE 095 -024-2430	102.99	372.06
095 262710	GUIDANCE ELEMENTAR 095 -026-2710	105.52	295.63
095 021210	SUPERINTENDENT 095 -002-1210	220.43	220.31
095 021210	SUPERINTENDENT 095 -002-1210	531.24	506.67
095 021210	SUPERINTENDENT 095 -002-1210	1,685.50	1,881.57
095 074010	MAINTENANCE DIRECT 095 -007-4010	3,668.60	12,984.18
095 074020	MAINTENANCE DIRECT 095 -007-4020	28,710.60	-35,880.02
095 074030	MAINTENANCE DIRECT 095 -007-4030	7,486.63	8,480.81
095 074340	MAINTENANCE DIRECT 095 -007-4340	882.72	10,401.58
095 074340	MAINTENANCE DIRECT 095 -007-4340	1,034.95	21,158.25
095 074420	MAINTENANCE DIRECT 095 -007-4420	6,148.98	-78.63
095 123200	HEALTH/NURSE HIGH 095 -012-3200	180.00	377.46
095 192110	SPECIAL EDUCATION 095 -019-2110	37.88	1,491.57
095 192110	SPECIAL EDUCATION 095 -019-2110	2,422.50	-100,139.30
095 192110	SPECIAL EDUCATION 095 -019-2110	3,959.76	18,500.00
095 192110	SPECIAL EDUCATION 095 -019-2110	781.85	729.49
095 192110	SPECIAL EDUCATION 095 -019-2110	44.44	1,065.20
095 222430	PRINCIPAL ELEMENTA 095 -022-2430	1,380.08	186.79
095 242430	FIRST GRADE 095 -024-2430	102.99	372.06
095 262710	GUIDANCE ELEMENTAR 095 -026-2710	105.52	295.63

!P 18  
!apwarrnt

FUND ORG	ACCOUNT
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FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
095	292430	ART ELEMENTARY			
095	342420	PRINCIPAL INTERMED	839.88	335.23	
095	382710	GUIDANCE INTERMEDI	766.05	.00	
095	462420	PRINCIPAL MIDDLE	98.99	311.01	
095	482410	SEVENTH GRADE	854.43	-1,541.66	
095	492410	EIGHTH GRADE	2,999.70	116.95	
095	542430	INDUSTRIAL ARTS MI	2,999.70	116.96	
095	652210	PRINCIPAL HIGH SCH	6,532.26	6,532.26	
095	652430	PRINCIPAL HIGH SCH	517.90	1,350.88	
095	763510	SPORTS HIGH SCHOOL	82.48	1,699.57	
095	763510	SPORTS HIGH SCHOOL	5,035.00	6,188.00	
095	763510	SPORTS HIGH SCHOOL	515.40	.00	
095	763510	SPORTS HIGH SCHOOL	341.77	3,366.52	
095	772440	MUSIC HIGH SCHOOL	1,370.00	1,370.00	
095	772440	MUSIC HIGH SCHOOL	50.00	3,067.00	
095	774420	MUSIC HIGH SCHOOL	360.00	2,217.59	
095	782430	ART HIGH SCHOOL	262.50	.00	
095	792415	LIBRARY A/V HIGH S	187.76	1,855.28	
095	792415	LIBRARY A/V HIGH S	2,402.75	11.14	
095	792415	LIBRARY A/V HIGH S	171.39	839.38	
		FUND TOTAL	78,205.11		
		WARRANT SUMMARY TOTAL	117,310.02		
		GRAND TOTAL	117,310.02		

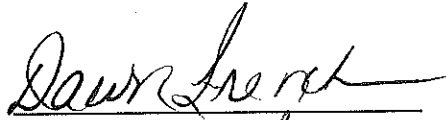
Belchertown Public Schools

FEBRUARY 13, 2017

WARRANT 021317SA

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT


The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$2,697.02 , have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) are true to the best of my (our) knowledge and belief.



D. French



T. Laughner



J. Charron

\_\_\_\_\_  
M. Knapp

\_\_\_\_\_  
M. Bogdanovich

The attached Schedule of Invoices has been reviewed by the School Business Manager and/or the Superintendent and is accurate to the best of our knowledge.

02/08/2017 10:23  
abeaupre

TOWN OF BELCHERTOWN  
WARRANT LIST BY VOUCHER

P 3  
apwarrrnt

WARRANT: 021317SA 02/13/2017

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
9318	5437	JABISH BROOK MIDDLE SCHOOL	1.30.17		EFT	02/13/2017	1,593.52	JABISH BROOK SA 11/7-1
9318	15172	JKBC LLC	FEB2017		INV	02/13/2017	1,103.50	JABISH BROOK 2/2/17
							2,697.02	VOUCHER TOTAL
							WARRANT TOTAL	2,697.02

\*\* END OF REPORT - Generated by Ann Marie Beaupre \*\*



## Belchertown Public Schools

FEBRUARY 6, 2017

W#1732

### SCHEDULE OF PAYROLL - PAYABLE TO THE TOWN ACCOUNTANT

The following **payroll** of the Belchertown Public Schools, amounting to the aggregate of \$ 740,342.51, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) are true to the best of my (our) knowledge and belief.

BUDGET TOTAL \$ 702,372.26

GRANT AND REVOLVING TOTALS \$ 37,970.25

The attached Schedule of Payroll has been reviewed by the School Business Manager and/or the Superintendent and is accurate to the best of our knowledge.

# TOWN OF BELCHERTOWN



## PAY BY WORK LOCATION

Pay Period 01/27/2017 To 02/02/2017

WARRANT: 1732

PAYROLL TYPE: REGULAR PR

CHECK DATE: 02/09/2017

G/L ACCOUNT	HOURS	AMOUNT
095 -063-2310 -304-51110	560.00	17,921.56
095 -063-2330 -304-51121	420.00	6,097.02
095 -065-2210 -305-51108	150.00	2,658.96
095 -065-2210 -305-51110	240.00	10,009.85
095 -065-2210 -305-51127	3.00	301.92
095 -065-2325 -305-51123	66.50	1,957.45
095 -066-2710 -305-51108	75.00	1,588.15
095 -066-2710 -305-51110	350.00	12,607.47
095 -066-2710 -305-51112	.00	98.08
095 -068-2305 -305-51110	490.00	17,731.66
095 -068-2315 -305-51112	.00	98.08
095 -069-2305 -305-51110	350.00	13,024.28
095 -069-2315 -305-51112	.00	98.08
095 -070-2305 -305-51110	490.00	16,638.32
095 -070-2315 -305-51112	.00	98.08
095 -071-2305 -305-51110	490.00	18,356.94
095 -071-2315 -305-51112	.00	98.08
095 -072-2305 -305-51110	560.00	19,169.47
095 -072-2315 -305-51112	.00	98.08
095 -075-2305 -305-51110	140.00	4,634.65
095 -076-3510 -300-51123	5.00	307.96
095 -077-2305 -305-51110	140.00	5,132.19
095 -077-3520 -300-51117	70.00	238.46
095 -078-2305 -305-51110	140.00	5,168.24
095 -078-2315 -305-51112	.00	98.08
095 -079-2340 -305-51110	70.00	2,230.04
095 -079-2340 -305-51115	.00	23.08
095 -079-2340 -305-51121	60.00	748.64
095 -081-2310 -305-51112	420.00	15,519.04
095 -081-2330 -305-51121	.00	98.08
095 -081-2330 -305-51412	841.50	13,079.18
095 -084-2210 -301-51108	1.00	1,100.00
095 -084-2210 -301-51110	150.00	2,345.62
095 -084-2210 -301-51110	70.00	3,076.92
095 -084-2315 -301-51119	70.00	19.88
095 -084-2325 -300-51106	21.00	878.69
095 -084-2325 -300-51123	12.50	917.50
095 -084-2710 -300-51110	70.00	2,465.81
095 -085-2310 -301-51110	140.00	5,026.11
095 -085-2330 -301-51121	480.00	8,387.08
095 -087-2305 -301-51110	70.00	2,584.12
3081	70.00	2,454.42
3082	24.50	909.64
3086	70.00	2,390.15
UNDEFINED ACCOUNT.	45.50	919.63
<b>TOTALS</b>	<b>25,250.25</b>	<b>740,342.51</b>

# Belchertown Public Schools

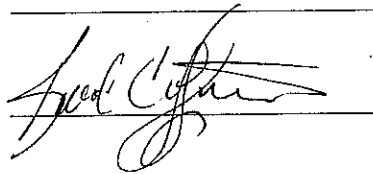
FEBRUARY 21, 2017

W# 1734

## SCHEDULE OF PAYROLL - PAYABLE TO THE TOWN ACCOUNTANT

The following **payroll** of the Belchertown Public Schools, amounting to the aggregate of \$ 734,865.03, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) are true to the best of my (our) knowledge and belief.





BUDGET TOTAL \$ 697,299.32

GRANT AND REVOLVING TOTALS \$ 37,565.71

The attached Schedule of Payroll has been reviewed by the School Business Manager and/or the Superintendent and is accurate to the best of our knowledge.

02/17/2017 11:21  
abeaupre

TOWN OF BELCHERTOWN  
PAY BY WORK LOCATION

P 48  
prpyddpf

Pay Period 02/10/2017 To 02/16/2017

WARRANT: 1734

CHECK DATE: 02/23/2017

PAYROLL TYPE: REGULAR PR

PAY TYPE	HOURS	AMOUNT
100 REGULAR	22,064.25	646,015.59
150 PART TIME	579.50	12,356.15
200 OVERTIME	60.50	1,724.83
225 DOUBLE TIME	9.00	356.02
300 SICK	1,016.75	37,814.44
400 VACATION	80.00	1,759.57
500 PERSONAL	170.00	6,038.51
600 BEREAVEMENT	65.50	1,864.64
700 ATHLETICS	13.00	707.96
705 CLASS COVRGE	66.50	1,752.50
710 SUBSTITUTE	545.25	12,856.66
711 LONG-TERM SU	9.00	1,824.52
714 CONTRACTED	114.50	4,575.39
715 CONVENOR	.00	192.31
717 INSERVICE TRAINING	7.00	210.00
718 PROFESSIONAL DEVELOPMENT	38.00	1,109.63
725 GRADE COORD	70.00	98.08
726 CURRICULUM L	.00	980.80
730 LIBRARY/A.V.	.00	76.92
735 BUDGETPREP	.00	23.08
740 DEPT.CHRMN	.00	1,176.96
745 HEAD TCHR	70.00	107.69
755 BAND/MUSC DR	70.00	361.54
820 FLOATING HOL	8.00	158.23
900 OFF DUTY WRK	24.50	723.01
TOTALS	25,081.25	734,865.03



		19-Dec-16					
line #	acct desc	orig budg	increase	decrease	adj budg	notes	
011110	SC - Misc Reserve	196,474.67	27,529.98	28,860.50	195,144.15	Balance Adjustments	
011120	SC - Admin/Sec buyback	576.00	2,484.00	-	3,060.00		
011435	SC - Legal Settlement	-	7,500.00	-	7,500.00		
021210	Supt - Copier Lease	7,778.00	-	2,000.00	5,778.00		
021210	Supt - Copier Supplies	-	2,000.00	-	2,000.00		
074010	Maint - Substitutes	25,310.00	9,000.00	-	34,310.00		
074030	Maint - Telephone	32,580.00	240.00	-	32,820.00		
074310	Maint - Contract Services	14,950.00	-	9,000.00	5,950.00		
192110	Sp Ed - Office Supplies	3,152.00	-	1,500.00	1,652.00		
192110	Sp Ed - Membership Fees	1,245.00	205.00	-	1,450.00		
192310	Sp Ed District Teachers	554,695.00	-	4,060.00	550,635.00		
192310	Sp Ed District Teachers	550,635.00	234.02	-	550,869.02		
192440	Sp Ed - Equip/Furnishings	1,800.00	2,000.00	-	3,800.00		
192451	Sp Ed - Comp Hardware	5,000.00	-	3,500.00	1,500.00		
192451	Sp Ed - Comp Software	10,000.00	3,000.00	-	13,000.00		
212351	Inservice Training	18,358.20	1,895.50	-	20,253.70		
212351	PD - JBMS	3,270.00	200.00	-	3,470.00		
212351	PD - BHS	630.00	490.00	-	1,120.00		
212351	PD - Contract Svcs	9,173.00	1,650.00	-	10,823.00		
212351	PD - Contract Svcs	10,823.00	500.00	-	11,323.00		
222210	SRE - Office Supplies	3,400.00	-	246.79	3,153.21		
222210	SRE - Copier Supplies	-	226.18	-	226.18		
222325	Long Term Subs	-	4,921.00	-	4,921.00		
222330	SRE Princ - Para Sals	71,207.00	-	614.00	70,593.00		
222420	SRE Princ - Copier Lease	6,374.00	-	226.18	6,147.82		
222430	SRE Princ - Supplies	17,284.00	5,931.90	189.96	23,025.94		
222451	SRE Princ - Instr Tech	15,758.00	-	4,731.90	11,026.10		
232330	K Paras Sal	172,490.00	-	7,221.00	165,269.00		
232330	K Paras Longevity	7,350.00	-	700.00	6,650.00		
232430	K - Supplies	6,092.00	117.33	-	6,209.33		
234420	K - Maint CR Equip	215.00	-	117.33	97.67		
242430	Grd 1 CR Supplies	10,000.00	665.00	1,065.00	9,600.00		
252430	Grd 2 CR Supplies	10,000.00	854.96	895.51	9,959.45		
302420	SRE Music - Contract Svc	-	220.00	-	220.00		
302430	SRE Music - CR Supplies	736.00	26.79	-	762.79		
322310	SRE Sp Ed Tchr	500,384.00	1,347.00	-	501,731.00		
322330	SRE Sp Ed Para	70,593.00	-	1,740.00	68,853.00		
342210	CHCS Princ - Longevity	1,800.00	-	950.00	850.00		
342210	CHCS Princ - Ofc Supplies	3,976.00	-	1,994.75	1,981.25		
342420	Copier Rental/Lease	18,071.00	1,994.75	-	20,065.75		
352430	Grd 3 CR Supplies	10,000.00	1,160.51	1,730.00	9,430.51		



		19-Dec-16								notes	
line #		acct desc	orig budg	increase	decrease	adj budg					
362305	51110	Grd 4 Teacher Salaries	517,545.00	-	47,560.00	469,985.00					via budget - reduced 1 4th grade teacher
372305	51110	Grd 5 Teacher Salaries	454,420.00	61,734.00	-	516,154.00					via budget - Increased 1 5th grade teacher
462210	54240	JB Prin - Office Suppl	2,708.00	-	1,500.00	1,208.00					
462325	51106	JB Prin - Long Term Sub	-	12,772.00	-	12,772.00					Teacher extended Maternity Leave
462430	55110	JB Prin - CR Supplies	17,066.00	1,500.00	200.00	18,366.00					
472305	51110	Grd 6 Tchr Sal	526,019.00	-	14,173.00	511,846.00					Teacher transfers between grds 4/5/6
482305	51110	Grd 7 Tchr Sal	548,050.00	-	10,996.00	537,054.00					New hire at lower salary
482410	55115	Grd 7 New Textbks	-	7,895.00	-	7,895.00					
492410	55115	Grd 8 New Textbks	-	7,895.00	-	7,895.00					
612415	55118	Libr - Books	2,300.00	130.00	-	2,430.00					
612430	55110	Libr - CR Supplies	718.00	-	130.00	588.00					
632310	51110	JBMS - Sp Ed Tchr Sal	443,499.00	-	2,069.00	441,430.00					
652210	54250	BHS Princ - Ofc Copier Suppl	-	4,850.00	-	4,850.00					
652210	57311	BHS Princ - Membership Fees	9,610.00	-	1,000.00	8,610.00					
652210	57830	BHS Princ - Misc Exp	-	335.86	-	335.86					
652420	52715	BHS Copier Lease	14,950.00	-	3,850.00	11,100.00					
652430	55110	BHS CR Supplies	8,693.00	-	449.53	8,243.47					
652451	57904	BHS Instr Technology	18,263.00	-	463.40	17,799.60					
661450	54251	BHS Guid Ofc Comp Suppl	2,142.00	-	600.00	1,542.00					
662455	55112	BHS Guid Computer Hrdwr	4,580.00	600.00	-	5,180.00					
662710	51110	BHS Guid Couns Sal	360,212.00	-	20,943.00	339,269.00					Gap in service before new hire started
662710	51412	BHS Guid Longevity	2,100.00	950.00	-	3,050.00					
702430	55110	BHS Math - CR Supplies	1,832.00	3,277.07	-	5,109.07					
702410	55116	BHS Math - Txtbk Replace	2,700.00	-	2,700.00	-					
763510	52821	HS Athl - Rental	35,888.00	-	3,700.00	32,188.00					
763510	53021	HS Athl - Contract Svc	14,009.00	2,300.00	-	16,309.00					
763510	55110	HS Athl - Supplies	33,381.00	1,400.00	-	34,781.00					
852310	51110	EC Tchr Sal	182,367.00	-	356.00	182,011.00					
				182,032.85	182,032.85	-					

**Belchertown High School  
School Improvement Plan Progress Report  
Tuesday, January 24, 2017**

**I      *Curriculum, Planning, Assessment – Belchertown High School educators will focus on curriculum, instruction, and assessment and collect and analyze data to inform educators’ instructional practice.***

- a.      **Data Team Meetings – Every Wednesday Morning**
- b.      **Data discussed and reviewed (attendance, grades, MCAS, ACCESS, previous assessments, conversations with middle school colleagues, and colleagues from other schools.**
- c.      **Student meetings (DCAP, 504, IEP, Re-Entry)**
- d.      **Student Progress (Weekly Updates)**
- e.      **New students to BHS**

**II      *Teaching All Students – Belchertown High School will research, determine, and recommend academic opportunities for students through the implementation of the Massachusetts Program of Studies (MassCore) for the 2017 – 2018 school year and beyond.***

- a.      **Increase of credit requirements – 99 – 109 credits beginning with the Class of 2020**
- b.      **Requirement of one year of Fine and Applied Arts class beginning with the Class of 2020**
- c.      **Requirement of four years of Mathematics beginning with the Class of 2020.**

**III     *Family and Community Engagement – Belchertown High School will establish community partnerships and continue to promote positive communications with our students, our families, and our community members.***

- a.      **Monday Morning Memo distribution to educators, students, parents, Central Office, Town Manager, Select Board**
- b.      **Alumni Career Fair – Tuesday, November 22, 2016**
- c.      **Festival of Trees – Springfield Boys’ and Girls’ Club**
- d.      **Tweet Your Own Horn – Friday, January 13, 2017**
- e.      **Belchertown High School Twitter site @BtownHS142**
- f.      **Grinspoon Foundation**

**IV      *Professional Culture – Belchertown High School educators will prepare for the New England Association of Schools and Colleges Accreditation visit in 2019 with a focus on our Core Values, Beliefs, Learning Expectations, Curriculum, Instruction, and School Culture.***

- a.      **NEASC 2007 Report**
- b.      **NEASC Standards**
- c.      **NEASC Visits by BHS educators**
- d.      **Survey of students and parents/guardians**
- e.      **We Are Orioles!**

# **Belchertown High School**

**School Improvement Plan Progress Report  
January 24, 2017**



# Curriculum, Planning, & Assessment

**Goal: Belchertown High School educators will focus on curriculum, instruction, and assessment and collect and analyze data to inform educators' instructional practice.**

\*Data Team Meetings every Wednesday morning - administrators, counselors, educators (regular and special education), nurse, school resource officer in attendance.

\*Review grades, attendance, MCAS Scores, ACCESS scores, previous assessments.

\*Check on the progress of effectiveness by reviewing student work, teacher infusion of effective strategies, and teacher adjustment to practice

\*Discuss meetings that have taken place (DCAP, 504, IEP, Parent/Guardian, Re-Entry).

# Teaching All Students

**Goal: Belchertown High School will research, determine, and recommend opportunities for students through the implementation of the Massachusetts Program of Studies (MassCore) for the 2017 - 2018 school year and beyond.**

**\*Increase credit requirements from 99 credits to 109 credits beginning with the class of 2020.**

**\*Require one year of fine and applied arts beginning with the Class of 2020.**

**\*Research the impact of requiring four years of Mathematics beginning with the Class of 2020. This would require eight teachers in the Mathematics Department.**



# **Family and Community Engagement**

**Goal: Belchertown High School will establish community partnerships and continue to promote positive communications with our students, our families, and our community members.**

**\*Monday Morning Memo sent each week to our Town Manager and Select Board Members.**

**\*Alumni Career Fair held on Tuesday, November 22nd - forty graduates from the classes of 1993 - 2011 met with members of the Class of 2020.**

**\*Established a twitter site for Belchertown High School @BtownHS142.**

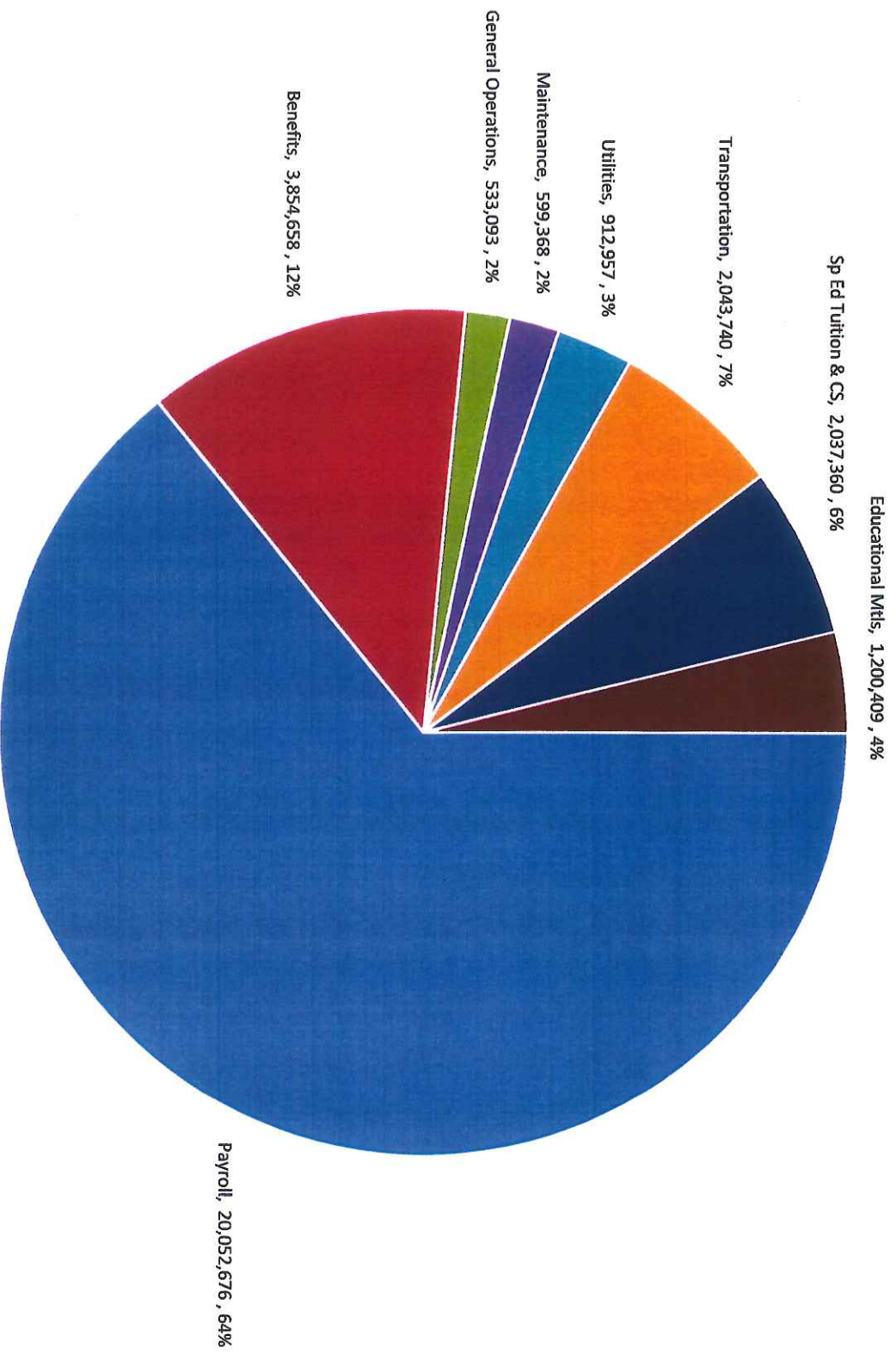
# Professional Culture

**Goal: Belchertown High School will prepare for the New England Association of Schools and Colleges Accreditation visit in 2019 with a focus on our Core Values, Beliefs, Learning Expectations, Curriculum, Instruction, and School Culture.**

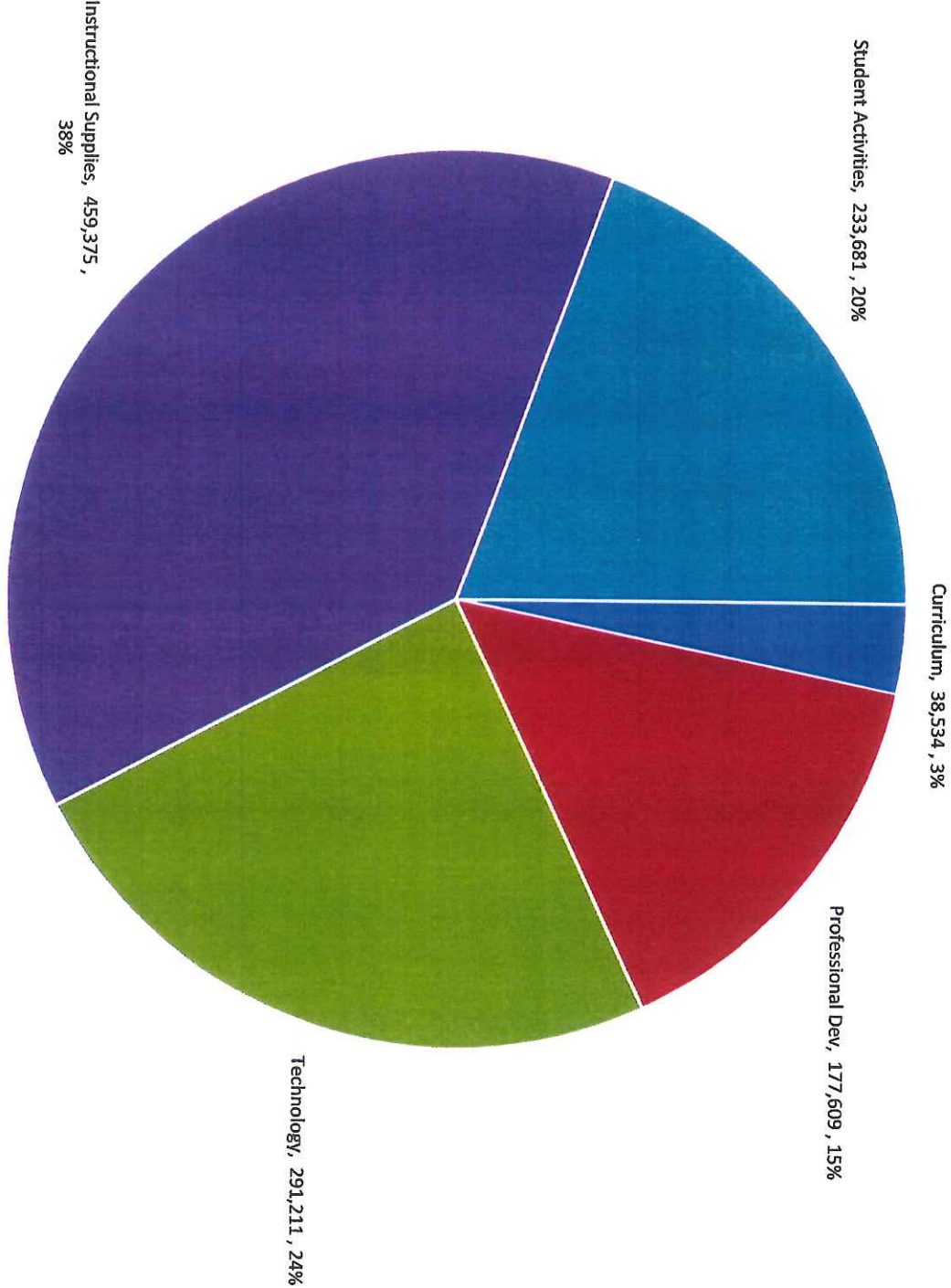
- \*Reviewing NEASC Standards for Accreditation.
- \*Sending BHS educators on accreditation visits.
- \*Providing surveys to our students and parents and reviewing past surveys.
- \*Reviewing our Core Values and learning and social expectations - We Are Orioles.



# FY18 All Expenses - All Funds



FY18 Educational Mtls



		5 Year Funding History						
<b>Funding Sources</b>	<b>FY14 - EOYR</b>	<b>FY15 - EOYR</b>	<b>FY16 - EOYR</b>	<b>FY17 - Budgeted</b>	<b>FY18 Proj Lev Sv</b>			
Town Appropriation	\$ 25,879,667	\$ 26,614,876	\$ 27,112,921	\$ 27,785,521	\$ 28,714,278			
Grants	\$ 1,030,200	\$ 917,837	\$ 921,745	\$ 883,779	\$ 891,924			
Revolving Accounts	\$ 924,274	\$ 991,793	\$ 1,280,783	\$ 1,610,724	\$ 1,628,060			
<b>Total</b>	<b>\$ 27,834,141</b>	<b>\$ 28,524,506</b>	<b>\$ 29,315,449</b>	<b>\$ 30,280,024</b>	<b>\$ 31,234,262</b>			
<b>Funding Percentage</b>	<b>FY14 - EOYR</b>	<b>FY15 - EOYR</b>	<b>FY16 - EOYR</b>	<b>FY17 - Budgeted</b>	<b>FY18 Proj Lev Sv</b>			
Town Appropriation	93.0%	93.3%	92.5%	91.8%	91.9%			
Grants	3.7%	3.2%	3.1%	2.9%	2.9%			
Revolving Accounts	3.3%	3.5%	4.4%	5.3%	5.2%			
<b>Revolving Breakdown</b>	<b>FY14 - EOYR</b>	<b>FY15 - EOYR</b>	<b>FY16 - EOYR</b>	<b>FY17 - Budgeted</b>	<b>FY18 Proj Lev Sv</b>			
School Choice	\$ 296,401	\$ 283,788	\$ 733,328	\$ 1,094,967	\$ 1,111,086			
Circuit Breaker	\$ 321,602	\$ 378,977	\$ 253,662	\$ 304,015	\$ 304,015			
Other Revolving Accs	\$ 306,271	\$ 329,028	\$ 293,793	\$ 211,742	\$ 212,959			
<b>Total</b>	<b>\$ 924,274</b>	<b>\$ 991,793</b>	<b>\$ 1,280,783</b>	<b>\$ 1,610,724</b>	<b>\$ 1,628,060</b>			

## **Funding Implications of Tuition and Tuition-Free Pre-K**

### Overview of Tuition System:

We currently provide PK education without charge to students receiving Sp Ed services (regardless of the level of need). In addition, we waive tuition to role model students from families below a certain income level. All such students count toward our foundation enrollment.

We charge tuition for all other students on a sliding scale, so some do not pay 100% of the tuition, which is currently set at \$2,300 per year. If we charge even a single dollar of tuition, the student does not count toward foundation enrollment.

### Overview of Tuition-Free System:

If we charge no tuition whatsoever, the following rule would apply: All Sp Ed students receiving more than 2 hours of services per week count toward our foundation enrollment, and for each such student, we can also claim two role model students who also count toward our foundation enrollment. Note that Sp Ed students receiving less than 2 hours of services do not raise the number of role models for whom we can be reimbursed.

### Figures as of October 1, 2016

Below are the financial implications of three different revenue scenarios: our current model (tuition, waived for low income families), a 100% tuition waiver, and a 100% tuition waiver in which we attempt to maximize the permissible enrollment.

**Our Current Model** (tuition, with waivers for low-income families): As of October 1, we had 16 students on IEPs and 7 receiving full tuition waivers for financial need. These 23 students will count toward our foundation enrollment next year. In addition, we have 7 students paying tuition: all 7 were paying full tuition of \$2,300.

Foundation Budget = 16 (students on IEPs) + 7 (tuition waivers) \* \$4,825 = \$110,975

Chapter 70 Reimbursement = 16 (students on IEPs) + 7 (tuition waivers) \* \$2,857 = \$65,711

Estimated Current Tuition Revenue = 7 (students paying tuition) \* \$2,300 = \$16,100

**Total Income** = \$65,711 (Chap 70 Reimbursement) + \$16,100 (Tuition Revenue) = **\$81,811**

**Tuition-Free System, Assuming October 1 Enrollment:** Had we taken no action apart from waiving all tuition, and using October 1, 2016 enrollment figures, the situation looks like this:

Foundation Budget = 30 students \* \$4,825 = \$144,750

Chapter 70 Reimbursement = 30 students \* \$2,857 = \$85,710

Tuition Revenue = \$0

**Total Income** = **\$85,811** (all from Chap 70 Reimbursement)

**Tuition-Free System, Assuming Maximum Enrollment under Chapter 70 Rules:** We had 16 students on IEPs who received 2 or more hours of services per week. This qualified us to enroll 32 role models, but we only enrolled 14. Free pre-school tuition might have made it more possible to enroll a full complement of role models which could increase our students to 48 (16 on IEPs plus 32 role models). Had we waived tuition and enrolled a full complement of students (two role models for each student on an IEP), the numbers would have looked like this:

Foundation Budget = 48 students \* \$4,825 = \$231,600

Chapter 70 Reimbursement = 48 students \* \$2,857 = \$137,136

Tuition Revenue = \$0

**Total Income = \$137,136** (all from Chap 70 Reimbursement)

#### Points to Consider

1. Tuition is paid monthly and is immediately available for use in a fairly unrestricted way. Our regular budget money is received only in the following fiscal year. This means that transitioning to a tuition-free system would result in a year in which we received no funding at all – neither tuition (because it had been abolished) nor regular budget money (because we wouldn't receive it until the following year).
2. Were we to shift to a tuition-free system, we would want to try to identify and enroll Sp Ed students as early as possible, so that we can enroll the maximum permissible number of role models by October 1. This year we only have 14 role models out of a possible 32 that we could have enrolled.
3. Whether or not we charge tuition, the revenue is identical for students on IEPs and students with full tuition waivers. The only real change involves students paying tuition. This year we have 7 students paying full tuition which should generated \$16,100. The same number of students would raise Chapter 70 funding by \$19,999.
4. We may also want to consider an alternative in which we simply waive 100% of tuition for anyone currently receiving partial tuition waivers. This may allow us to increase revenue without greatly changing the way we do business, and without having a year in which revenue was zero.
5. Before any attempt to maximize enrollment of role models, we should project the cost of adding additional PK sections. We currently offer three half-day sections, but this would need to increase if we waived tuition and then attempted to maximize enrollment of role models. The projected cost of adding a 4<sup>th</sup> half day section would be \$48,000.
6. Other factors: Does collecting tuition present an administrative burden that could be avoided by waiving all tuition? Do we have the physical capacity at CSS to accommodate more students if we attempted to maximize enrollment?

**BELCHERTOWN PUBLIC SCHOOLS**  
 14 Maple Street, P. O. Box 841, Belchertown, MA 01007  
 Telephone: 413-323-0423 Fax: 413-323-0448



*Karol G. Coffin, M.Ed.*  
*Superintendent of Schools*  
*E-Mail: [kcoffin@belchertownps.org](mailto:kcoffin@belchertownps.org)*

*Personnel Update – February 28, 2017*

New Hires			
Name	Position	Building	Date
Michelle Andre	Food Service Worker	SRE	2/13/17
Laura Meneke	LT Sub- Grade 3	SRE	2/16/2017
Pamela Picard	Food Service Worker	JBMS	TBD

New Resignations Announced			
Name	Position	Building	Date
Laura Brin	Food Service Worker	SRE	1/26/17
Ron Duford	Custodian	BHS	3/3/2017

New Retirements/Other Announced			
Name	Position	Building	Date

*Respect ~ Responsibility ~ Relationship ~ Rigor ~ Reflection ~ Resilience*

*The Belchertown School District does not discriminate on the basis of age, sex, gender identity, race, religion, color, national origin, sexual orientation, or disability in accordance with applicable laws and regulations.*

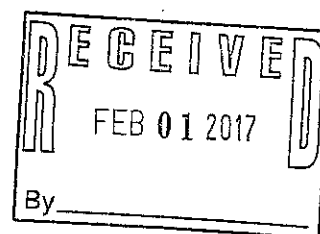
## BELCHERTOWN HIGH SCHOOL

FIELD TRIP REQUESTDATE SUBMITTED 1/26/17

1. Date of Field Trip: 4/8/2017  
3/25/17 (Saturday)
2. Request submitted by: Sue Comstock
3. Destination & place to be visited: New York City
4. Description & purpose of trip: Broadway show : workshop
5. Departure time: 6:30 Return time: 11 pm
6. Cost to student: @ \$150. Method of transportation: King ward
7. Additional staff needed: none with the exception of  
aides for special needs
8. Class coverage needed: (Enter into AESOP)  
None
9. List of students going on field trip:
- A. Attach to this form
  - B. To all teachers ONE WEEK PRIOR to trip
  - C. To SCHOOL NURSE
  - D. Cafeteria Head Cook

Signature, Dept. Chair

Signature, Principal





## BELCHERTOWN SCHOOL DISTRICT

Out-of-State Out-of-Country and Overnight Field Trips

Field trips that are planned out-of-state or out-of-country destinations, or that are overnight, must first be recommended by both the Principal and Superintendent and then must be presented to the School Committee for final approval. Such trips must provide students with experiences that not only are difficult to duplicate in a classroom, but must create enrichment through travel to other parts of the country or world. Therefore, completion and submittal of an "Out-of-State, Out-of-Country and Overnight Field Trip request" form at least six weeks (30 school days) before the scheduled trip is required. The following procedures must be implemented regarding all such field trips:

- A. Appropriate out-of-state or out-of-country safety and weather conditions for the field trip must exist;
- B. All students going on these field trips must have signed permission from their parents/guardians and signed required waiver forms (school issued, signed permission forms must be on file with the appropriate teacher before a student participates in any field trip);
- C. The teacher must review, with the students, all travel safety rules in the day of the trip;
- D. Supervision of an average of at least one adult for every ten students, in addition to the classroom teacher, is required;
- E. A predetermined travel route must be planned by the teacher for maximum safety and economy and if a travel agency is used, a reference check on the agency is required;
- F. The teacher must review and follow Part V; Field Trip Accidents or Incidents from the District-Wide and School-to-Site Building Security & Safety and Crisis Prevention and Management Plan;
- G. The completion and submittal of an "Out-of-State, Out-of-Country and Overnight Field Trip request" form at least six weeks (30 school days) before the scheduled trip is required;
- H. The appropriate Principal's and Superintendent's endorsement is required before being submitted to the School Committee for final approval;
- I. School district approved buses, trains, air planes, ships, etc., unless exceptions are approved by both the Principal and Superintendent, will be used for all field trips;
- J. Costs covered by student fees, fund raising, activity accounts, school budgets, and grants must be pre-approved by the Principal.

\*Teacher(s): Sue Comstock

Date(s) of field trip: March 25, 2017

Students going on field trip with approved parent/guardian permission forms and required release from liability forms on file (e.g., grade level, student organizations):

CHOIR members (volunteer)



Purpose, destination, and brief description of field trip including identification of all lodging and names of states and countries being visited (must attach to request form a very specific itinerary of the trip):

New York City - Day trip - 6am → 11pm  
 Broadway show -  
 Workshop - Making Music (given by a cast member)  
 Saturday

Names of chaperones (all must be CORI approved/attached additional list if needed):

Sue Comstock, Valerie Lefebvre, Shannon Orr,  
 Sharon Patlewicz, Karen Magnus, Jennifer Thomas,  
 Sheri Stewart, Chenoa Robertson, Carole Richard

Costs associated with field trip and details regarding how trip will be funded:

show @ \$55.  
 workshop \$28.  
 dinner @ \$27  
 bus cost to be divided by # of riders  
 Students are funding their own trip.

Information on travel agent including name, address, telephone, reference checks, insurance, and refund policy (attach travel agent information and any brochures regarding travel agent and tour):

King Ward

Tickets, workshop and dinner reservations are  
 made through BroadwayClassroom.com  
 Once it has been paid for there is no refund.

Describe type of transportation services and name and addresses of transportation vendors to be used. Also document transportation safety check including adherence to recommendations made by the National Transportation Safety Board & Federal Motor Carrier Safety Administration (attach additional information including NTSB rating, FMSCA license):

King Ward

70 Justin Drive

Chicopee MA 01022

413 593 3939

434498 DOT #

See

Attached

State and/or federal agency information related to travel safety conditions, warnings, etc., including United States Department of Homeland Security threat level and United States Department's travel warnings:

None

Acknowledgement of Procedures:

1/26/17  
Date

Susan Comstock  
Teacher's Signature

Principal's Endorsement:

1/30/17  
Date

Principal's Signature

Superintendent's Endorsement:

2-1-17  
Date

Superintendent's Signature

School Committee's Endorsement:

Date

School Committee Chair's Signature

## Motor Carrier Details

US DOT:	434498	Docket Number:	MC208632
Legal Name:	TERRIEN TRANSPORTATION, INC.		
Doing Business As Name:			
Business Address	Business Telephone and Fax	Mail Address	Mail Telephone and Fax
70 JUSTIN DRIVE CHICOPEE MA 01022	(413) 593-3939 Fax: (413) 535-5172		
Authority Type	Authority Status	Application Pending	Undeliverable Mail
Common	ACTIVE	NO	
Contract	NONE	NO	
Broker	NONE	NO	
Property	Passenger	Household Goods	Enterprise
NO	YES	NO	NO
Insurance Type	Insurance Required	Insurance on File	
BIPD	\$5,000,000	\$5,000,000	
Cargo	NO	NO	
Bond	NO	NO	

**BOC-3: YES**

**Blanket Company: UNITED MOTORCOACH ASSOCIATION**

Web Site Content and BOC-3 Information Clarification

Query Result

Inform ation Number Number

USDOT MC/MX

SAFER Table Layout

SAFER Table Layout

Enter Value

Search

## Company Snapshot

TERRIEN TRANSPORTATION INC  
USDOT Number: 434498

### ID/Operations | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)

Carriers: If you would like to update the following ID/Operations information, please complete and submit form MCS-150 which can be obtained online or from your State FMCSA office. If you would like to challenge the accuracy of your company's safety data, you can do so using FMCSA's [DataQs](#) system.

Carrier and other users: FMCSA provides the Company Safety Profile (CSP) to motor carriers and the general public interested in obtaining greater detail on a particular motor carrier's safety performance then what is captured in the Company Snapshot. To obtain a CSP please visit the [CSP order page](#) or call (800)832-5660 or (703)280-4001 (Fee Required).

For help on the explanation of individual data fields, click on any field name or for help of a general nature go to [SAFER General Help](#).

The information below reflects the content of the FMCSA management information systems as of 01/25/2017. Carrier VMT Outdated.

Other Information Options for this carrier

Carrier Information

Other Information for this Carrier

SMS Results Licensing & Insurance

SAFER Layout	
Entity Type:	CARRIER
Operating Status:	AUTHORIZED FOR Passenger
Legal Name:	Out of Service Date: None
DBA Name:	TERRIEN TRANSPORTATION INC
Physical Address:	KING WARD COACH LINES
Phone:	70 JUSTIN DRIVE CHICOPEE, MA 01022 (413) 593-3939

Mailing Address:		70 JUSTIN DRIVE CHICOPEE, MA 01022	
USDO# Number:		434498	
MC/MX/RR Number(s):		MC-208632	
Power Units:		28	
MCS-150 Form Date:		10/05/2016	
State Carrier ID Number:		19-501-8791	
DUNS Number:			
Drivers:		42	
MCS-150 Mileage (Year):		1,080,099 (2014)	
Operation Classification:			
Operation Classification			
SAFER Layout	SAFER Layout	SAFER Layout	SAFER Layout
X	Auth. For Hire Exempt For Hire Private(Property) Priv. Pass. (Business)	Priv. Pass.(Non-business) Migrant U.S. Mail Fed. Gov't	State Gov't Local Gov't Indian Nation
Carrier Operation:			
Carrier Operation			
SAFER Layout	SAFER Layout	SAFER Layout	SAFER Layout
X	Interstate	Intrastate Only (HM)	Intrastate Only (Non-HM)
Cargo Carried:			
Cargo Carried			
SAFER Layout	SAFER Layout	SAFER Layout	SAFER Layout
General Freight	Liquids/Gases	Chemicals	
Household Goods	Intermodal Cont.	Commodities Dry Bulk	
Metal: sheets, coils, rolls	Passengers	Refrigerated Food	
Motor Vehicles	Oilfield Equipment	Beverages	
Drive/Tow away	Livestock	Paper Products	
Logs, Poles, Beams, Lumber	Grain, Feed, Hay	Utilities	
Building Materials	Coal/Coke	Agricultural/Farm Supplies	
Mobile Homes	Meat	Construction	

Machinery, Large Objects Fresh Produce	Garbage/Refuse US Mail	Water Well
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ID/Operations | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)

US Inspection results for 24 months prior to: 01/25/2017

Total Inspections: 60  
Total IEP Inspections: 0

Note: Total inspections may be less than the sum of vehicle, driver, and hazmat inspections. Go to [Inspections Help](#) for further information.

Inspections:				
Inspection Type	Vehicle	Driver	Hazmat	IEP
Inspections	34	33	0	0
Out of Service	0	0	0	0
Out of Service %	0%	0%	%	0%
Natl Average % (2009-2010)	20.72%	5.51%	4.50%	N/A

Crashes reported to FMCSA by states for 24 months prior to: 01/25/2017

Note: Crashes listed represent a motor carrier's involvement in reportable crashes, without any determination as to responsibility.

Crashes:				
Type	Fatal	Injury	Tow	Total
Crashes	0	0	0	0

ID/Operations | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)

Canadian inspection results for 24 months prior to: 01/25/2017

Total inspections: 0

**Note:** Total inspections may be less than the sum of vehicle and driver inspections. Go to [Inspections Help](#) for further information.

**Inspections:**

Inspection Type	Vehicle	Driver
Inspections	0	0
Out of Service	0	0
Out of Service %	0%	0%

**Crashes results for 24 months prior to: 01/25/2017**

**Note:** Crashes listed represent a motor carrier's involvement in reportable crashes, without any determination as to responsibility.

**Crashes:**

Type	Fatal	Injury	Tow	Total
Crashes	0	0	0	0

**ID/Operations | [Inspections/Crashes In US](#) | [Inspections/Crashes In Canada](#) | [Safety Rating](#)**

*The Federal safety rating does not necessarily reflect the safety of the carrier when operating in intrastate commerce.*

**Carrier Safety Rating:**

The rating below is current as of: 01/25/2017

**Review Information:**

Review Information			
Rating Date:	03/18/2016	Review Date:	03/18/2016
Rating:	Satisfactory	Type:	Compliance Review



# BELCHERTOWN PUBLIC SCHOOLS | 2017-2018 CALENDAR

22 9th Gr./New Student Orientation  
XX School Committee Meeting  
24 New Teachers Report  
29 All Staff Report  
30 Students Report (Gr.1-12)  
30-31 Kindergarten Screening

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

2 Report Cards (Gr. 4-12)  
TBD Report Cards (Gr. 1-3)  
XX School Committee Meeting  
**19-23 Winter Recess\***  
XX School Committee Meeting

1 Kindergarten Screening  
4 Labor Day\*  
5 K Visiting/Bus Orientation  
6 PreK Visiting Day  
6-7 Staggered K Entrance Days  
7 PreK Entrance Day  
8 All K students report  
19 Professional Release Day\*\*  
XX School Committee Meeting  
13 CHCS Open House  
14 BHS Open House  
XX School Committee Meeting  
27 JBMS Open House  
28 SRE Open House

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

XX School Committee Meeting  
9 Full Professional Day\*  
20 Grades Close (K)  
27 Report Cards (K)  
XX School Committee Meeting  
30 Good Friday\*

5 CSS Open House (K)  
9 Columbus Day\*  
XX School Committee Meeting  
17 Professional Release Day\*\*  
XX School Committee Meeting

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

XX School Committee Meeting  
13 Grades Close (Gr. 4-12)  
TBD Grades Close (Gr. 1-3)  
16-20 Spring Recess\*  
XX School Committee Meeting  
27 Report Cards (Gr. 4-12)  
TBD Report Cards (Gr. 1-3)

3 Grades Close (Gr. 4-12)  
TBD Grades Close (Gr. 1-3)  
9 Full Professional Day\*  
10 Veterans Day Observed\*  
13 Report Cards (Gr. 4-12)  
TBD Report Cards (Gr.1-3)  
TBD SRE Parent Conferences  
14-16 CHCS Parent Conferences  
XX School Committee Meeting  
22-24 Thanksgiving Recess\*

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

XX School Committee Meeting  
15 Professional Release Day\*\*  
XX School Committee Meeting  
28 Memorial Day – No School\*

7 Grades Close (K)  
14 Report Cards (K)  
15-21 K Parent Conferences  
XX School Committee Meeting  
22-29 Holiday Recess\*

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 BHS Commencement  
XX School Committee Meeting  
15 Last Day of School  
22 Last Day of School with 5 snow days  
XX School Committee Meeting

Grades close on last day of school

1 New Year's Day\*  
XX School Committee Meeting  
15 M.L. King Day\*  
16 Professional Release Day\*\*  
XX School Committee Meeting  
23-26 BHS Mid Year Exams  
26 Grades Close (Gr. 4-12)  
TBD Grades Close (Gr.1-3)

JANUARY '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

\*No School  
\*\* Professional Release Days:  
Gr. 7-12 dismissed at noon;  
Gr. K-6 dismissed at 1 pm  
No afternoon PreK

School Calendar Template © calendarlabs.com

School Committee Approved:



# BELCHERTOWN PUBLIC SCHOOLS | 2017-2018 CALENDAR



Sch Comm

Karol Coffin &lt;kcoffin@belchertownps.org&gt;

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## Commissioner Recommendation of Increase to Enrollment - Pioneer Valley Chinese Immersion Charter School

1 message

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Superintendents:

The Commissioner has decided to recommend that the Board of Elementary and Secondary Education (Board) grant the charter amendment request of Pioneer Valley Chinese Immersion Charter School to increase the school's maximum enrollment by 452 students. The Board will discuss and vote upon the charter amendment at its February Board meeting. The Board may choose to approve or not approve the change to the school's maximum enrollment at its February 27, 2017 meeting.

The Commissioner's recommendation for charter amendments will be included in a press release regarding recommendations for new charter awards later today. Please keep this information confidential until you have received the press release announcement from the Department. I appreciate your cooperation.

Please contact me if you have any questions regarding the Commissioner's recommendation or the Department's process for the review of charter amendments.

If you wish to participate in the public comment period at the February 27<sup>th</sup> Board meeting, please visit <http://www.doe.mass.edu/boe/boedate.html> for instructions. The Board will receive a copy of all public comment received by the Department during the amendment process, including comment submitted by the superintendent of Hatfield Public Schools. I will reach out to each of you once the Board has reviewed the request at its public meeting and made a decision regarding the request.



Karol Coffin &lt;kcoffin@belchertownps.org&gt;

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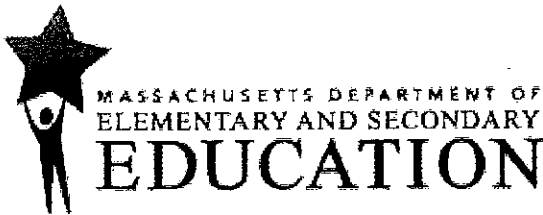
**PRESS RELEASE Commissioner Recommends Three New Charter Schools**

1 message

Reis, Jacqueline <jreis@doe.mass.edu>  
Reply-To: Commissioner-List@list1.doe.mass.edu  
To: "Reis, Jacqueline" <jreis@doe.mass.edu>

Thu, Feb 16, 2017 at 4:22 PM

Dear Superintendents, Commissioner Chester requested that send you the attached press release that is also pasted below.

*Press Release***For immediate release****Thursday, February 16, 2017****Contact: Jacqueline Reis 781-338-3115****Commissioner Recommends Three New Charter Schools***Board of Elementary and Secondary Education to vote February 27*

**MALDEN** – Elementary and Secondary Education Commissioner Mitchell D. Chester today announced that he is recommending that the Board of Elementary and Secondary Education grant charters to groups seeking to open new regional charter schools in Plymouth, Sturbridge and Westfield.

At the Board's February 27, 2017 meeting, Commissioner Chester will recommend approval of:

- Hampden Charter School of Science – West, which would open in 2018, initially serve 252 students in grades 6-9 from Agawam, Holyoke, Westfield and West Springfield, and grow to serve 588 students in grades 6-12. It would be located in Westfield. Like the existing Hampden Charter School of Science in Chicopee, the new school would have a math and science focus.

- Map Academy Charter School, which would open in 2018, initially serve 130 students in grades 9-12 from Carver, Plymouth, and Wareham, and grow to 300 students. It would be located in Plymouth. It would serve students who have dropped out of school or who are at risk of dropping out and would offer a flexible schedule.
- Old Sturbridge Academy Charter Public School, which open this fall; initially serve 160 students in kindergarten through grade 3 from Sturbridge, Brimfield, Brookfield, Holland, Monson, North Brookfield, Palmer, Southbridge, Spencer-East Brookfield, Wales and Webster; and grow to serve 360 students in K-8. It would be located in Sturbridge. It would offer project-based learning, an emphasis on character development, and daily access to museum resources at Old Sturbridge Village.

"We have reviewed the charter applications carefully. I believe these recommended proposals would be strong additions to the range of school options available to families," Commissioner Chester said. "I look forward to discussing these proposals with the Board of Elementary and Secondary Education later this month."

As part of the 2016-17 charter school application cycle, ESE received five prospectuses to open new charter schools and one letter of intent from an existing school to open an additional school. Commissioner Chester invited the founders of four of those groups to submit final applications.

The Board of Elementary and Secondary Education will decide whether to grant charters to any or all of the recommended schools at its February 27, 2017 meeting in Malden.

In addition to considering whether to award new charters every year, the Board of Elementary and Secondary Education also considers whether to grant expansion requests. In November, the Board approved a request from Foxborough Regional Charter School to increase its maximum enrollment by 400 seats. In January, the Board approved three requests to increase maximum enrollment: Boston Collegiate Charter School (an increase of 35 seats), Boston Preparatory Charter Public School (an increase of 300 seats), and Sturgis Charter Public School in Hyannis (an increase of 50 seats).

This month, Commissioner Chester is recommending that the Board approve four schools' requests to increase enrollment: Alma del Mar Charter School in New Bedford (an increase of 90 seats), Community Charter School of Cambridge (an increase of 60 seats) and Pioneer Valley Chinese Immersion Charter School (an increase of 452 seats). Commissioner Chester is also recommending a temporary increase in enrollment of 70 seats for UP Academy Charter School of Dorchester, a Horace Mann school in Boston. The school and the Boston School Committee requested the seats in order to address unanticipated higher enrollment.

More information on the final applications and proposed expansions is available online. For more information on charter schools in general, see <http://www.doe.mass.edu/charter>.

School  
Committee of  
letter of  
opposition

###

### **File: AC - NONDISCRIMINATION**

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, disability or sexual orientation, their complaint should be registered with the Title IX compliance officer.

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972



Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)

M.G.L. [76:5](#); Amended 1993

M.G.L. [76:16](#) (Chapter 622 of the Acts of 1971)

BESE regulations 603CMR [26:00](#) Amended 2012

BESE regulations 603CMR [28.00](#)

CROSS REFS.: [ACA- ACE](#), Subcategories for Nondiscrimination

[GBA](#), Equal Employment Opportunity

[JB](#), Equal Educational Opportunities

[JFABD](#), Homeless Students: Enrollment Rights and Services

School Committee Approved:

### **File: IJNDD - POLICY ON SOCIAL MEDIA**

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) Improper fraternization with students using social media or other electronic means.
  - a. Staff members may not friend or follow current students on social media.
  - b. All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.
  - c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
  - d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
  - e. Staff members will not give out their private cell phone or home phone numbers without prior approval of the district.
  - f. Inappropriate contact via phone or electronic device is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Examples of inappropriate behavior from other districts, as behavior to avoid
- 5) Monitoring and penalties for improper use of district computers and technology
- 6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate

use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

SOURCE: MASC October 2016

Belchertown School Committee Approved:



## **File: JH - STUDENT ABSENCES AND EXCUSES**

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine (with medical documentation)
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. Observance of major religious holidays.
5. **Court Appearance**
6. **Sanctioned School Activities: i.e. scheduled athletic events**

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

More than eight unexcused absences will be subject to administrative review and possible action.

SOURCE: MASC

LEGAL REFS.: M.G.L. [76:1](#); [76:16](#); [76:20](#) M.G.L [119:39](#)

Revision Approved by School Committee: July 28, 2015