



**BELCHERTOWN PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
March 20, 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. Thomas Ruscio, JBMS Principal; Ms. Jennifer Champagne, Principal CHCS; Mr. Robert Kuhn, SRE Principal; Ms. Andrea Mastalerz interim Director CSS; Ms. Karen Cousland, JBMS Assistant Principal; Ms. Jill Pelletier, Assistant Principal CHCS; Ms. Eileen Farrington, SRE Assistant Principal; Mr. Bob Lachance Director of Building & Grounds; Ms. Kelly Slattery, Food Service Director

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: Mr. Parker Mas

VISITORS: Ms. Virginia Doucette, Ms. Mary Dulchinos; see sign in sheet

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
There were no public comments regarding items on the agenda.
- III. Special awards and presentations
 - A. BHS Student members of the State Swim Team Tournament
Superintendent Coffin congratulated the BHS Swim Team on their accomplishments in the State tournament. Girls received 11th place and boys 5th.
The swim team members;

Dennis Lelic	Benjamin Laclair
Aaron Almeda	Jarred Veroneau
Christopher Chumbley	Cameron Wright

Audra Hale
Haley Synan
Wiktorja Kaczor

Aubrey Endress
Nicole Beaumont
Brooke Podsiadlo
Hannah Mitus

- B. Excellence in Teaching Award winners:
Superintendent Coffin congratulated, Mary Dulchinos, CSS Teacher and Virginia Doucette, JBMS Teacher, as the recipients of the Grinspoon Excellence in Teaching Awards.

IV. Update from BHS Student Advisory Council representative – Mr. Parker Mas

Cold Spring School

The students at Cold Spring School will be visiting Stop & Shop on March 22nd & 23rd to tour the store and learn about healthy eating habits through the Kid Healthy Ideas program. This program guides students in choosing nutritious options and helping them understand the importance of a balanced diet. They will also learn about personal care, physical activity and the conservation of the environment with an educational, hands-on experience to encourage them to choose a healthier way of living.

Swift River Elementary School

The Cold Spring Swift River PTO is sponsoring an Art Night which will take place on Thursday, March 30th. Families will tour Swift River Elementary School hallways, admire student creations, and purchase “sold” stickers to be placed on their students’ works of art. All donations will be used toward the purchase of art supplies at Swift River.

Chestnut Hill Community School

The Annual PTO STEM night for Chestnut Hill Community School will be held on Thursday, March 16th from 6:00-7:30PM. Students will have the opportunity to take part in these enriching hands-on projects and demonstrations by real scientists, engineers, and STEM professionals from our community.

Jabish Brook Middle School

On Thursday, March 23rd Jabish Brook Middle School will host the Spring Concert at Belchertown High School at 7:00 PM in the auditorium.

Belchertown High School

On Wednesday, March 15th, Belchertown High School will hold the SADD Clothesline Project in the gymnasium and the Band Concert will take place at 7:00PM in the auditorium. The Volley Ball Lock-In is scheduled for Friday, March 17th from 6:00PM to midnight in the gymnasium.

V. Approval of minutes (A.I.)

A. February 28, 2017, Regular Session

Motion: Dr. Knapp moved to accept the minutes from the last scheduled meeting

Second: Dr. Laughner

Vote: 4,0,1 (MB abstained)

VI. Approval of Warrants and Budget Transfers (A.I.)

A. Accounts payable warrants: S/022717, S/022717, 031317SA

B. Payroll warrants: 022717SA, 1736

Motion: Dr. Laughner moved to accept the warrants of 2/27, 2/2, and 3/13

Second: Mr. Charron

Vote: 5,0,0

VII. Reports and recommendations of the Superintendent

A. FY18 budget draft presentation

1. Positions
2. Substitutes
3. Fees
4. Level service

Numbers 1-3 were tabled.

Superintendent Coffin reviewed the last budget presentation, which is aligned to the 3 year strategic goals. Superintendent Coffin presented the next step in the budget;

- payroll breakdown
 - reviewed personnel
 - priorities of; technology, class size, inclusion, reading, maintaining staff and SEL
- budget needs recommendations
 - central office - \$9,000
 - technology - \$98,000
 - Curr/instruct - \$16,000
 - BHS - \$65,000
 - JBMS - \$15,000
 - CHCS - \$14,000
 - SRE - \$55,000
 - CSS - \$0
 - SPED - \$80,000
 - Health - \$0
 - maintenance - \$25,000
 - offset - (\$50,202)
 - Total - \$327,198

The Finance subcommittee will be presenting to the town Finance & Budget Committee tomorrow.

Dr. Laughner asked if this is a 3% increase over last year. Mr. Dunn noted a level service alone is 3.34% increase and level service with needs would have a 4.52% increase.

Dr. Knapp noted adding the breakdown on the presentation of the town ½ and Chapter 70 ½.

Ms. Bogdanovich questioned if the Finance Committee asked for level funded. Superintendent Coffin noted that both the town and the schools were asked to present a level funded budget.

The Committee discussed; staffing, there may be a need to shift staffing, the need to keep what we have to move forward, Superintendent Coffin would like more direct numbers from the Finance Committee.

The public budget presentation is scheduled for April 4th but may need to be

rescheduled.

Dr. Knapp suggested explaining the retain/restore position, comparison of per pupil cost relative to state or local districts, noting we are below state average on per pupil expenditure in admin costs.

VIII. Personnel

A. Update as of March 14, 2017

Superintendent Coffin welcomed Joyce Purdy to the district.

IX. Unfinished business

Ms. French noted there was no unfinished business at this time.

X. New business

A. Food Service POS system kickoff

Ms. Slattery presented the information to the Committee. Ms. Slattery noted that emails and letters went home last week with pin numbers. The system will "go live" next week. Trainers will be here all next week. As of March 28th parents/guardians will go online to deposit money in student accounts. The Committee discussed the transaction fee charged to deposit money in the accounts. There is a \$1.95 transaction fee charged per deposit up to \$120. We have no control over the fee. The cafeteria will still accept cash or checks. The goal is to have no cash in the school or students having to travel with cash.

The Committee discussed measuring a time/speed increase with the new system. How will refunds be handled; same as they were in the past. This system can be expanded to other services in the district.

XI. Reports of subcommittees

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

There is a meeting scheduled for tomorrow.

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

There is a meeting scheduled for March 28th.

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

There is a meeting scheduled for Monday.

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

They met earlier, information has already been presented earlier in this meeting.

XII. Reports of school department liaisons

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

There is a meeting scheduled for April 3rd.

B. Technology Working Group (Dr. Laughner)

They have not met.

C. Collaborative for Educational Services (Dr. Knapp)

There is a meeting scheduled for later this month.

- D. RADAR (Dr. Laughner, Mr. Charron)
There is nothing at this time.

XIII. Correspondence

- A. Agenda, March 14, 2017
- B. February 28, 2017, Minutes
- C. Accounts Payable and Payroll Warrants
- D. FY18 budget draft
- E. Personnel update
- F. Food Service Director letters regarding MOSIACS
- G. Food Service POS information
- H. JBMS Field Trip request

- XIV. Vote to enter into Executive Session under M.G.L. 30A, §21, Part 3 to discuss strategy with respect to collective bargaining negotiations with Unit A, Teachers and Single Contract Employees 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 8:17 pm. They will return to open session.

Vote:

Dawn French - yes

Thomas Laughner - yes

Michael Knapp - yes

Myndi Bogdanovich - yes

Jeff Charron - yes

V. Adjourn

Motion: Dr. Laughner moved to adjourn at 9:51 pm

Second: Ms. Bogdanovich

Vote: 5,0,0

Respectfully submitted by,

Ramona Griffin

Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

_____, Dawn French, Chair

_____, Thomas Laughner, Vice Chair

_____, Michael Knapp, Secretary

_____, Myndi Bogdanovich, Member

_____, Jeff Charron, Member

Mission 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 to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).



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BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: Mr. Parker Mas

VISITORS: Edward Boscher, Finance Committee; Nick O'Connor, Select Board; see sign in sheet

Minutes

Pledge of Allegiance

- I. Call to order
Ms. French called the meeting to order at 7:00 pm
Motion: Ms. Bogdanovich moved to change the order of items and move forward VIII B and XI A.
Second: Mr. Charron
Vote: 5,0,0
- II. Public comment regarding items on the agenda
Mr. Scott Beaulieu questioned the addition of item VI to the agenda. Ms. French

explained it was added for potential emergency needs of the School Committee. Mr. Beaulieu also spoke to the recent post in social media. He noted that he does not feel it is appropriate and that the Committee should consider posts in social media in terms of the current political climate.

- III. Special awards and presentations
There were no special awards or presentations.
- IV. Update from BHS Student Advisory Council representative – Mr. Parker Mas

Cold Spring School

Cold Spring School will hold its Art Show on Thursday, March 30th from 6:30-7:30PM. All are welcome to attend and enjoy the beautiful art work of this year's kindergarten students, which will be displayed throughout the halls and in the All Purpose Room.

Swift River Elementary School

An Art Night will also take place at Swift River Elementary School on Thursday, March 30th. Families will tour Swift River Elementary School hallways, admire student creations, and purchase "sold" stickers to be placed on their students' works of art. All donations will be used toward the purchase of art supplies at Swift River.

Chestnut Hill Community School

On March 16th, Chestnut Hill Community School hosted a Birds of Prey Presentation for 5th grade students. Julie Collier, a licensed raptor rehabilitator, focused on falcons, hawks and owls of Western Massachusetts and her presentation included an educational talk along with having live birds on hand for display.

Jabish Brook Middle School

Jabish Brook Middle School Student Council will sponsor a school dance for Grades 7 & 8 on Friday, April 7th from 7:00-9:30PM in the gymnasium.

Belchertown High School

On Thursday, April 6th, Belchertown High School Class of 2017 will participate in the Credit for Life Field Trip at Ware High School, and the Sophomore Banquet will be held on Friday, April 7th at Ludlow Country Club.

- V. Approval of minutes (A.I.)
 - A. March 20, 2017, Regular Session
Tabled
- VI. School Committee members' additions to the agenda (with the consent of the majority)
Ms. French noted this item was added at the suggestion of the town clerk. This allows emergency items on the agenda.
Dr. Knapp suggests a discussion about the 5th grade MCAS school climate survey.

VII. Approval of Warrants and Budget Transfers (A.I.)

A. Accounts payable warrant: 032717SA, S/032717

B. Payroll warrant: W#1738

Motion: Dr. Laughner moved the warrants of 3/20 and 3/27

Second: Mr. Charron

Vote: 5,0,0

VIII. Reports and recommendations of the Superintendent

A. FY18 budget discussion and change date for Public FY18 Budget Hearing

Superintendent Coffin reviewed the previous budget information.

Superintendent Coffin continued the budget presentation with the town allocation numbers.

School Dept request	\$29,041,476
Preliminary town number	\$28,162,000
difference	\$878,476
eliminate needs	\$327,198
Gap	\$550,278
adjustment	\$30,456
remaining Gap	\$519,822

Superintendent Coffin noted the priorities of the district are; technology, class size, inclusion, reading, maintain staff, and SEL. A first look at cutting \$519,822 would potentially include; supplies, membership fees, textbooks, building maintenance, in-service training, professional development, printing, 3 paraprofessionals, 6 teachers, 1 custodian, and contracted services.

Dr. Knapp questioned if the town was asking the schools to provide a below level service budget. Superintendent Coffin affirmed this. Mr. Brian Meehan asked if the town had discussions involving an override. Mr. O'Connor noted that it was discussed and there was a presentation given at a Select Board meeting. The information is also available online. At this time neither Select Board nor Finance Committee is advocating an override.

● Substitute Survey -

- information supplied to Committee on surrounding town substitute surveys - no action taken
- Committee questioned the number of qualified subs, if the last increase made any impact on additional subs for the district, and what the impact of increasing the funding would be

● Fees

- the Committee discussed if raising fees would make a substantial difference, at this time they are not considering raising fees.

● BHS Athletics participation numbers

- it was noted that there was no noticeable drop in participation since the previous raise in fees.

● Student enrollment

- Superintendent Coffin spoke to the history of enrollment of the district and our current school choice numbers.

B. Trimesters recommendation for elementary schools (Mr. Robert Kuhn, Ms. Jennifer Champagne)

Mr. Kuhn and Ms. Champagne presented the recommendation for a change in report card to trimesters. They spoke to the benefits;

- longer period of instructional assessment at the beginning of the year
- routines
- grade level content
- assess 3 time a year
- parent conferences (potentially in October)
- special would have more time to see students between semesters
- more time on instruction skills

The Committee questioned the current policy of parent conferences after first semester. Mr. Kuhn and Ms. Champagne noted the conference would potentially take place in October midway through first semester.

IX. Personnel

A. Update as of March 28, 2017

Superintendent Coffin welcomed Rachel Jansen and Miranda Piris to the district.

X. Unfinished business

There was no unfinished business to discuss.

XI. New business

A. Makerspace program at BHS (Mr. Scott Karen)

Mr. Karen and Noah Troy spoke to the program at the high school. Noah Troy spoke to the student help desk, goals of the help desk and the Makerspace program. They now have a 3D printer-scanner and are finding ways to repurpose old technology. The Committee congratulated them on their accomplishments.

B. Recommendation for School Choice Openings (A.I)

Motion: Dr. Knapp moved to approve Superintendent Coffin's recommendation of 46 school choice seats

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Superintendent Coffin spoke to the current school choice enrollment numbers. She is recommending adding;

Kindergarten	8
1st grade	3
2nd grade	2
3rd grade	1
6th grade	2
7th grade	10
8th grade	10
9th grade	5
10th grade	5

The Committee discussed the class size goals. Ms. Mastalerz noted that

Kindergarten class size is 17-18 now with 130 students registered for the fall so far. Ms. Champagne noted in CHCS the goal is 23-25 and likes to keep the numbers below maximum capacity. Currently there are a few classes with 26 students and that is challenging. Mr. Kuhn noted ideal for SRE is 20-22 students per class.

Mr. Dunn noted the increase in revenue if all seats were filled would be \$230,000 (\$5,000 per student).

C. JBMS Out of State Field Trip Request – Lake Compounce, Bristol, CT (A.I.)

Motion: Ms. Bogdanovich moved to approve the JBMS out of state field trip

Second: Dr. Knapp

Vote: 5,0,0

D. BPS Resolution: Rights of undocumented students and protocols (DRAFT)
(A.I.)

Motion: Dr. Knapp move to refer the resolution to the Personnel & Policy subcommittee

Second: Ms. Bogdanovich

Vote: 4,1,0 (Mr. Charron voted no)

Discussion: Dr. Knapp brought forth the resolution with regard to adding immigrants to non-discrimination policies. The resolution basis requires all visitors to state the reason for visit and be cleared for entry in building. The addition of wording with regard to ICE and Immigration entry to school with notification of the Superintendent and District General counsel with notice and/or warrant is also discussed in the proposal. Mr. Charron noted on the ICE website they note they will not enter a sensitive area such as a school. Mr. Cameron noted that under state guidelines, immigrants are not listed as a protected class. The Committee discussed how this may be a political statement, how best to add a policy or if it is advisable to add immigrants as a protected class to existing policies.

XII. Reports of subcommittees

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

Met a week ago and are close to having a presentation for the Committee.

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

Motion: Ms. Bogdanovich moved to approve policy JH-Excused Absence Policy

Second: Dr. Laughner

Vote: 4,1,0 (Dr. Knapp voted no)

Discussion: Officer Krol explained the necessity of the policy the way it is written with regard to court record keeping. The Committee discussed the policy with regard to homework policies. The Committee discussed the absence policy with regard to homework being in the student handbook.

Motion: Ms. Bogdanovich moved to approve policies; ACA, ACAB, ACABE, AD, ADA, ADC, ADDA, FB, and FCB

Second: Dr. Laughner

Vote: 5,0,0

Discussion: all policies will have new approval dates on them

Motion: Ms. Bogdanovich moved to approve policy IJNDB as amended

Second: Dr. Laughner

Vote: 5,0,0

Discussion: edit last bullet under section "conduct" to read;

Staff or faculty professional communications with students and parents will only occur through district issued account."

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

Met on Monday, discussed;

- oil tank replacement - failure would not be covered on insurance - Ms. Bogdanovich read a letter from Mr. Lachance with regard to liability and potential environmental fines if the tank fails. Recommendation to put on the town meeting special warrant for the fall.
- director of building & grounds replacement
- 8 vendors for transportation
- JBMS bleachers - met with recreation director and they are willing to share the costs of replacement/repairs - Nick O'Connor noted that the recreation director applied for CPS funding for this
- 5 year plan
- 2 repairs at BHS - tennis courts and track resurfacing

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

Meeting on Monday at 4:45.

XIII. Reports of school department liaisons

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

Meeting on April 3rd.

B. Technology Working Group (Dr. Laughner)

Nothing at this time.

C. Collaborative for Educational Services (Dr. Knapp)

Meeting tomorrow.

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

Nothing at this time.

XIV. Correspondence

A. Agenda, March 28, 2017

B. March 20, 2017, Minutes

C. Accounts Payable and Payroll Warrants

D. FY18 budget documents: Substitute Survey, Fees, BHS Athletics participation, Student enrollment

E. Trimester information

F. Personnel update

- G. School choice openings' recommendation
 - H. JBMS out of state field trip request
 - I. BPS Resolution: Rights of undocumented students and protocols (DRAFT)
- XV. Vote to enter into Executive Session under M.G.L. 30A, §21, Part 3 to discuss strategy with respect to collective bargaining negotiations with Unit A, Teachers, Single Contract 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 9:30 pm. They will return to open session.

Vote:

Dawn French - yes

Thomas Laughner - yes

Michael Knapp - yes

Myndi Bogdanovich - yes

Jeff Charron - yes

XVI. Adjourn

Motion: moved to adjourn at

Second:

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

The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Vision Statement

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Belchertown Public Schools

APRIL 10, 2017

Warrant S/041017

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

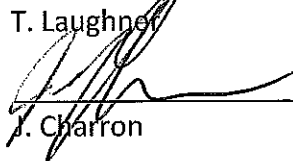
The following invoices of the Belchertown Public Schools, amounting to the aggregate of **\$204,795.38**, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (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: 5/041017 04/10/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
020 20306	SCHOOL CHOICE TUFT 020 -300-306	830.02	-4,541,114.92
020 20306	SCHOOL CHOICE TUFT 020 -300-306	13,083.69	-4,541,114.92
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-48400	107.25	-10,330.77
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53401	30.52	-53,193.46
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54240	17.77	-6,439,904.80
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54901	9,011.00	-477,273.91
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54906	1,797.48	
	FUND TOTAL	13,913.71	
	MEAL RECEIPTS	107.25	
	TELEPHONE	30.52	
	OFFICE SUPPLIES	17.77	
	FOOD PURCHASED	9,011.00	
	MISCELLANEOUS SUPPLIES	1,797.48	
	FUND TOTAL	10,964.02	
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53021	272.00	-384,526.13
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53314	1,875.67	-648,170.95
	FUND TOTAL	2,147.67	
027 276045	STARS RESIDENCY BH 027 -300-6045	3,000.00	6,109.62
027 278088	240 SPED 94-142 AL 027 -300-8088	3,704.34	
027 278093	274 SPED PROGRAM I 027 -300-8093	4,354.50	
	FUND TOTAL	11,058.84	
095 011110	SCHOOL COMMITTEE 095 -001-1110	4,000.00	18,927.50
095 011430	SCHOOL COMMITTEE 095 -001-1430	500.00	-2,088.97
095 021210	SUPERINTENDENT 095 -002-1210	144.00	454.34
095 021210	SUPERINTENDENT 095 -002-1210	707.74	2,956.00
095 021210	SUPERINTENDENT 095 -002-1210	90.00	8,557.55
095 074010	MAINTENANCE DIRECT 095 -007-4010	2,561.90	-101,452.78
095 074010	MAINTENANCE DIRECT 095 -007-4010	19,031.22	-1,125.00
095 074010	MAINTENANCE DIRECT 095 -007-4010	1,062.60	-21,684.62
095 074010	MAINTENANCE DIRECT 095 -007-4010	18,686.32	38,010.70
095 074010	MAINTENANCE DIRECT 095 -007-4010	34,199.75	116.36
095 074010	MAINTENANCE DIRECT 095 -007-4010	1,384.20	5,378.08
095 074010	MAINTENANCE DIRECT 095 -007-4010	2,219.04	8,331.52
095 074010	MAINTENANCE DIRECT 095 -007-4010	6,038.00	387.14
095 074340	MAINTENANCE DIRECT 095 -007-4340	19,787.44	321.37
095 074340	MAINTENANCE DIRECT 095 -007-4340	520.91	190.20
095 074340	MAINTENANCE DIRECT 095 -007-4340	520.91	190.20
095 074340	MAINTENANCE DIRECT 095 -007-4340	99.80	-9,000.00
095 074340	MAINTENANCE DIRECT 095 -007-4340	3,548.90	-105,255.54
095 074340	MAINTENANCE DIRECT 095 -007-4340	4,701.70	18,500.00
095 074340	MAINTENANCE DIRECT 095 -007-4340	1,623.56	430.79
095 074340	MAINTENANCE DIRECT 095 -007-4340	274.10	713.34
095 192430	INSTRUCTIONAL SUPP 095 -019-2430	53.02	3,295.12
095 199000	SPECIAL EDUCATION 095 -019-9000	5,315.31	46,810.74
095 199000	SPECIAL EDUCATION 095 -019-9000	941.85	

WARRANT: S/041017 04/10/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
095 202800	PSYCHOLOGICAL SERV	199.95	1,409.50
095 212720	DISTRICT ACADEMIC	28.20	28.20
095 222210	PRINCIPAL ELEMENTA	109.68	140.46
095 342420	PRINCIPAL INTERMED	1,975.75	.00
095 342451	PRINCIPAL INTERMED	15,625.60	674.40
095 362430	FOURTH GRADE	222.00	549.92
095 462420	PRINCIPAL MIDDLE	2,743.61	.00
095 462430	PRINCIPAL MIDDLE	568.87	8.10
095 522430	VOCAL MUSIC MIDDLE	138.96	.91
095 572430	ART MIDDLE	167.50	.38
095 652210	PRINCIPAL HIGH SCH	707.00	600.00
095 652430	PRINCIPAL HIGH SCH	640.00	367.38
095 662710	GUIDANCE HIGH SCH	3,820.80	910.80
095 722430	SCIENCE HIGH SCH	387.00	3.00
095 763510	SPORTS HIGH SCHOOL	990.86	221.40
095 763510	SPORTS HIGH SCHOOL	2,040.00	9,693.00
095 763510	SPORTS HIGH SCHOOL	630.63	947.66
095 763510	SPORTS HIGH SCHOOL	2,195.00	1,526.14
095 792415	LIBRARY A/V HIGH S	2,641.51	20.66
095 792430	LIBRARY A/V HIGH S	845.84	-6.46
095 792453	LIBRARY A/V HIGH S	52.98	27.49
095 812430	SPECIAL ED HIGH SC	355.34	2.00
095 842451	PRINCIPAL EARLY CH	109.76	56.70
		1,498.90	789.82
	FUND TOTAL	166,711.14	

WARRANT SUMMARY TOTAL	204,795.38
GRAND TOTAL	204,795.38

Belchertown Public School

APRIL 10, 2017

WARRANT 041017SA

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

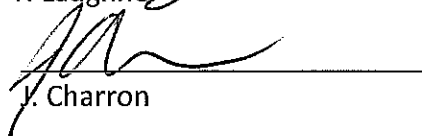
The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$5,197.00 have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) 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.

04/05/2017 11:09
abeaupre

TOWN OF BELCHERTOWN
WARRANT SUMMARY

JP 2
lapwarrnt

WARRANT: 041017SA 04/10/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
089 89318	STUDENT ACTIVITY M 089 -300-318 -000-55110 -	5,197.00	-783,735.89
CASH ACCOUNT 10000 10400	BALANCE 21,253,744.52	5,197.00	
WARRANT SUMMARY TOTAL		5,197.00	
GRAND TOTAL		5,197.00	


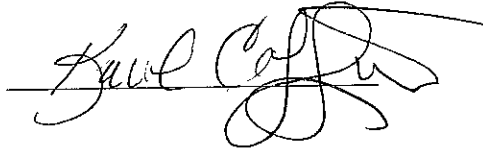
April 03, 2017

Belchertown Public Schools

WARRANT #1740

SCHEDULE OF PAYROLL - PAYABLE TO THE TOWN ACCOUNTANT

The following **payroll** of the Belchertown Public Schools, amounting to the aggregate of \$ 768,817.09, 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 \$ 728,452.93

GRANT AND REVOLVING TOTALS \$ 40,364.16

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.

03/31/2017 10:26
abeaupre

TOWN OF BELCHERTOWN
PAY BY WORK LOCATION

P 46
prpyddpf

WARRANT: 1740

Pay Period 03/24/2017 To 03/30/2017

CHECK DATE: 04/06/2017

PAYROLL TYPE: REGULAR PR

PAY TYPE	HOURS	AMOUNT
100 REGULAR	22,120.50	645,087.17
150 PART TIME	656.50	14,059.65
200 OVERTIME	38.00	1,158.65
225 DOUBLE TIME	13.50	571.00
280 LONGEVITY	3.00	2,300.00
300 SICK	1,139.25	41,068.29
400 VACATION	80.00	1,679.11
500 PERSONAL	152.25	5,294.82
600 BEREAVEMENT	96.50	3,980.24
650 JURY DUTY	13.50	276.63
700 ATHLETICS	1.00	21,826.96
705 CLASS COVRGE	134.00	3,470.00
710 SUBSTITUTE	590.25	15,694.91
711 LONG-TERM SU	19.50	3,402.32
714 CONTRACTED	127.00	4,280.24
715 CONVENOR	.00	192.31
717 INSERVICE TRAINING	30.50	915.00
718 PROFESSIONAL DEVELOPMENT	7.50	225.00
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	16.00	322.80
900 OFF DUTY WRK	6.25	186.92
TOTALS	25,455.00	768,817.09

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

Personnel Update – April 11, 2017

New Hires			
Name	Position	Building	Date
Mary Ann Derouin	Lunch/Recess Para	SRE	4/6/17
Permanent Appointment			
Andrea Mastalerz	Director	CSS	7/1/17

New Resignations Announced			
Name	Position	Building	Date
Michelle Andre	Food Service	SRE	3/31/2017

New Retirements/Other Announced			
Name	Position	Building	Date
Nancy Barszcz	SPED Para	CSS	6/30/2017
Kathy Roach	SPED Teacher	BHS	6/30/2017
Gretchen Holesovsky	Para-Professional	BHS	6/30/2017

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.

Bus Rate Survey

District	Student Enrollment	All Students Charged	Do they charge for 7-12 only	Do they charge for <1.5	Bus Fee	Bus Fee for <1.5
Agawam	3,918	No	No	No	\$0.00	\$0.00
Belchertown	2,354	No	Yes	Yes	\$110.00 Full Year; \$55.00 1/2 Year	
Easthampton	1,562	No	Yes	Students are not allowed to ride under 2.0 miles	\$150.00	
East Longmeadow	2,630	No	Yes	Yes - K-6 get charged if under 2.0 miles	\$270.00 based on \$1.50 per school day	
Granby	756	No	No	No	\$0.00	\$0.00
Hadley	562	No	No	No	\$0.00	\$0.00
Longmeadow	2,841	No	Yes	Yes - Six Grade is included in this portion	\$235.00 per Student with a family cap of \$470.00	
Ludlow	2,661	Yes	Yes	Yes	\$242.00 for first student for first child; \$135.00 for each additional child; \$121.00 for one-way only (\$68.00 add'l child); \$538.00 family maximum	
Monson	979	No	Yes	Yes	\$125.00 per Student- Cannot be pro-rated	
Northampton	2,675	Yes - Free to K-6 students who live over 2 miles from assigned school. K-6 who live 1.5-1.99 miles from school pay fee	Yes	Yes	K-5 if they 1.5-1.99 miles from School \$225.00; 6th -12th \$303.00; 1 elementary student + 1 Secondary \$528.00; 2 Elementary \$450.00; 2 Secondary Students \$540.00; 3 or more Students (K-12) \$708.00	
Palmer	1,427	No	No	No	\$0.00	\$0.00
South Hadley	1,869	Yes 9th through 12th	Yes 9th through 12th	Yes- 9th through 12th	\$125.00 per year- \$75.00 for free or reduced students- They charge students to park their cars. They either purchase a bus pass for \$125.00 or a Parking pass for \$125.00 or purchase a 50/50 pass for \$150.00	
Southwick-Tolland	1,549	No	No	No	\$0.00	\$0.00
Ware	1,226	No	No	No	\$0.00	\$0.00
West Springfield	4,094	No	No	No	\$0.00	\$0.00

Transportation & Bus Routes

BUS TRANSPORTATION REGISTRATION FOR 2016-2017

Bus routes for the 2016-2017 school year have been established as a result of the information gathered during the registration period which concluded on June 24, 2016. Parents were asked to register their child(ren) prior to **Friday, June 24th, 2016** in order for the district to establish the bus routes.

You must register your child(ren) for transportation annually. If your child(ren) live less than 2 miles from your assigned school and are in grade 6 or your child(ren) are in grades 7-12, there is a fee of \$235 per child with a family cap of \$470. If your child(ren) is in grades K-5, and lives more than 2 miles from their assigned school, there is no fee, but you must still register for transportation.

As a reminder, the new Transportation Policy adopted by the School Committee on April 27, 2015 includes the following:

- The routes will run primarily along main streets.
- Students will not cross main roads unless there is a crossing guard or stop light present.
- The length of routes would be determined by the number of stops, and this depends on ridership.
- Service for students in grades 7-12 will be provided on **FIRST COME, FIRST SERVE BASIS**. There will be limited seats on each bus.
- No bus passes will be distributed until the bus fee is paid in full.

The deadline for registration is June 24, 2016. In order for your child to be registered for the bus, you must sign and complete this form and forward to the Business Office. Registrations will be processed in the order in which they are received.

The address for the Business Office is 535 Bliss Road, Longmeadow, MA 01106. Checks or money orders may be made payable to the Longmeadow Public Schools. A deposit of \$50 per student is required at the time of registration. The balance must be paid in full by August 5th, 2016 in order to receive a bus assignment and a bus pass.

Late registrations after June 24, 2016 will be processed in the order received and some buses may fill to capacity. Therefore, **seating will not be guaranteed** after the registration deadline and late registrants may be put on a waiting list.

If you believe that you qualify for financial assistance based upon your family/household income, please contact the Business Office at 413-565-4200, extension 4022 for information.

MONSON PUBLIC SCHOOLS
School Bus Transportation Pass Request Form

For students enrolled in grades 7-12 during the 2016-2017 school year. Complete one form per student.

PLEASE NOTE: THE BUS PASS FEE IS \$125. PAYMENTS MUST BE MADE IN FULL. PAYMENTS CANNOT BE PRO-RATED.

Parent's/Guardian's Name: _____

Mailing Address: _____

Home Telephone: (413) _____ - _____

Student's Name: _____

Student's Address for Busing Purposes: _____

Student's Grade Level for 2016-2017 School Year: _____

Student's Bus Number _____

Type of payment enclosed: _____ Check _____ Money Order (No cash accepted.)

Checks and money orders should be made payable to: **Town of Monson**

Please mail or deliver to: Monson Public Schools Business Office
43 Margaret Street
P.O. Box 159
Monson, MA 01057

For questions, please call Lisa Joseph at 267-4150 X1103 or Rebecca Goncalves at X1102.

For Office Use Only

Check/MO Amount \$ _____ Check/MO Date: _____ Check/MO Number _____

Search

TRANSLATE

bing

Superintendent
School Committee
Curriculum and Instruction
Business
Health Services
Employment and Personnel
Food Services
Student Support Services
Transportation
Information Communication
Technology
Parent Information
LPS Elementary PTO
Staff / Teacher Resources
Sgt. Joshua D. Desforges, USMC



Transportation

PAY TO RIDE PROGRAM, School Year 2016 – 2017

We have begun the process of establishing bus routes for the 2016 – 2017 school year and we need to know if your child will participate in transportation to and/or from school next year. The number of miles from your home to your assigned school is 1.5 miles or less.

If you are requesting bus transportation for your child for the 2016 – 2017 school year, please complete the information below and return it to the School Business Office no later than **August 17, 2016**, along with a **\$25.00, non-refundable deposit**. Please make checks payable to "Ludlow Public Schools."

The balance of the amount due must be paid in full or a formal payment arrangement signed no later than **August 17, 2016** in order to receive a bus assignment and a bus pass.

When the routes are established, we will mail out the bus information and a bus pass that will allow your student to ride their designated bus. Bus information and bus passes **will not** be mailed until full payment or signed payment arrangements for the amount due is received. Click [here](#) for form.

As stated previously, bus routes will be determined by the eligible riders and Pay-to-Ride students who have paid a deposit by the due date of August 17, 2016. **Requests received after the August 17, 2016 deadline will not be considered until September 21, 2016.**

Cost of transportation for all students Grades K – 12:

\$ 242.00 for first child

\$ 135.00 for each additional child

\$ 121.00 for one-way only (\$68 add'l child)

\$ 538.00 maximum cost per family

Financial Assistance is available based on eligibility. Call for information or an application at the School Business Office at 583-5663, extension 117.

BEFORE/AFTER SCHOOL BUS LUDLOW BOYS' & GIRLS' CLUB/WHITNEY ST. PARK

We are beginning the process of establishing bus routes for the 2016 – 2017 school year.

If you are an eligible bus rider (over 1.5 miles from your child's school) and are planning to use the school bus for transportation to and/or from the Ludlow Boys' and Girls' Club, Whitney Street Park or another provider in town, you must complete the following information and return it to the School Business Office with payment of \$34.00 for this service. Click [here](#) for form.

The application and payment of **\$34.00** for this service is due to the School Business Office on or before **August 17, 2016**.

Financial Assistance is available based on eligibility. Call for information or an application at the School Business Office at 583-5663, extension 117.

Transportation Information School Year 2017

The Ludlow Public Schools contracts with the Lower Pioneer Valley Educational Collaborative for the transportation needs of the children under their jurisdiction. Transportation is available to all students (K through 12) who live more than 1 ½ miles from their school of attendance, per Massachusetts General Law. Transportation is also available for students who live less than 1 ½ miles from their school of attendance for a fee. The fee is set every year by the Ludlow School Committee. The fee for the school year 2016 - 2017 is \$242.00. Each additional student is \$135.00. Maximum cost per family is \$538.00. One way only is \$121.00. All regular bus students going to the Ludlow Boys & Girls Club or to Whitney Park Afterschool Program must pay \$34.00

for transportation. You may be eligible for a reduced rate based on your eligibility for free or reduced lunch. Contact the Business Office for more information: 413 583-8372. Click on the following two links to access the forms: [Pay to Ride](#) and [Before and After School Transportation](#)

Transportation Rules for Pupils

- Pupils are under the authority of the bus driver when being transported to and from school or a school activity. Refusal to obey the bus driver and/or any of the rules stated below will make them liable to be reported to school officials and to be refused transportation privileges.
- Pupils must be on time for the bus both morning and evening. This rule will be enforced within reason.
- Pupils must walk on the left side of the road facing the traffic. While waiting for the bus pupils must not stand or play in the road/highway.
- Pupils must not attempt to get on/off the bus while it is in motion. They must not ride on the outside of the bus. Pupils must make sure the road is clear before the cross to or from the bus.
- Pupils must occupy the seats assigned to them by school officials or the bus driver.
- Pupils must not extend their hands, arms, heads or bodies through the bus windows or doors.
- Pupils must not leave the bus on the way to/from school or a school activity without permission of the driver. The driver will not give such permission except in the case of personal emergency on the part of the pupil, or upon the request of the pupil's parents, teacher or principal.
- Pupils will be permitted to converse in a normal tone; loud, profane and obscene language will be prohibited.



- Pupils will not be permitted to smoke on the bus at any time.
- Pupils must not open or close bus windows without the permission of the driver, nor shall they regulate or operate any part of the bus.
- Pupils must cooperate in keeping the bus clean and must abstain from damaging it. To this end, they shall not throw articles in or out of the bus, nor spit on it, nor mar or deface it.
- With the exception of their books, musical instruments, and other school equipment, pupils shall not transport anything without the permission of the driver. 1 of 2 File: EEAE-C-R (also JICC-R)
- Pupils must be courteous to the driver, to fellow pupils and to all other persons.
- Positively no extra riders without permission from school officials.
- Absolutely no standing when bus is in motion.
- Transportation in Ludlow is provided for public and private school children alike. No preferential treatment is afforded one group over the other. In like manner, rules of behavior apply to both.

Transportation Policy

Students will be entitled to transportation to and from school at the expense of the Ludlow Public Schools when such transportation conforms with applicable provisions of the Massachusetts General Laws. Reimbursement to the Town of Ludlow for transportation costs incurred by the Town is provided by the Commonwealth only for (a) students living at least one and one half miles from school and (b) for special needs students for whom transportation must be provided pursuant to the decision of a TEAM.

Students living one and one half miles or more from the school they attend will be provided transportation as measured on a main traveled bus way. No exceptions will be made by the School Committee. However, pupils living less than one and one half miles from their assigned school of attendance may purchase bus services for a fee as determined by the Ludlow School Committee.

Transportation services shall be considered a privilege and students who are unruly, disruptive and/or insubordinate while riding on a bus may be denied this privilege by the school department. Student behavior is expected to comport with the Transportation Rules for Pupils published each year and sent home by the Principal with each student. Bus drivers will submit a written report to the school principal in the case of an offense. This report will include a brief summary of the offense and the student's name. Following receipt of a report from a bus driver relative to improper student conduct while riding on the bus, the Principal shall notify the child's parent or guardian. In the discretion of the Principal, and dependent on the nature of the offense(s), a student may be temporarily or permanently denied bus privileges for a portion of or remainder of a particular school year.

Adopted April 9, 2002
Amended
Legal Reference

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School Committee Transportation Athletics NPC

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Kindergarten Curriculum

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Program Information

Transportation

REMINDER THAT PARENTS WHO HAVE PURCHASED 2ND TRIMESTER PASSES

**MUST PURCHASE THE 3RD TRIMESTER PASS BY
MARCH 13, 2017 TO AVOID THE \$25.00 LATE FEE**

**3RD TRIMESTER RUNS FROM MARCH 20 - JUNE, 2017
APPLICATIONS ARE AVAILABLE AT THE BOTTOM OF
THIS PAGE.**

THE CITY OF NORTHAMPTON HAS A CITY ORDINANCE CONCERNING SIDEWALK CLEARING:

<http://ecode360.com/11955677#11955677>

PLEASE REPORT TO THE POLICE ANY SIDEWALKS THAT ARE
NOT PROPERLY TAKEN CARE OF 24 HOURS AFTER A STORM
HAS ENDED.

Joy Winnie, CDPT-SNT, Transportation Supervisor

212 Main Street, Room 200

Northampton, MA 01060 (413) 587-1337

[jwinnie@northampton-](mailto:jwinnie@northampton-k12.us)

k12.us



**Eligibility for free transportation
is limited to:**

Students who are eligible for free or
reduce lunch and have met the
mileage requirement **must** fill out

Optional Health/Accident Insurance Information
Partnership for Drug-Free Kids News
Superintendent Provost's Entry Plan Findings
Superintendent Provost's Root Cause Analysis Document
The District Improvement Insider
Video Archive

DOJ-DOE Right to Enroll All Children Fact Sheet

Food Service

Health Services

Coping With Traumatic Events
Flouride Information
Forms
Health Advisory Committee
Helpful Links
Illness Prevention
Immunization Requirements
Injury Prevention and Care in Athletics
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Policies and Protocols
Safety Planning
School Nutrition

NPC

Our Schools

Bridge Street School
Early Childhood Program
Jackson Street School
JFK Middle School
Leeds Elementary School
Northampton High School
RK Finn Ryan Road School

Safe Schools

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Internet Safety
Staff Trainings
Youth Substance Use Prevention

School Choice

School Committee

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School Committee Policies
Subcommittee Assignments

Student Services

the application and a sharing of information form and return it by the deadline.

- Students who have an Individual Educational Plan with transportation as a related service **must** fill out an application and return it by the deadline.
- Students in Kindergarten through sixth grade who live two (2) miles or more from their district school will be transported for free. Students **must** fill out an application form and return it by the deadline.

Students, who were eligible for free or reduced lunch last school year, must fill out and return the FY16 Federal Food application and sharing of information form by October 1, 2016. Failure to do so could result in your student being required to pay for a bus pass or denied transportation.

Eligibility to receive or purchase a bus pass for transportation is extended to:

- **PLEASE NOTE:**
- **Student who are in K - 6th and live over 2 miles to their districted schools will be transported for free when a bus pass is applied for.**
 - Students in Kindergarten through fifth grade (K-5) who live one and a half (1.5) miles to less than two (2) miles from their district school are eligible to purchase a pass.
 - Elementary (K-5) students who live on streets under the one and one half (1.5) miles that the School Department and the Police Department have designated as hazardous will be allowed to apply for and purchase a bus pass. Please call the Transportation Supervisor at 587-1337 for the streets designated hazardous.
 - Students 7th - 12th who live 1.5 or more from their school can purchase a pass.
 - Once all eligible students have been accommodated, students in grades 6 through 12, who live less than 1.5 miles from their school, **may** be eligible to purchase a pass, provided there are seats available and additional bus stops are not required.

Parent Advisory Council

Student Services Staff

Substitute In Our Schools

Transportation

School Bus Facts

Traveling to School Safely

Other Resources

Aspen Login

City of Northampton

MA DESE

NASE

NHS OPALS

School Messenger

Staff Resources/Forms

VINS

- **Students who are eligible to receive the Federal food lunch program and are eligible for transportation under the mileage requirements will receive a free bus pass when applied for.**

- **How is mileage determined?**

Mileage is determined from the front of the student's residence, using the shortest route, to the front of the student's school.

Who is not eligible to ride the buses?

Elementary students who participate in the intra-city School Choice Program are **not** eligible for transportation. School Choice families are those who have chosen an elementary school other than their district school and have agreed to provide their child's transportation.

What do parents / guardians need to do so their child can ride the bus?

- Parents/Guardians need fill out the transportation application completely and mail to the Superintendent's Office by August 17, 2016 to avoid the \$25.00 late fee.
- All checks and money orders are to be made out to:
"Northampton Public Schools"
- **No cash or credit cards are accepted. There is a \$25.00 fee for returned checks.**
- Payment may be made in full or in three payments for bus passes
- When a pass is lost there is a \$5.00 fee for a replacement pass.
- Fees are non-refundable
- Please include a self addressed stamped envelope if you want the bus pass mailed to you Passes will be mailed starting August 25th. Passes may be picked up in the Superintendent's office located at 212 Main (Puchalski Building) located behind City Hall Street 2nd floor between the hours of 8:30-4:30

Mail to: Northampton Public Schools 212 Main Street RM 200

Northampton, MA 01060

Attn: Transportation Supervisor

For any other questions please refer to the Northampton Public Schools Transportation Policy. Copies are available in the Superintendent's Office, your district school, and on our website: www.northampton-k12.us

You may also call or email Joy Winnie, at jwinnie@northampton-k12.us or call 413-587-1337.

RIDERSHIP ELIGIBILITY:	FEE SCHEDULE FOR PAYING STUDENTS:			
		FULL YEAR	PER TRIMESTER	TRIMESTER DATES:
-FREE to students in K-6 who live over 2 miles from assigned school with an application. -PAY FEE* for students in K-6 who live 1.5-1.99 miles from assigned school -PAY FEE* for all students in 7 th -12 th grade who live 1.5 or more miles from school No passes will be issued without an application submitted to transportation. Fee is waived for eligible student who qualify for the Federal food lunch program and who meet mileage requirements.	K-5 th Elementary Student	\$225	\$75	1 st : Sep 6- Dec 5
	6 th -12 th Secondary Student	\$303	\$101	2 nd : Dec 6- Mar 17
	1 Elem + 1 Secondary	\$528	\$176	3 rd : Mar 20- June 19
	2 Elementary Students	\$450	\$150	REMINDER LETTERS WILL BE MAILED BEFORE EACH TRIMESTER
	2 Secondary Students	\$540	\$180	
	3 or more students (K-12)	\$708	\$236	

W 3rd trimester letter.docx 28 v. Mar 3, 2017, Joy Winnie
[View](#)
[Download](#)

W BUS application 2016-2017, Eng (4).docx 65 v. Oct 19, 2016 Joy Winnie
[View](#)
[Download](#)

W BUS application 74 v. Oct 19, 2016 Joy Winnie
[View](#)
[Download](#)

2016-
2017.Spanish.
docx

[View](#)

[Download](#)



Cover Letter in
English.pdf

91 v. Jul 21, 2016, webmast
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Information
Page -
English.pdf

86 v. Jul 21, 2016, webmast
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religion, or sexual orientation

Northampton Public Schools 212 Main Street 2nd Floor Northampton, MA 01060

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- > Background on Next-Gen MCAS
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- > Growth Model
- > Parent/Guardian Information
- > Training Opportunities

Massachusetts Comprehensive Assessment System

MCAS Student Questionnaire Project: Frequently Asked Questions

1. Why is the Department of Elementary and Secondary Education (ESE) including a questionnaire at the end of grades 5, 8, and 10 MCAS tests?

ESE has included a student questionnaire as part of the MCAS test administration in grades 8 and 10 for the last 15 years. The content of these questionnaires has varied over the years and has included topics such as students' plans after high school, their experiences using technology in the classroom and at home, and their perceptions about their core academic classes.

2. Why is ESE using the MCAS questionnaire to pilot school climate questions?

One of ESE's strategic priorities is to support students' social-emotional learning, health, and safety, but the agency currently collects little systematic statewide data to assess progress on these issues. A wide range of stakeholders, including educators, parents, advocates for children, and other groups, have asked us to gather more data in this area. We are piloting questions related to school climate to begin developing such measures and to begin determining how we can appropriately use them.

3. Who will participate in the MCAS questionnaires?

MCAS student questionnaires will be administered to students in grades 5, 8, and 10.

4. When and how will the MCAS questionnaires be administered?

Students in grades 5 and 8 will complete their questionnaires after completing their MCAS Science and Technology/Engineering tests in April/May. Grade 10 students will complete their questionnaires after taking their MCAS Mathematics test in mid-May. Students will respond to the survey questions and mark their answers in their answer booklets. Questionnaire answers do not affect students' MCAS scores.

5. What will be measured in the school climate portion of the questionnaire?

Students will respond to questions related to three sub-dimensions and nine indicators of school climate. The sub-dimensions and indicators are:

- engagement (relationships with teachers/staff and with other students, participation in the school community, and cultural and linguistic competence);
- safety (physical safety, emotional safety, and bullying); and
- environment (instruction, mental health, and discipline).

6. Where did the school climate questions come from?

Questions were drawn from several publicly available resources. Three major sources were the ED School Climate Surveys developed by the U.S. Department of Education, the Program for International Student Assessment (PISA) student survey, and ESE's model student feedback surveys.

7. What other topics will be covered on the questionnaires?

The grade 8 and 10 questionnaires will include questions about experiences using a computer for school work. Grade 8 will also include questions on time spent on homework, while grade 10 will include questions on plans after high school and on instructional practices in their mathematics classes. The grade 5 questionnaire will only include school climate questions.

8. How is the questionnaire designed?

The grade 5 questionnaire includes 24 questions; grade 8, 37 questions; and grade 10, 38 questions. Beyond the topics listed above in question 6, students will respond to a set of common school climate questions that appear on all three grade-level questionnaires and to a set of questions that is unique to each grade. Across the three questionnaires, ESE will try out 71 school climate questions in total.

9. Who participated in the development of the school climate questions?

Over 150 students from the state Student Advisory Council and ESE's five regional student advisory councils reviewed and revised the questions for the surveys. We pilot-tested questions with diverse groups of grade 5 students to ensure the questions were at an appropriate reading level and were understandable. Members of Massachusetts Advocates for Children and the Safe and Supportive Schools Commission also provided feedback on drafts.

10. May schools and districts choose to not participate in the questionnaires?

Schools and districts are encouraged to participate in the questionnaires to support good data being available statewide as well as for districts. After reviewing the questions, a district or school may choose not to administer the questionnaires, based on their local policies for surveys and research.

11. May students choose to not participate in the questionnaire?

Student participation is voluntary. ESE recommends that schools and districts follow their usual policy for administering surveys to their students.

12. How long will the questionnaire take?

Based on pre-testing with students, it should take a student 10 to 15 minutes to complete a survey.

13. How will ESE use the data?

ESE will conduct a rigorous psychometric analysis and validity study for each questionnaire. This will determine which school climate questions function well and whether they are measuring what we had intended them to measure. ESE will also conduct research to assess if students' perceptions of their school climate are related to their achievement, attendance, and other outcomes.

14. Will schools and districts receive a report of their results?

Yes. Schools and districts will receive an aggregated summary report of their students' responses to each item, along with comparisons to statewide results. ESE intends for schools to use the data to better understand how students perceive their learning environment.

15. Are students' individual identities protected?

Yes. Schools and districts will only receive student data in aggregate. Results for questions with fewer than six students responding will not be reported to schools and districts.

16. Will the questionnaire results for schools and districts be posted on ESE's webpage?

No. Schools and districts will only receive their results through their dropboxes. A technical report and a descriptive report of the state's overall results will be posted on the [Office of Planning and Research's webpage](#).

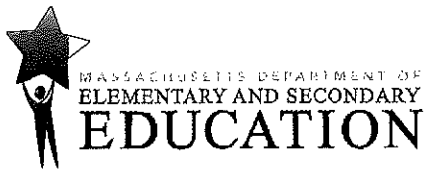
17. Will the data provided to schools and districts be used for accountability purposes this year?

No. We will not make any decisions about whether to include these data in our school and district accountability system until we see how the questionnaire performs and whether it generates valid, reliable results over time.

For more information, email [Shelagh Peoples](#).

Last Updated: March 23, 2017

[E-mail this page](#) | [Print View](#) | [Print Pdf](#)



Spring 2016

STUDENT QUESTIONNAIRE

Grade 8

DIRECTIONS

Mark your answers to the following questions in the box labeled Student Questionnaire on the inside back cover of your Student Answer Booklet. If you do not see one best answer for a question, leave that question blank in your answer booklet and go to the next question. Please ask your test administrator for help if you are not sure how to answer any of these questions.

1. How does using a computer compare with working by hand when you are completing school assignments such as reports or essays?
 - A. It is a lot easier to write on a computer than by hand.
 - B. It is somewhat easier to write on a computer than by hand.
 - C. It doesn't make any difference whether I write on a computer or by hand.
 - D. It is somewhat harder to write on a computer than by hand.
 - E. It is a lot harder to write on a computer than by hand.
2. What types of tests have you taken on a computer? *Choose all that apply.*
 - A. multiple-choice
 - B. essay
 - C. combination of multiple-choice questions and written responses
 - D. I have never taken a test on a computer.
 - E. I don't know.
3. In general, how much time do you spend on homework each week?
 - A. less than 3 hours each week
 - B. about 3 to 6 hours each week
 - C. about 7 to 9 hours each week
 - D. about 10 to 12 hours each week
 - E. about 13 to 15 hours each week
 - F. more than 15 hours each week

PLEASE PROCEED TO THE NEXT PAGE

Grade 8 Student Questionnaire

The next set of questions asks about how confident you are in your ability to perform different tasks and use different skills in your ENGLISH LANGUAGE ARTS class work. There are no right or wrong answers on this survey. Your individual responses will remain confidential.

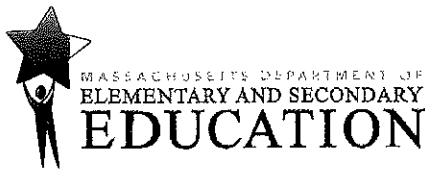
PLEASE MARK YOUR RESPONSE TO EACH QUESTION IN YOUR STUDENT ANSWER BOOKLET.

	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
4.	use vocabulary from different subject areas effectively in my writing.	A	B	C	D	E
5.	know how to find the best evidence to support an argument I make in class.	A	B	C	D	E
6.	can read and comprehend different types of literature (e.g., prose, poetry, and drama).	A	B	C	D	E
7.	am open to new points of view, ideas, and values expressed by classmates.	A	B	C	D	E
8.	am able to explain alternate perspectives on an author's point of view.	A	B	C	D	E
	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
9.	can question other students' ideas in class using effective reasoning and evidence.	A	B	C	D	E
10.	know how to use online databases (like library encyclopedias) to gather information for my school work.	A	B	C	D	E
11.	can write my ideas down using supporting evidence from the text.	A	B	C	D	E
12.	can judge the accuracy and reliability of online information for use in a research project.	A	B	C	D	E
13.	write clear notes from informational (nonfiction) texts when planning to write an essay.	A	B	C	D	E
	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
14.	can determine the key points being made in a passage I have read.	A	B	C	D	E
15.	consider my audience (e.g., peers, my teacher, younger students, parents) when I present information.	A	B	C	D	E
16.	can effectively defend my ideas in a class discussion.	A	B	C	D	E

Grade 8 Student Questionnaire

PLEASE MARK YOUR RESPONSE TO EACH QUESTION IN YOUR STUDENT ANSWER BOOKLET.

	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
17.	adapt my writing style when I write for different purposes (e.g., to make an argument, to explain something, or to tell a story).	A	B	C	D	E
18.	present important information in a way that captures the attention of my audience.	A	B	C	D	E
19.	can add my ideas to a class discussion.	A	B	C	D	E
20.	can express myself equally well when I write about ELA, science, history, or mathematics.	A	B	C	D	E
21.	can integrate information from multiple texts to develop original writing assignments (compositions, reports, etc.).	A	B	C	D	E
	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
22.	can create, publish, or contribute to a blog, website, or wiki to present my ideas.	A	B	C	D	E
23.	improve my writing by preparing multiple drafts based on feedback from others.	A	B	C	D	E
24.	include a wide range of perspectives (not just my own) when preparing a presentation.	A	B	C	D	E
25.	expand upon my view of the world after listening to the experiences of my classmates.	A	B	C	D	E



Spring 2016

STUDENT QUESTIONNAIRE

Grade 10

DIRECTIONS

Mark your answers to the following questions in the box labeled Student Questionnaire on the inside back cover of your Student Answer Booklet. If you do not see one best answer for a question, leave that question blank in your answer booklet and go to the next question. Please ask your test administrator for help if you are not sure how to answer any of these questions.

1. How does using a computer compare with working by hand when you are completing school assignments such as reports or essays?
 - A. It is a lot easier to write on a computer than by hand.
 - B. It is somewhat easier to write on a computer than by hand.
 - C. It doesn't make any difference whether I write on a computer or by hand.
 - D. It is somewhat harder to write on a computer than by hand.
 - E. It is a lot harder to write on a computer than by hand.
2. What types of tests have you taken on a computer? *Choose all that apply.*
 - A. multiple-choice
 - B. essay
 - C. combination of multiple-choice questions and written responses
 - D. I have never taken a test on a computer.
 - E. I don't know.
3. What are your plans after high school?
 - A. attend a four-year college
 - B. attend a two-year college
 - C. join the military
 - D. work full-time
 - E. other
 - F. I don't know.
4. If you are **not** planning to attend a two- or four-year college, which of the following best describes your plans for future job training? (If you are planning to attend a two- or four-year college, skip this question.)
 - A. attend college sometime in the future for vocational training or credentialing
 - B. attend a post-secondary vocational school for more advanced training
 - C. on-the-job training
 - D. I do not plan to seek future job training.
 - E. I don't know.

PLEASE PROCEED TO THE NEXT PAGE

Grade 10 Student Questionnaire

The next set of questions asks about how confident you are in your ability to perform different tasks and use different skills in your ENGLISH LANGUAGE ARTS class work. There are no right or wrong answers on this survey. Your individual responses will remain confidential.

PLEASE MARK YOUR RESPONSE TO EACH QUESTION IN YOUR STUDENT ANSWER BOOKLET.

	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
5.	can write my interpretation of a story using evidence from the text.	A	B	C	D	E
6.	can conduct my own research when writing an essay on a topic I do not know much about.	A	B	C	D	E
7.	can read and comprehend different types of literature (e.g., prose, poetry, and drama).	A	B	C	D	E
8.	use technology well to collaborate with my classmates on a project (i.e., to share and work together on documents).	A	B	C	D	E
9.	know how to combine materials from several sources (e.g., books, Internet, and newspapers) when I research and write about a topic.	A	B	C	D	E
	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
10.	can question other students' ideas using effective reasoning and evidence.	A	B	C	D	E
11.	know which digital media and tools to use to best explain my ideas.	A	B	C	D	E
12.	can write my ideas down using supporting evidence from the text.	A	B	C	D	E
13.	am able to compare and contrast texts from different cultures with my own experience of the world.	A	B	C	D	E
14.	can read and comprehend different types of informational texts (e.g., history/social science, science, technical).	A	B	C	D	E
15.	can follow my teacher's interpretation of a poem in class discussions.	A	B	C	D	E

Grade 10 Student Questionnaire

PLEASE MARK YOUR RESPONSE TO EACH QUESTION IN YOUR STUDENT ANSWER BOOKLET.

	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
16.	consider my audience (e.g., peers, my teacher, younger students, parents) when I present information.	A	B	C	D	E
17.	effectively use technology to incorporate data (e.g., tables and graphs) into written presentations.	A	B	C	D	E
18.	can infer an author's idea even if it is not directly stated.	A	B	C	D	E
19.	can independently read challenging texts to expand my knowledge.	A	B	C	D	E
20.	am able to improve my use of vocabulary when I revise a piece of writing.	A	B	C	D	E
	In my ENGLISH LANGUAGE ARTS CLASS, I am confident that I:	True	Almost Always True	Mostly True	Only a Little True	Not at All True
21.	support my ideas in class discussions with relevant evidence from the text.	A	B	C	D	E
22.	can determine when an author has made a strong argument.	A	B	C	D	E
23.	choose language best suited to the audience I am speaking to.	A	B	C	D	E
24.	use the type of evidence that best supports the subject I am writing about (e.g., results from an experiment in science, or a historian's point of view in history).	A	B	C	D	E
25.	use what I learn about different cultures in class to help me communicate with people from those cultures.	A	B	C	D	E

**CITIZEN PETITION
TOWN OF BELCHERTOWN:**

#1

Dated/Time received by Board of
Registrars/Town Clerk:

MAR 22 2017

848 AM

To see if the Town will vote to:

We, the undersigned registered voters of the Town of Belchertown, MA do hereby petition the Board of Selectmen to insert the following in the Warrant for the Annual Town Meeting. We put forth before the voters of Belchertown, MA an administrative requirement for the School Department to post true and accurate monthly budget summaries on their website for review by the taxpayers of Belchertown. If approved, the attached budget summary update requirement would show how the School Department is actually spending taxpayer supplied funding allowing for an informed debate when planning for future budgets.

#2

TOWN OF BELCHERTOWN, MA

CITIZEN PETITION FOR THE PURPOSE OF REQUIRING MONTHLY YEAR TO DATE BUDGET SUMMARY UPDATES

This Petition is for the purpose of requiring the School Department to post monthly budget summary updates showing the following for each line item:

1. Original Appropriation
2. Revised Budget indicating actual spending if not spent for an item defined by the actual budget item. All budgeted funds spent on an item that is other than shown or not clearly defined must be disclosed
3. Year-to-date Expenditure
4. Month-to-date Expended
5. Encumbrances
6. Available Budget
7. Percent of Budget used/remaining

This Budget Update is required at intervals of no greater than monthly and need to be full and complete.
Examples:

1. If maintenance funding is being used a capital improvement such as an office renovation or other construction project it needs to be disclosed.
2. If Maintenance funding (or any other fund) is used to purchase a New Phone System or other like item it needs to be disclosed.

These updates are needed and for the use of Belchertown residents when discussing future budgets.

CITIZEN PETITION
TOWN OF BELCHERTOWN:

#1

Dated/Time received by Board of
Registrars/Town Clerk:

MAR 22 2017

8:48 AM

To see if the Town will vote to:

We, the undersigned registered voters of the Town of Belchertown, MA do hereby petition the Board of Selectmen to insert the following By-Law in the Warrant for the Annual Town Meeting. We put forth before the voters of Belchertown, MA a Capital Improvement Planning Program. If approved, the attached **Capital Planning Improvement Committee** Bylaw would be added to Belchertown's By-Law and will be budgeted for FY 2019. In FY 2019 this Committee will be established, receive submissions and file their report to the Town Clerk for review by the Board of Selectmen and Finance Committee for the FY 2020 Budget.

TOWN OF BELCHERTOWN, MA

#2

General Bylaw Article

Capital Improvement Program Bylaw:

Sec. 1.

The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Planning Committee composed of three (3) citizens at large, One (1) to serve 1 year, One (1) to serve 2 years and One (1) to serve 3 years and each thereafter for three years. The Capital Improvement Planning Committee shall also include one member of the Board of Selectman, one member of the finance committee, one member of the planning board, the School Department Superintendent (or a designee), the town accountant shall be an ex officio committee member without the right to vote. The committee shall choose its own officers.

Sec. 2.

The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life at least five years; and, 3) cost over \$10,000. In order that the Town: 1) coordinate development of a capital improvement budget with the operating budget of the current year, and 2) develop a capital program including the subsequent 5 years, all officers, boards, and committees including the Selectmen and the Regional School Committee shall, by a date specified annually by the Capitol Improvement Planning Committee, prepare for the committee information concerning all anticipated capital improvement projects requiring Town Meeting action for the period specified. No appropriation shall be voted for a capital improvement requested by a department, board, or commission unless the proposed capital improvement is considered in the committee report. However, in order to allow consideration of a project reflecting an extraordinary circumstance which must be addressed before the formulation of the next year's capital program, a department, board or committee may submit a proposal to the Capitol Improvement Planning Committee for consideration. The Committee must then submit a report to the Finance Committee and the Board of Selectmen with a satisfactory explanation why the proposal was not considered by the Capitol Improvement Planning Committee at a time when it could be included in the committee's report. Each of the boards and committees must vote that the proposed project meets the extraordinary circumstance issue.

#3

Sec. 3.

The Committee shall prepare an annual report recommending a Capital Improvement Program for the next fiscal year, and for each of the subsequent 5 years. The Capital Improvement Planning Committee will explain which capital improvement projects considered by the committee are recommended and which projects it does not recommend for inclusion in the capital program. The report shall be submitted to the Board of Selectmen and the Finance Committee for their consideration. The Board of Selectmen shall submit its approved Capital Improvement Program to any Annual or Special Town Meeting for adoption by the Town.

Sec. 4.

Such Capital Improvement program, after its adoption, shall permit the expenditure on projects included therein of sums of departmental Budgets for surveys, architectural or engineering advice, options, or appraisals. No such expenditure shall be incurred on projects that have not been so approved by the town through the appropriation of sums in the current year or in prior years or for preliminary planning for projects to be undertaken more than five (5) years in the future.

Sec. 5.

The Committee's report with the Selectmen's and Finance Committee's recommended Capital Plan/Budget shall be published and made available consistent with the distribution of the Finance Committee Report. The Committee shall deposit its original report with the Town Clerk.

Sec. 6.

The proposed annual budget shall include an appropriation of not less than 1% of the Town's operating budget to fund the Capital Plan. This can be included in individual department budgets or separately. The Capital improvement Planning Committee shall have a budget of no less than \$3,500 for administrative services and other misc. needs.

File: ACA - NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

LEGAL REFS.: Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to
Equal Educational

Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

File: ACAB - SEXUAL HARASSMENT

All persons associated with the Belchertown Public Schools including, but not necessarily limited to, the Committee, the administration, staff and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Belchertown School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.

Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions **affecting** such individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officer: Assistant Superintendent, Belchertown Public Schools, 14 Maple St., P.O. Box 841, Belchertown, MA

01007; (413) 323-0423, ext. 117

Complaint Procedure:

Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance **officer**. All complaints shall be investigated promptly and resolved as soon as possible.

The grievance **officer** will attempt to resolve the problem in an informal manner through the following process:

The grievance **officer** will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.

The grievance **officer** will then attempt to meet with the charged party in order to obtain his/her response to the complaint. The grievance **officer** will hold as many meetings with the parties as is necessary to establish the facts.

On the basis of the grievance **officer's** perception of the situation he/she may: Attempt to resolve the matter informally through reconciliation.

Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.

After reviewing the record made by the grievance **officer**, the Superintendent or designee, Belchertown Public Schools, 14 Maple St., P.O. Box 841, Belchertown, MA 01007, may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the **offending** conduct.

The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended 45

Federal Regulation 74676 issued by EEO Commission

Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

School Committee Approval Revision: August 25, 2015

File: ADDA - C.O.R.I. REQUIREMENTS

It shall be the policy of the Belchertown Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, "“Direct and unmonitored contact with children’ means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students.”

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared

with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to C.O.R.I material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on C.O.R.I. checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the Criminal History Systems Board (CHSB), the Superintendent will closely compare the record provided by CHSB with the information on the C.O.R.I. request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the district is inclined to make an adverse decision based on the results of the C.O.R.I. check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the district's C.O.R.I. policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the C.O.R.I. record.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court

appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution.”

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REFS.: M.G.L. 71:38R, 151B, 276, §.100A, St.2002, c.385

MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)

803 CMR 3.05 (Chapter 149 of the Acts of 2004)

CROSS REFS: ADDA-R, C.O.R.I. Requirements

ADDA-E-1, Information Concerning the Process in Correcting a Criminal Record

ADDA-E-2, C.O.R.I. Requirements