

BELCHERTOWN PUBLIC SCHOOLS

14 Maple Street, P. O. Box 841, Belchertown, MA 01007

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Karol G. Coffin, M.Ed.
Superintendent of Schools
E-Mail: kcoffin@belchertownps.org

2017 Pioneer Valley Excellence in Teaching Award Nominees

Winners	School/Position
Mary Dulchinos	CSS K Teacher
Virginia Doucette	JBMS /English Teacher
Nominees	
Cynthia Fournier	SRE/Grade 1 Teacher
Jillian Nugent	SRE Art Teacher
Laura McArdle	CHCS Special Education Teacher
Joanna McNeil	BHS Special Education Teacher
Elizabeth Teixeira	BHS Art Teacher
Stephen Walkowicz	CHCS Grade 6 Teacher

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 PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
February 28, 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 (absent); 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; Ms. Andrea Mastalerz interim Director CSS

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: Mr. Parker Mas

VISITORS: Sue Comstock, TJ Howell, Corina Smith, Ruby Bansal, Laurie Frank, Frankie Murray, Jacquelia Currier, Karen Bourque, Justin Bourque, Cheryl Chabascz, Ryan Chabascz, Sean Calnan, Kerry Calnan, Liam Calnan, Virginia Bilz, Lynn Clark, Hope Guardenier, Brian Meehan

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
Mr. Howell spoke to the Social Media Policy. Questioned what qualify as "inappropriate" and noted the wording was too vague. Who and/or what determines inappropriate. #4 notes "examples of inappropriate behavior from other districts, as behavior to avoid." In addition, the last paragraph notes internet searches of teachers for inappropriate materials on-line, there is a better use of administration time. Mr. Howell asked if this is the second time up for this item and is it an action item? Ms. French noted this is the second time it is up and is an action item.
- III. Special awards and presentations
 - A. BHS Golf Team-Division II Golf Champions
Superintendent Coffin congratulated the BHS golf team

Jonathan Bechta, Justin Bourque, Liam Calnan, Ryan Chrabascz, Samuel Clark, Nathan Courchesne, Aidan Dupont, David Fredenburgh, Grant Irving, Francis Murray, and Samantha Teschke, on their winning season and winning the Mass Division II championship.

- B. 2017 Dr. Martin Luther King, Jr. Scholarship recipients – Hi Chul Chung, Kodwo Ampiah-Bonney
Superintendent Coffin congratulated Hi Chul Chung and Kodwo Ampiah-Bonney on receiving the Dr. Martin Luther King Jr. scholarship awards.
- C. Pioneer Valley Excellence in Teaching winners-verbal announcement
Dr. Fortin announced the Pioneer Valley Excellence in teaching winners as Mary Dulchinos of CSS, and Virginia Doucette of JBMS. The winning teachers will receive their awards at the next scheduled meeting.

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

Cold Spring School

Cold Spring School will be continuing their donation drives. Beginning on February 27th through March 10th, they will be collecting new, unopened toothbrushes and toothpaste, and will donate these items to the Amherst Survival Center and Friends of Hampshire County Homeless. Any help and support is very much appreciated.

Swift River Elementary School

Swift River Elementary School will be continuing its literacy initiative for the spring with the program called "One School, One Story" beginning the week of February 27th. The entire school community...teachers, librarians, students, staff, and parents...will all be reading the same children's book at the same time. The program will be enjoyable and engaging for everyone, while celebrating the importance of reading shared around quality literature.

Chestnut Hill Community School

The Chestnut Hill Community School 6th Grade Chorus and Band students have been working hard in preparation for their Annual Winter Concert which will be held on Wednesday, March 1st at 7:00 PM in the CHCS Auditorium. It promises to be a wonderful night of entertainment and all are welcome to attend.

Jabish Brook Middle School

Jabish Brook Middle School students will be attending the Jr. District Rehearsal and Concert at UMASS, Amherst on Saturday, March 18th from 9:00 AM to - 5:00 PM. The bus will leave at 8:00 AM from the school and the Concert starts at 3:00 PM.

Belchertown High School

Belchertown High School will hold the SADD White Ribbon Campaign on Thursday, March 2nd and Friday, March 3rd. On Wednesday, March 8th the Humanities Club Blood Drive will take place in the Auxiliary Gymnasium and the Foreign Language Fair is scheduled for Thursday, March 9th at 6:00 PM in the cafeteria.

- V. Approval of minutes (A.I.)
 - A. February 7, 2017, Regular Session
 - Motion: Dr. Knapp moved to accept the February 7, 2017 as amended
 - Second: Dr. Laughner
 - Vote: 4,0,0

- VI. Approval of Warrants and Budget Transfers (A.I.)
 - A. Accounts payable warrant S/021317, 021317SA
 - B. Payroll warrants W#1732, W#1734
 - Motion: Dr. Laughner moved to approve the February 13th, February 6th, and February 21st warrants
 - Second: Mr. Charron
 - Vote: 4,0,0

 - C. Approval of FY17 budget transfers
 - This item is informational and does not require a vote. Mr. Dunn noted these are the budget transfers for September through December 16th.

- VII. Reports and recommendations of the Superintendent

Superintendent Coffin noted, with regard to gender identity, the federal government rescinded control to the state. She received a legal notice noting that Massachusetts already passed law to protect gender identity. This will not impact Massachusetts and adjustments are already being made in the district.

 - A. BHS School Improvement Plan update
 - Ms. Vigneux updated the Committee on the BHS school improvement plan. Ms. Vigneux noted the move toward MassCore requirements for graduation.

 - B. FY 18 Budget Presentations
 - 1) PreK tuition (A.I.)
 - Motion: Mr. Charron moved to approve the free Pre-K tuition for next year
 - Second: Dr. Laughner
 - Vote: 4,0,0
 - Discussion: Mr. Dunn spoke to the proposal. Currently noted there is a \$2,300 tuition charged for "role model" students. DESE will not count students as enrolled if a tuition is charged. If the program is free tuition, then the students will be counted by DESE in Chapter 70 monies. Reimbursement through the state would be \$2,857 as opposed to the \$2,300 now charged. There are currently 16 students in the program with only the addition of 14 role model students. The program is set up for 2 role model students for every 1 special education student. The estimated cost to change this program in the first year is \$16,000. Ms. Mastalerz spoke to the benefits of this program. There are many advantages to the district. Detractors that were discussed included time of the classes and transportation of role model student.

 - 2) BPS funding history
 - Superintendent Coffin presented the Committee with the "Budget Story" for

FY17. This will be the start of budget presentation over the next meetings leading toward the April 4th public meeting. She noted the 3 year strategic goals and the 4 strategic goals being;

- K-12 alignment
- professional development
- more community involvement
- type of learning and tools needed
- Mr. Dunn spoke to the 5-year funding history of the district, the percentages breakdown of funding, and the 4% education materials funding was explained.

Breakdown of the district funding was listed as;

- 64 % payroll
- 12 % benefits
- 7 % transportation
- 6 % special education
- 4 % education materials
- 3 % utilities
- 2 % maintenance
- 2 % general operations

Breakdown of educational materials breakdown was;

- 38 % instructional supplies
- 24 % technology
- 20 % student activities
- 15 % professional development
- 3 % curriculum

Superintendent Coffin noted the public budget presentation is scheduled for April 4th. Is still currently waiting to hear from the Finance Committee for a date to present to them.

3) Areas to save: Substitute, teachers prep costs

Superintendent Coffin wanted to bring it to the School Committee's notice the current system in use for the substitute teacher costs. The Committee discussed the best use for teachers as subs during their prep periods and the cost difference to using a substitute versus a teacher with a prep period. Current substitute costs are \$70 or \$75 per day for a substitute with the cost of a teacher prep being \$30 per class period. Superintendent Coffin proposed an increase in the substitute payment.

The Committee asked for more information;

- how often does this happen?
- was there an increase in subs with the last pay increase
- what are other districts paying
- what is the "pool" of subs
- are other districts having the same issues

- A. Update as of February 28, 2017
Superintendent Coffin welcomed the new hires to the district; Michelle Andre, Laura Meneke, and Pamela Picard.
- IX. Unfinished business
There was no unfinished business.
- X. New business
- A. BHS Out of State Field Trip Request-NYC (A.I.)
Motion: Dr. Knapp moved to approve the field trip to New York
Second: Mr. Charron
Vote: 4,0,0
Discussion: Sue Comstock presented the request. Cost \$150, 4 students and 9 chaperones.
- B. Approval of 2017-2018 school calendar (A.I.)
Motion: Dr. Laughner moved to approve next year's calendar
Second: Mr. Charron
Vote: 4,0,0
- C. Pioneer Valley Chinese Immersion Charter School- Letter of Opposition
Superintendent Coffin noted that this expansion was voted down. No further action required.
- XI. Reports of subcommittees
- A. Curriculum & Instruction (Dr. Knapp/Mr. Charron)
Dr. Knapp noted the met this evening, discussed;
- no policies currently need changing
 - supplemental materials for instruction
 - Ms. Vigneux spoke to metrics for high school excellence
 - Pre-K tuition
- B. Personnel & Policy (Ms. Bogdanovich/Dr. Laughner)
1. Policy AC – Nondiscrimination (A.I.)
Motion: Dr. Laughner moved to approve Policy AC - Nondiscrimination
Second: Mr. Charron
Vote: 4,0,0
Discussion: gender identity added, Mr. Charron noted an edit.
 2. Policy IJNDD – Social Media (A.I.)
This item was tabled and returned to the subcommittee.
 3. Policy JH – Student Absences and Excuses (A.I.)
Superintendent Coffin requested this item be returned to the subcommittee.

- C. Property & Transportation (Ms. Bogdanovich/Ms. French)
Ms. French noted they have not met.
 - D. Finance & Budget Subcommittee (Dr. Laughner/Mr. Charron)
Dr. Laughner noted they met yesterday, discussed;
 - fiscal FY 18 budget
 - school choice budget spending
- XII. Reports of school department liaisons
- A. Healthy & Safer Schools Advisory Committee (Ms. French)
Ms. French noted they have not met.
 - B. Technology Working Group (Dr. Laughner)
Dr. Laughner noted they have not met.
 - C. Collaborative for Educational Services (Dr. Knapp)
Dr. Knapp noted they will meet later in March.
 - D. RADAR (Dr. Laughner, Mr. Charron)
Mr. Charron noted they met since Feb 8th.
- XIII. Correspondence
- A. Agenda, February 28, 2017
 - B. February 7, 2017, Minutes
 - C. Accounts Payable and Payroll Warrants
 - D. FY17 Budget transfers
 - E. BHS School Improvement Plan update
 - F. FY18 Budget documents
 - G. Personnel update
 - H. BHS Out of State Field Trip request
 - I. 2017-2018 school calendar draft
 - J. Pioneer Valley Chinese Immersion Charter School – Commissioners recommendation
 - K. Policy AC – Nondiscrimination
 - L. Policy IJNDD – Social Media
 - M. Policy JH – Student Absences and Excuses

- XIV. Vote to enter into Executive Session under M.G.L. 30A, §21, Part 3 to discuss strategy with respect to collective bargaining Unit A, Teacher, Unit C, Custodians, and negotiations with Single Contracts Employees 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 8:56 pm. They will not return to open session.

Vote:

Dawn French - yes

Thomas Laughner - yes

Michael Knapp - yes

Myndi Bogdanovich - absent

Jeff Charron - yes

- XV. Adjourn

Motion: Dr. Laughner moved to adjourn at 9:49 pm

Second: Mr. Charron

Vote: 4,0,0

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

Belchertown Public Schools

FEBRUARY 27, 2017

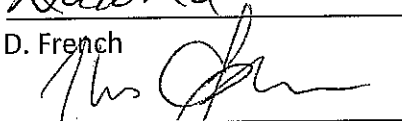
Warrant S/022717

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

The following invoices of the Belchertown Public Schools, amounting to the aggregate of
\$393,364.59, 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/0222717 02/27/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
010 10138	COMPUTER DIRECTOR 010 -100-138 -000-53404 -	750.00	3,000.00
	FUND TOTAL	750.00	
020 20306	SCHOOL CHOICE TUFT 020 -300-306 -300-52418 -	66.11	-4,471,470.19
020 20306	SCHOOL CHOICE TUFT 020 -300-306 -300-55113 -	3,733.67	-4,471,470.19
020 20306	SCHOOL CHOICE TUFT 020 -300-306 -300-57904 -	298.82	-4,471,470.19
	FUND TOTAL	4,098.60	
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-51127 -	50.00	-1,273.73
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53401 -	20.88	-10,277.55
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54901 -	11,192.39	-6,440,028.46
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54906 -	311.09	-476,300.65
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-58519 -	437.13	-122,279.52
	FUND TOTAL	12,011.49	
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53021 -	1,354.00	-381,332.79
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53314 -	3,406.91	-641,529.86
	FUND TOTAL	4,760.91	
025 25300	AFTER SCHOOL GIFT 025 -300-300 -300-53312 -	3,000.00	-37,425.00
025 25300	AFTER SCHOOL GIFT 025 -300-300 -300-55110 -	148.97	-25,019.03
	FUND TOTAL	3,148.97	
027 278075	140 TEACHER QUALIT 027 -300-8075 -300-53021 -2017	1,000.00	15,989.00
027 278085	305 TITLE 1 027 -300-8085 -300-55108 -2016	515.90	8,412.21
027 278088	240 SPED 94-142 AL 027 -300-8088 -300-53213 -2017	89,920.19	6,586.38
027 278093	274 SPED PROGRAM I 027 -300-8093 -300-53021 -2017	1,270.00	.00
027 278093	274 SPED PROGRAM I 027 -300-8093 -300-55003 -2017	5,654.50	.00
	FUND TOTAL	98,360.59	
095 011110	SCHOOL COMMITTEE 095 -001-1110 -300-57830 -	25.00	153,147.88
095 011430	SCHOOL COMMITTEE 095 -001-1430 -300-53032 -	5,858.75	21,147.50
095 021210	SUPERINTENDENT 095 -002-1210 -300-52715 -	346.08	1,220.31
095 021210	SUPERINTENDENT 095 -002-1210 -300-53016 -	115.00	1,618.38
095 021210	SUPERINTENDENT 095 -002-1210 -300-53060 -	1,185.00	-2,048.97
095 021210	SUPERINTENDENT 095 -002-1210 -300-54240 -	36.26	279.33
095 021410	BUSINESS FINANCE 095 -002-1410 -300-53021 -	8,250.00	1,665.50
095 021410	BUSINESS FINANCE 095 -002-1410 -300-54240 -	102.32	.00
095 023600	SCHOOL SECURITY-CO 095 -002-3600 -300-53021 -	11,000.00	.00
095 074010	MAINTENANCE DIRECT 095 -007-4010 -300-54510 -	409.72	12,974.46
095 074010	MAINTENANCE DIRECT 095 -007-4010 -300-54511 -	1,000.00	1,000.00
095 074020	MAINTENANCE DIRECT 095 -007-4020 -300-52110 -	10,869.38	-46,749.40
095 074030	MAINTENANCE DIRECT 095 -007-4030 -300-52300 -	1,143.05	6,403.88
	FUND TOTAL	1,143.05	
	MISC RESERVE	25.00	
	LEGAL SERVICES	5,858.75	
	COPYER RENTAL/LEASING	346.08	
	PRINTING	115.00	
	ADVERTISING	1,185.00	
	OFFICE SUPPLIES	36.26	
	CONT SERVICE	8,250.00	
	OFFICE SUPPLIES	102.32	
	CONT SERVICE	11,000.00	
	CUSTODIAL SUPPLIES	409.72	
	UNIFORMS/WEATHER GEAR	420.00	
	HEATING OIL	10,869.38	
	WATER	1,143.05	

WARRANT: 5/022717 02/27/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
095 074030	MAINTENANCE DIRECT	2,718.28	.00
095 074030	MAINTENANCE DIRECT	909.84	9,491.74
095 074340	MAINTENANCE DIRECT	900.00	.00
095 083300	TRANSPORTATION DIS	135.00	11,146.70
095 083300	TRANSPORTATION DIS	1,710.00	.00
095 083300	TRANSPORTATION DIS	99.75	.00
095 123200	HEALTH/NURSE HIGH	155.00	-5.00
095 123200	HEALTH/NURSE HIGH	19,567.45	-100,139.30
095 192110	SPECIAL EDUCATION	62.62	729.49
095 192110	SPECIAL EDUCATION	29.86	1,002.58
095 192420	SPECIAL EDUCATION	199.99	547.21
095 192451	CLASSROOM INSTRUCT	494.69	5.31
095 192451	CLASSROOM INSTRUCT	2,347.92	-1.98
095 192451	CLASSROOM INSTRUCT	8,531.94	104,700.08
095 199000	SPECIAL EDUCATION	37,719.20	-3,531.42
095 199000	SPECIAL EDUCATION	10,296.34	-31,059.44
095 199000	SPECIAL EDUCATION	858.28	2,232.22
095 202800	PSYCHOLOGICAL SERV	-17.80	389.86
095 242430	FIRST GRADE	69.08	335.23
095 292430	ART ELEMENTARY	72.00	111.08
095 322430	SPECIAL ED ELEMENT	900.00	260.25
095 342210	PRINCIPAL INTERMED	133.13	366.87
095 402415	LIBRARY/AUDIO INTE	74.80	357.00
095 424420	MUSIC INTERMEDIATE	190.00	2,136.96
095 424420	MUSIC INTERMEDIATE	270.12	1,113.00
095 532440	MUSIC MIDDLE	98.99	78.38
095 612415	LIBRARY A/V MIDDLE	4,090.00	2,713.11
095 722430	SCIENCE HIGH SCHOO	584.12	6,168.00
095 763510	SPORTS HIGH SCHOOL	1,710.34	.00
095 763510	SPORTS HIGH SCHOOL	366.15	1,990.22
095 774420	MUSIC HIGH SCHOOL	211.68	-133.94
095 842210	ECC ADMINISTRATION		5.45

FUND TOTAL 270,234.03

WARRANT SUMMARY TOTAL 393,364.59

GRAND TOTAL 393,364.59

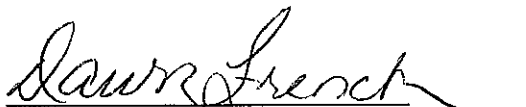
Belchertown Public Schools

MARCH 13, 2017

Warrant. S/031317

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

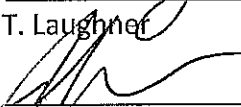
The following invoices of the Belchertown Public Schools, amounting to the aggregate of **\$283,608.75**, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (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/031317 03/13/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
020 20306	SCHOOL CHOICE TUFT 020 -300-306	29,259.43	-4,531,445.68
020 20306	SCHOOL CHOICE TUFT 020 -300-306	5,013.20	-4,531,445.68
020 20306	SCHOOL CHOICE TUFT 020 -300-306	42.80	-4,531,445.68
FUND TOTAL			
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53021	800.00	-115,437.98
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53401	22.70	-10,300.25
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54901	7,681.64	-6,440,050.28
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54906	916.96	-476,300.65
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-57115	91.83	-26,555.18
FUND TOTAL			
024 24328	STUDENT PARKING FE 024 -300-328	9,513.13	-131,772.86
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53021	3,304.20	-383,894.79
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53314	1,292.00	-643,377.78
024 24393	LOST/DAMAGED BOOKS 024 -300-393000-000-49300	1,847.92	
024 24393	LOST/DAMAGED BOOKS 024 -300-393000-000-49300	25.00	
FUND TOTAL			
027 276043	ESHS HEALTH 027 -300-6043	6,469.12	
027 278085	305 TITLE 1 027 -300-8085	1,180.00	1,725.68
027 278088	240 SPED 94-142 AL 027 -300-8088	415.97	2,706.86
027 278088	240 SPED 94-142 AL 027 -300-8088	2,004.50	-1,447.00
027 278088	240 SPED 94-142 AL 027 -300-8088	8,926.68	6,586.38
FUND TOTAL			
095 011110	SCHOOL COMMITTEE 095 -001-1110	12,527.15	
095 019100	SCHOOL COMMITTEE 095 -001-9100	300.00	950.00
095 021210	SUPERINTENDENT 095 -002-1210	11,334.00	15,112.00
095 021210	SUPERINTENDENT 095 -002-1210	267.45	1,573.88
095 021210	SUPERINTENDENT 095 -002-1210	227.34	229.84
095 074010	MAINTENANCE DIRECT 095 -007-4010	8,102.10	12,482.96
095 074020	MAINTENANCE DIRECT 095 -007-4020	35,186.47	-81,933.87
095 074030	MAINTENANCE DIRECT 095 -007-4030	7,051.64	-6,176.30
095 074030	MAINTENANCE DIRECT 095 -007-4030	33.21	6,403.88
095 074030	MAINTENANCE DIRECT 095 -007-4030	2,219.97	
095 074030	MAINTENANCE DIRECT 095 -007-4030	1,880.11	7,611.63
095 074310	MAINTENANCE DIRECT 095 -007-4310	10,081.70	
095 074310	MAINTENANCE DIRECT 095 -007-4310	1,620.00	12,158.25
095 074340	MAINTENANCE DIRECT 095 -007-4340	2,796.29	21.95
095 074340	MAINTENANCE DIRECT 095 -007-4340	130.50	500.00
095 074340	MAINTENANCE DIRECT 095 -007-4340	800.00	321.37
095 074420	MAINTENANCE DIRECT 095 -007-4420	520.00	128.50
095 074420	MAINTENANCE DIRECT 095 -007-4420	29.70	347.76
095 074420	MAINTENANCE DIRECT 095 -007-4420	25.18	290.00
095 083300	TRANSPORTATION DIS 095 -008-3300	58,013.65	
095 083300	TRANSPORTATION DIS 095 -008-3300	891.90	.00
095 083300	TRANSPORTATION DIS 095 -008-3300		
FUND TOTAL			
095 011110	CONTR SERVICE 095 -001-1110	300.00	950.00
095 019100	TUITION MA. DISTRICT 095 -001-9100	11,334.00	15,112.00
095 021210	PRINTING 095 -002-1210	267.45	1,573.88
095 021210	OFFICE SUPPLIES 095 -002-1210	227.34	229.84
095 074010	CUSTODIAL SUPPLIES 095 -007-4010	8,102.10	12,482.96
095 074020	HEATING OIL 095 -007-4020	35,186.47	-81,933.87
095 074030	ELECTRICITY/BUILDINGS 095 -007-4030	7,051.64	-6,176.30
095 074030	WATER 095 -007-4030	33.21	6,403.88
095 074030	TRASH REMOVAL 095 -007-4030	2,219.97	
095 074030	TELEPHONE 095 -007-4030	1,880.11	7,611.63
095 074310	HIRED SNOW REMOVAL 095 -007-4310	10,081.70	
095 074310	MAINTENANCE/HVAC SYSTE 095 -007-4310	1,620.00	12,158.25
095 074340	ELECTRICAL REPAIRS 095 -007-4340	2,796.29	21.95
095 074340	PLUMBING REPAIRS 095 -007-4340	130.50	500.00
095 074340	PEST CONTROL 095 -007-4340	800.00	321.37
095 074420	FIRE ALARM MONITOR 095 -007-4420	520.00	128.50
095 074420	EQUIPMENT MAINTENANCE 095 -007-4420	29.70	347.76
095 074420	SCHOOL VANS MAINTENANC 095 -007-4420	25.18	290.00
095 083300	SPECIAL ED TRANSPORTAT 095 -008-3300	58,013.65	
095 083300	MCKINNEY-VENTO TRANSPO 095 -008-3300	891.90	.00

03/08/2017 10:59 | TOWN OF BELCHERTOWN
adivico | WARRANT SUMMARY

| P 22
| apwarrnt

WARRANT: S/031317 03/13/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
095 123200	HEALTH/NURSE HIGH	229.27	996.73
095 192110	SPECIAL EDUCATION	8,521.88	-103,364.30
095 192110	SPECIAL EDUCATION	2,985.30	18,500.00
095 192353	SPECIAL EDUCATION	273.08	729.50
095 192430	INSERV TRAIN	140.00	23.44
095 199000	INSTRUCTIONAL SUPP	23.44	3,368.04
095 202800	SPECIAL EDUCATION	318.75	60,086.45
095 212351	PSYCHOLOGICAL SERV	48,191.92	00
095 212720	DISTRICT ACADEMIC	54.72	2,009.45
095 222430	PRINCIPAL ELEMENTA	40.00	38.37
095 222451	PRINCIPAL ELEMENTA	2,184.00	-28.20
095 342420	PRINCIPAL INTERMED	89.00	104.00
095 442430	SPECIAL ED INTERME	74.95	204.30
095 462420	PRINCIPAL MIDDLE	4,189.60	00
095 523520	VOCAL MUSIC MIDDLE	766.05	2,136.96
095 542430	MUSIC MIDDLE	883.44	-1,541.66
095 662710	INDUSTRIAL ARTS MI	263.00	151.01
095 692430	GUIDANCE HIGH SCH	11.49	6,182.26
095 763510	SPORTS HIGH SCHOOL	103.70	524.27
095 763510	SPORTS HIGH SCHOOL	114.98	6,188.00
095 763510	SPORTS HIGH SCHOOL	407.06	1,429.46
095 772440	SPORTS HIGH SCHOOL	2,080.00	1,990.22
095 792415	MUSIC HIGH SCHOOL	1,429.46	1,125.00
095 842210	LIBRARY A/V HIGH S	1,545.00	1,672.59
095 842451	ECC ADMINISTRATION	202.45	11.14
	PRINCIPAL EARLY CH	1,795.00	5.45
		370.80	4,986.82

FUND TOTAL 220,783.92

WARRANT SUMMARY TOTAL 283,608.75

GRAND TOTAL 283,608.75

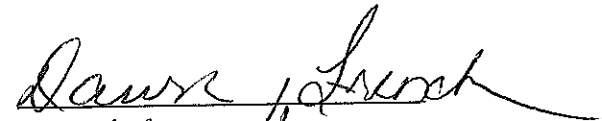
Belchertown Public Schools


MARCH 13, 2017

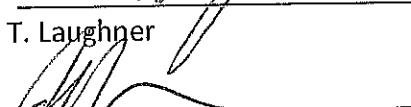
WARRANT 031317SA

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$1,475.00 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.

03/08/2017 11:13
abeaupre

TOWN OF BELCHERTOWN
WARRANT SUMMARY

IP 2
apwarrnt

WARRANT: 031317SA 03/13/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
089 89334	STUDNET ACTIVITY E 089 -300-334 -300-55110 -	1,475.00	-21,494.10
CASH ACCOUNT 10000 10400	BALANCE 21,699,320.93	1,475.00	
FUND TOTAL			
WARRANT SUMMARY TOTAL		1,475.00	
GRAND TOTAL		1,475.00	

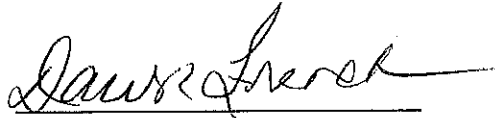
Belchertown Public Schools

FEBRUARY 27, 2017

WARRANT 022717SA

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

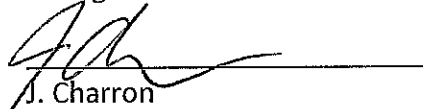
The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$4,171.60, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) 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: 022717SA 02/27/2017			
FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
089 89319	STUDENT ACTIVITY H 089 -300-319300-000-55110 -		
089 89334	STUDNET ACTIVITY E 089 -300-334 -300-55110 -	3,500.63	-2,089,836.15
		670.97	-20,019.10
	FUND TOTAL	4,171.60	
CASH ACCOUNT 10000 10400	BALANCE 23,232,029.44		
WARRANT SUMMARY TOTAL		4,171.60	
GRAND TOTAL		4,171.60	

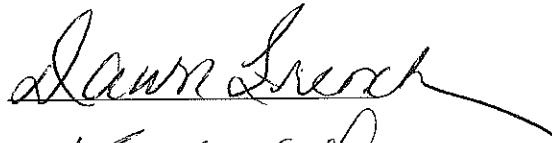
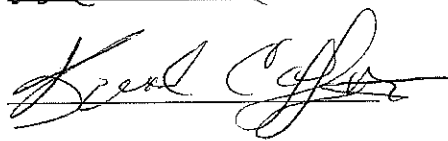
Belchertown Public Schools

MARCH 6, 2017

WARRANT #1736

SCHEDULE OF PAYROLL - PAYABLE TO THE TOWN ACCOUNTANT

The following **payroll** of the Belchertown Public Schools, amounting to the aggregate of \$ 727,696.33, 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 \$ 696,751.16

GRANT AND REVOLVING TOTALS \$ 30,945.17

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.

03/03/2017 11:14
abeaupre

TOWN OF BELCHERTOWN
PAY BY WORK LOCATION

P 45
prpyddpf

Pay Period 02/24/2017 To 03/02/2017

WARRANT: 1736

PAYROLL TYPE: REGULAR PR

CHECK DATE: 03/09/2017

PAY TYPE	HOURS	AMOUNT
100 REGULAR	21,944.70	646,509.84
150 PART TIME	573.25	10,159.29
200 OVERTIME	13.00	386.39
225 DOUBLE TIME	13.50	558.67
275 TCHR LONGVTY	2.00	2,650.00
280 LONGEVITY	4.00	4,000.00
300 SICK	598.70	22,084.44
350 SICK BANK	69.00	1,354.93
400 VACATION	448.50	15,046.24
500 PERSONAL	140.50	5,012.08
600 BEREAVEMENT	31.50	1,267.91
700 ATHLETICS	7.00	407.96
705 CLASS COVRGE	42.00	1,120.00
710 SUBSTITUTE	416.75	9,513.04
711 LONG-TERM SU	9.00	1,393.45
714 CONTRACTED	55.25	1,561.71
715 CONVENOR	.00	192.31
717 INSERVICE TRAINING	26.00	780.00
718 PROFESSIONAL DEVELOPMENT	2.00	60.00
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	6.00	123.66
900 OFF DUTY WRK	23.00	689.34
TOTALS	24,635.65	727,696.33

FY18

Prioritized Recommendations

mandated items	Priority	Orig Prop	Admin Rec	Cuts	Decrease	Capital
Required Needs						
Central Office						
Cop Sync (security link w/BPD)	1	\$ 9,000	\$ 9,000		\$ -	\$ 9,000
		\$ -				
		\$ -				
Technology						
Chromebboxes to replace VDS	1	\$ 22,000	\$ 22,000	\$21,900 retire Virtual Desktop (LS reflects)	\$ -	\$ 98,400
Internet Access Upgrade (E-rate pays \$6K)	2	\$ 6,000	\$ 6,000	\$4,200 Covisial/Appsense (reflected in LS)	\$ -	
Wireless APs @ SRE (E-rate pays \$35K)	3	\$ 25,400	\$ 25,400		\$ -	
add Systems Administrator position	4	\$ 45,000	\$ 45,000		\$ -	
Hrdwr Replacement Increase for Chrome	5	\$ -			\$ -	
Curriculum & Instruction						
Engineering Curriculum & PD	1	\$ 8,000	\$ 8,000		\$ -	\$ 16,000
SEL Curriculum & PD	2	\$ 8,000	\$ 8,000		\$ -	
Conference Attendance/PD	3	\$ 5,000			\$ -	
Administrator PD	4	\$ 5,000			\$ -	
Intern/Outreach Coordinator	5	\$ 50,000			\$ -	
STEM Coach/Integration Specialist	6	\$ 60,000			\$ -	
Belchertown High School						
Maintain Math Teacher	1	\$ -		Retirement of Paraprofessional	\$ 22,000	\$ 65,000
Restore English Teacher	2	\$ 55,000	\$ 55,000	Foreign Language New Textbooks	\$ 500	\$ 25,200
Toner supplies	3	\$ 7,000	\$ 7,000	English New Textbooks	\$ 500	
NEASC - co-chair stipends	4	\$ 3,000	\$ 3,000	Science New Textbooks	\$ 500	
Oricle Program Supplies	5	\$ 500		Social Studies New Textbooks	\$ 500	
Chromebboxes (four carts)	6	\$ 30,000		Guidance Books/Magazines	\$ 400	
Add STEM Teacher	7	\$ 55,000		Guidance Printing	\$ 200	
Credit Recovery Program	8	\$ 10,000		Guidance Supplies	\$ 100	
Add Art Teacher (MA Core)	9	\$ 55,000		PE Classroom Supplies	\$ 500	
VHS - more seats	10	\$ 10,000			\$ -	
BHS Alumni Career Fair	11	\$ 500			\$ -	
All State Music Participants	12	\$ 1,500			\$ -	

FY18

Prioritized Recommendations

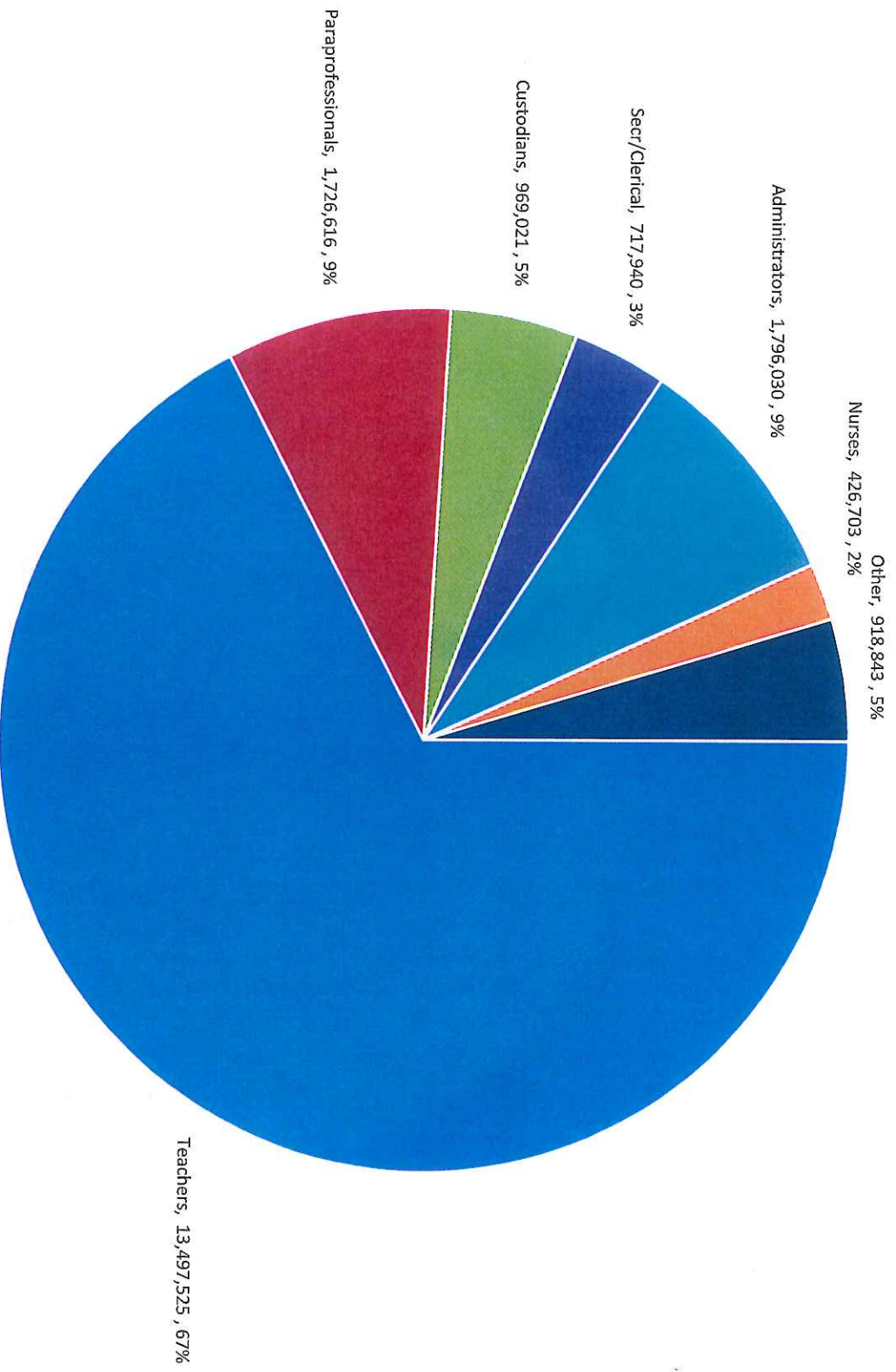
mandated items	Priority	Orig Prop	Admin Rec	Cuts	Decrease	Capital
Required Needs						
Jabish Brook Middle School						
add Adjustment Counselor	1	\$ 65,000			\$ -	\$ -
Social Outreach Worker	2	\$ 30,000				
devices for on-line testing (60@\$250)	3	\$ 15,000	\$ 15,000			
Increase Inclusion Support Paras	4	\$ 40,000				
Increase Lunch Para coverage	5	\$ 10,000				
After School Program	6	\$ 30,000			\$ -	
Chestnut Hill Community School						
Increase CR technology	1	\$ 27,000	\$ 7,000			\$ 14,000
add Grade 4 Teacher	2	\$ 55,000			\$ -	
add 2 Lunch/Recess Paras	3	\$ 14,000	\$ 7,000		\$ -	
Copier contract	4	\$ 2,000			\$ -	
Printer supplies	5	\$ 800				
Swift River Elementary						
add Sp Ed Tchrr for Inclusion Equity	1	\$ 55,000	\$ 55,000		\$ -	\$ 55,000
Increase Guidance Counselor .5 to 1.0	2	\$ 25,000			\$ -	
Comprehensive Reading Assessment	3	\$ -			\$ -	
Increase Chromebooks 2:1 ratio	4	\$ 5,000			\$ -	
Cold Spring School						
add .5 Pre-K Teacher	1	\$ 27,500			\$ -	\$ -
add .5 IN Para for Pre-K Prog	2	\$ 11,500			\$ -	
		\$ -			\$ -	
Special Education						
add Paraprofessional for ICE program	1	\$ 25,000	\$ 25,000		\$ -	\$ 80,000
add Inclusion Teacher - K	2	\$ 55,000	\$ 55,000		\$ -	
Increase hardware/software instr mtl	3	\$ 20,000			\$ -	
		\$ -			\$ -	
		\$ -			\$ -	
ELL						
		\$ -			\$ -	\$ -
		\$ -			\$ -	
		\$ -			\$ -	
Health						
		\$ -			\$ -	\$ -

3/10/2017

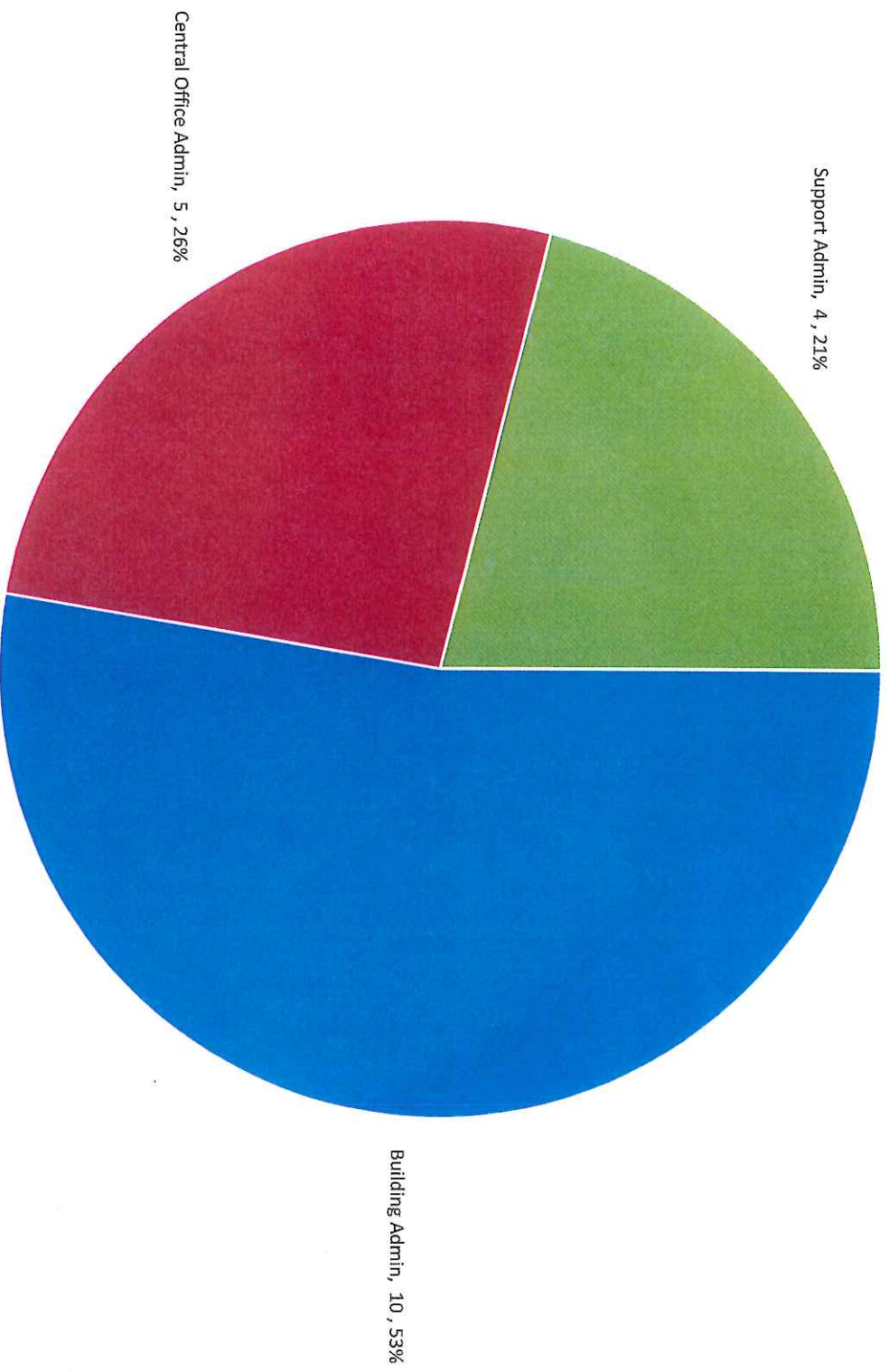
Prioritized Recommendations

3/10/2017

FY18 Payroll



FY18 Administrative Positions



Substitute Survey				Response
District	w/o License	w/ License	Comments	
Belchertown	\$ 70.00	\$ 75.00		They have difficulty getting and keeping subs
Easthampton	\$ 75.00	\$ 85.00	after 31 days in same assignment placed on salary Sched	They are utilizing student interns as subs and no problems with subs staying.
East Longmeadow	\$ 75.00	\$ 75.00		They indicated that they have about 35 subs that are active. They utilize SchoolSpring and Aesop but they also utilize Talent Ed. This process allows them to communicate with applicants to schedule interviews. The Assistant Principal of the High School does all interviewing. Their subs fluctuate often only due to the fact that some of the subs will only take positions offered at the high school or middle school. She indicated that they post at colleges and that the biggest issue they face in recruiting substitutes is that they have a two year degree requirement like us. During the Summer they have a sub-workshop so that they can see who will be returning the following school year and whether they need to keep advertising.
Hadley	\$ 70.00	\$ 75.00		The only reliable subs that they have are retired teachers. Other than that they have a difficult time keeping subs. Their paraprofessionals are now called "Education Support Persons" and can sub for the teacher whose room they are in and they receive a stipend for subbing. They also have two permanent subs that report everyday and are used as needed whether in a classroom or in the library etc.
Longmeadow	\$ 80.00	\$ 80.00	after 21 consecutive days - B step 1 (retroactive to day 1)	They have difficulty getting and keeping subs. They have recently implemented a new policy where a group of principals meet with the applicants at the same time to determine what school level they should be at. This has helped. She also indicated that they require all subs to provide two letters of recommendation with their applications

Ludlow	\$ 70.00	\$ 75.00	21-90 days @ B step 1; 90+ days @ step 1 of degree held	They indicated that due to their continued professional development within the district their need for subs is substantial and their list of subs is getting smaller and smaller. She said they have found that the biggest issues is getting administrators to interview so they have started to have a group of admins due a day of interviews together.
Northampton	\$ 75.00	\$ 80.00	\$85/day for Retired Tchrr; \$70/day Student Tchrr	They have a very difficult time hiring and keeping subs.
South Hadley	\$ 60.00	\$ 65.00	\$70/day for Teacher Emeritus; \$100 day after 10 consecutive days in same	They do not have a problem. Their process is much different. They do not use School Springs, they have all applicants go into the Superintendent's office. Fill out application, they CORI checked and provided fingerprinting information and then a list is compiled of all applicants and distributed to the schools. The schools are then required to call subs. There is no interview process. If a sub does not workout for the school or there are concerns they are removed from the list.
Southwick-Tolland	\$ 85.00	\$ 90.00	Long Term = 60% of B-1 rate	They have a stipended coordinator that individuals contact and then she calls the subs on the list to fill positions. They do not have an extra subs but tend to have enough with the list of available subs that they do have. She mentioned that their district is going to begin possibly placing ads on their social media sites

date	Medicaid	Mck-Vento	other rev	Total Rev	notes
28-Oct-14	\$ 27,551.99				Admin Act QE 3-31-14/Dir Svc Int QE 6-30-14
22-Jan-15	\$ 15,361.14				Admin Act QE 6-30-14
13-Mar-15	\$ 2,674.61				Dir Svc Int QE 9-30-14
8-May-15	\$ 13,437.43				Dir Svc Int QE 12-31-14
24-Jun-15	\$ 35,105.46				Admin Act QE 12-31-14/Dir Svc Int QE 3-31-15
24-Jun-15	\$ 83,065.81				Direct Svc Cost FY14
30-Jul-15		\$ 6,688.00			FY15 Homeless Transportation
By Source	\$ 177,196.44	\$ 6,688.00	\$ -	\$ 183,884.44	

date	Medicaid	Mck-Vento	other rev	Total Rev	notes
4-Sep-13	\$ 10,707.75				Admin Act QE 3-31-13
17-Jan-14	\$ 17,129.09				Admin Act QE 6-30-13
4-Feb-14	\$ 1,143.88				Dir Svc Int QE 9-30-13
21-Mar-14	\$ 8,474.39				Admin Act QE 9-30-13
25-Mar-14	\$ 5,368.66				Dir Svc Int QE 12-31-13
24-Jun-14	\$ 18,133.05				Admin Act QE 12-31-13/Dir Svc Int QE 3-31-14
24-Jun-14	\$ 91,061.39				Dir Svc Cost FY13
		\$ 20,312.00			FY14 Homeless Transportation
By Source	\$ 152,018.21	\$ 20,312.00	\$ -	\$ 172,330.21	

Athletic Fee Increase - Projected Revenue										Actual Comparison			
FY16 Student Participation										Option 2		FY17 Rev	FY16 Rev
										Tier 1	Tier 2	Athl Rev	Diff
										\$150	\$200	thru	
										\$250	\$300	28-Feb	\$ 44,808
												EOY	\$ 68,273
										Sport Total			
Sport	Tier	JV #	Vars #	Total	FY16 @ \$135	New Fee							
Football	3		34	34	\$ 4,590	\$250	\$ 8,500						
Boys Soccer	2	23	21	44	\$ 5,940	\$200	\$ 8,800						
Girls Soccer	2	12	17	29	\$ 3,915	\$200	\$ 5,800						
Girls Volleyball	2	14	13	27	\$ 3,645	\$200	\$ 5,400						
Boys Cross Country	1		38	38	\$ 5,130	\$150	\$ 5,700						
Girls Cross Country	1		29	29	\$ 3,915	\$150	\$ 4,350						
Golf	1	13	13	26	\$ 3,510	\$150	\$ 3,900						
Field Hockey	1	14		14	\$ 1,890	\$150	\$ 2,100						
Boys Basketball	2	12	11	23	\$ 3,105	\$200	\$ 4,600						
Girls Basketball	2	11	10	21	\$ 2,835	\$200	\$ 4,200						
Ice Hockey	4		18	18	\$ 2,430	\$300	\$ 5,400						
Wrestling	1		4	4	\$ 540	\$150	\$ 600						
Boys Swimming	2		14	14	\$ 1,890	\$200	\$ 2,800						
Girls Swimming	2		16	16	\$ 2,160	\$200	\$ 3,200						
Cheerleading	1		10	10	\$ 1,350	\$150	\$ 1,500						
Baseball	2	14	14	28	\$ 3,780	\$200	\$ 5,600						
Softball	2	16	14	30	\$ 4,050	\$200	\$ 6,000						
Boys Tennis	1		16	16	\$ 2,160	\$150	\$ 2,400						
Girls Tennis	1		16	16	\$ 2,160	\$150	\$ 2,400						
Boys Volleyball	2	8	8	16	\$ 2,160	\$200	\$ 3,200						
Boys Lacrosse	2	16	16	32	\$ 4,320	\$200	\$ 6,400						
Girls Lacrosse	2	16	16	32	\$ 4,320	\$200	\$ 6,400						
Boys Track & Field	1		42	42	\$ 5,670	\$150	\$ 6,300						
Girls Track & Field	1		29	29	\$ 3,915	\$150	\$ 4,350						
Total Students		169	419	588									
Total if all paid full fee					\$ 79,380		\$ 109,900						
Actual Revenue					\$ 61,278								
Estimated @ %													
New Revenue							\$ 84,838						
							\$ 23,560						

Other Fee Increases - Projected Revenue									
FY16 Student Participation				FY17 Projection		Actual Comparison			
Stud #	Cur Fee	FY16 Rev	New Fee	Antic Rev	New Rev	FY17 Rev	Parking	FY16 Rev	Diff
HS Parking	142	\$110	\$15,620	\$125	\$17,750	\$2,130.00	thru	\$15,064	\$2,833
Transportation									
prior to School start	418	\$100	\$41,800	\$110	\$45,980	\$4,180.00			
after School starts	16	\$110	\$1,760	\$125	\$2,000	\$240.00			
half year passes	216	\$55	\$11,880	\$62.50	\$13,500	\$1,620.00			
Total Transportation									
Music Rental							Music Rental		
							thru		
	26	\$40	\$960	\$50	\$1,300	\$340.00	28-Feb	\$960	\$ (160)
							EOY	\$960	
Total New Revenue						\$2,470.00			

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 – March 20, 2017

New Hires			
Name	Position	Building	Date
Joyce Purdy	SPED Tutor	District	March 8, 2017

New Resignations Announced			
Name	Position	Building	Date
Suzanne Chanis	Lunch/Recess Paras	CHCS	March 17, 2017
Amanda Litz	Lunch/Recess Para.	SRE	March 20, 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 PUBLIC SCHOOLS

14 Maple Street, P. O. Box 841, Belchertown, MA 01007

Telephone: 413-323-0423 Fax: 413-323-0448



Kelly Slattery, RD, LDN
Food Service Director
E-Mail: kslattery@belchertownps.org

School Committee Members,

I am excited to begin rolling out the new POS system for the school lunch program and we are scheduled to go live the last week in March. This system, called Mosaic, will improve meal counting and claiming accuracy, and implementing this system is the corrective action to address findings of the DESE review conducted in January.

At the same time, we will be introducing mySchoolBucks.com which allows parents to prepay for school lunch, snack milk, and a la carte items online. Included in your packet are letters to both parents and staff notifying them of this new option. These letters are scheduled to be printed and distributed on 3/14. An email to all parents has also gone out to advertise the new online prepayment system, and to instruct parents look out for the printed letter sent home with students.

As you can see in the letters, we will be offering this new online method of payment but will continue accept checks (and cash) to the schools as we do now. Any parent who cannot get online, or can't do so the last week in March, will be able to sign up at any time that is convenient for them in the future. I will continue to remind parents of the advantages of the online system, and gradually phase out cash and checks coming into schools.

I appreciate your support in this matter.

Kelly Slattery, RD, LDN
Food Service Director
Belchertown Public Schools

BELCHERTOWN PUBLIC SCHOOLS

14 Maple Street, P. O. Box 841, Belchertown, MA 01007

Telephone: 413-323-0423

Fax: 413-323-0448



Kelly Slattery, RD, LDN

Food Service Director

E-Mail: kslattery@belchertownps.org

Memorandum

To: Belchertown Public Schools Staff

From: Kelly Slattery, Food Service Director

Date: 3/1/17

Re: mySchoolBucks.com

Belchertown Public School's Food Service Department is excited to provide you with a convenient and secure online payment service called mySchoolBucks®. This website allows parents and staff to deposit money directly into your school meal account and view balance/purchase information for the past ninety days. By having money in your account prior to entering the cafeteria, we find that the lunch lines move along much faster.

This new service will be available starting 3/28/17.

To access this service:

1. Go to the district web site at www.belchertownps.org.
2. Click the quick links button to access lunch menus.
3. Click the mySchoolBucks link.
4. Or go directly to www.myschoolbucks.com
5. From this website you can create your account and deposit money. All you need is your name, school, and staff ID number. The instructions listed on the back of this page will guide you through the process.

Things to know:

- Staff and students can all have the same mySchoolBucks account.
- If you have more than one child in the district you can handle all online prepayments from the same online account.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. If you are placing money into multiple meal accounts you will only be assessed the \$1.95 fee once per deposit transaction. Belchertown Public School will not profit from the use of this site. Please Note: You may fund up to \$120 per child, yet a family may pay for all of their children on a single transaction.

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.

We are very excited to offer this new service and are confident this new system will benefit you and our District. If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to the Town Of Belchertown. Please remember to write your **full name** on the check.

If you have any questions about these new services, please feel free to contact my office at (413) 323-0442.

Thank You,

Kelly Slattery, RD, LDN

Food Service Director
kslattery@belchertownps.org

Respect ~ Responsibility ~ Relationship ~ Rigor ~ Reflection ~ Resilience

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BELCHERTOWN PUBLIC SCHOOLS

14 Maple Street, P. O. Box 841, Belchertown, MA 01007

Telephone: 413-323-0423

Fax: 413-323-0448



Kelly Slattery, RD, LDN
Food Service Director
E-Mail: kslattery@belchertownps.org

Dear Parent or Guardian,

Belchertown Public schools is proud to announce we are upgrading our school lunch program to include online pre-payment through **mySchoolBucks.com**®. This easy to access system will allow you to make deposits to your student's school lunch account and track their balance online, or on your smartphone. We are confident this system will benefit you and our District. You will be able to set up your student's mySchoolBucks.com account and pay online as of 3/28/17. If you are not able to set up online payment and make a deposit at that time, please continue to send payment via check to the school. Any existing account balances will be forwarded to the new online system.

If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to the Town Of Belchertown. Please remember to write your student's **full name** on the check. Envelopes will no longer be sent home for lunch payments.

In this letter, you will find your student's pin number which you will use to set up their mySchoolBucks.com account. Students in grades 4-12 will also need this pin number to purchase lunch at school.

mySchoolBucks offers...

- **Safety.** Virtually eliminates worries about your child carrying money to school.
- **Convenience.** Make payments when it's convenient for you, 24 hours a day, 7 days a week!
- **Control.**
 - Receive low balance email reminders (set your own limits!)
 - Monitor your student's account balances online. If you have more than one student in the school district, you can monitor all their accounts in one place.
 - View your student's cafeteria purchases.
- **Efficiency.**
 - Make your payments for all your children in one easy step, even if they attend different schools in the district.
- **Flexibility**
 - Make payments using your **VISA, Master Card, Discover credit/debit cards or electronic check.**
 - Option to have payments made automatically each month.
 - Deposit confirmations sent directly to your email account.

Money deposited into **mySchoolBucks.com** will usually arrive at the school by the next morning. You can set your low balance settings to remind you when it's time to add more money, or set up recurring payments so the system will automatically add money to the account when your balance reaches the threshold you set.

Getting started is easy! Visit www.mySchoolBucks.com and click the "REGISTER FOR A FREE ACCOUNT" button to create an account. A confirmation email will be sent to the address you provide. Simply follow the link included

in that email and your registration will be complete. Once you log in, you can add all your students by entering each student's school, their name and student ID number.

mySchoolBucks.com allows you to check balances, review transaction history, and receive low balance alerts from the comfort of your home for no charge. **A convenience fee may apply for payments to your student account(s).** You will have the opportunity to review any fees (and cancel, if you choose) before you are charged.

If you have any questions, please contact me directly.

Kelly Slattery, RD, LDN
Food Service Director
(413) 323-0442
kslattery@belchertownps.org

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

*Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider

Security is Our Top Priority



We know keeping your district data safe is your top priority. It's ours, too. That's why at Heartland, we go above and beyond to protect your data by adhering to the highest and most stringent security standards in the industry.

Heartland provides hosted services to more than 100,000 clients and employs numerous data security measures that are continually audited for compliance at the highest level. With **Mosaic Cloud**, you'll not only be able to access program data anywhere there's an internet connection, you'll also receive world-class data protection 24/7.

Heartland's processes for secure data protection:



Build and Maintain a Secure Network

- Install and maintain a firewall configuration
- Change vendor-supplied passwords and security parameters



Safeguard Data

- Protect customer data stored for business or regulatory purposes
- Encrypt all transmissions of customer data over public networks



Maintain a Vulnerability Management Program

- Maintain current anti-virus software on all computers
- Develop and maintain secure systems and applications



Implement Strong Access Control Measures

- Restrict access to customer data on a need to know basis
- Require unique user ID for access to customer data
- Restrict physical access to stored data



Regularly Monitor and Test Networks

- Track and monitor all access to networks and data
- Regularly test security applications



Maintain an Information Security Policy

- Maintain employee training and information security policies

Heartland
SCHOOL SOLUTIONS

Visit HeartlandSchoolSolutions.com | Call 800.724.9853

Mosaic Cloud Security

NUTRITION SOLUTIONS



Data Protection

Heartland employs numerous software packages to protect your district data:

- Microsoft SQL Server manages data, controls access, regulates data viewing/modification, and encrypts backup copies of the data.
- Microsoft Windows Server provides the next line of defense by managing the network, including authentication and authorization. Employees with access to the database are regularly reviewed by an audit group.
- The data center operates LogicMonitor and Idera for monitoring data.
- Router/Network Firewalls, Intrusion detection, Application Firewalls and Virus Scans are also employed.
- Data-at-rest encryption within SQL Server is available for a supplemental cost.



Certification & Compliance

Heartland's data center is audited for compliance with Statement on Standards for Attestation Engagements (SSAE) 16.

The Heartland data security team holds the following credentials:

- Certified Information Systems Security Professional (CISSP)
- Certified Payment-Card Industry Security Auditor (CPISA/M)
- Certified Information Systems Auditor (CISA)
- Certified Information Security Manager (CISM)
- IT Service Management (ITSM)
- Project Management Professional (PMP)
- Certified Ethical Hacker (CEH)



Business Continuity Procedures

Heartland's hosting service resides in a Tier 4 facility – the highest standard in data center security. Our data centers are located in Plano, TX and Sunnyvale, CA and feature:

- Building access managed by a security force
- Multiple independent distribution paths that serve IT equipment
- Dual-powering of all IT equipment
- Fault-tolerant site infrastructure with electrical power storage and distribution facilities with expected availability of at least 99.995%
- Independently dual-powered cooling equipment, including chillers and heating, ventilating, and air-conditioning (HVAC)



Disaster Recovery Strategy

Heartland maintains a full Disaster Recovery environment, with existing data pipes between data centers. Our high-level strategy is as follows:

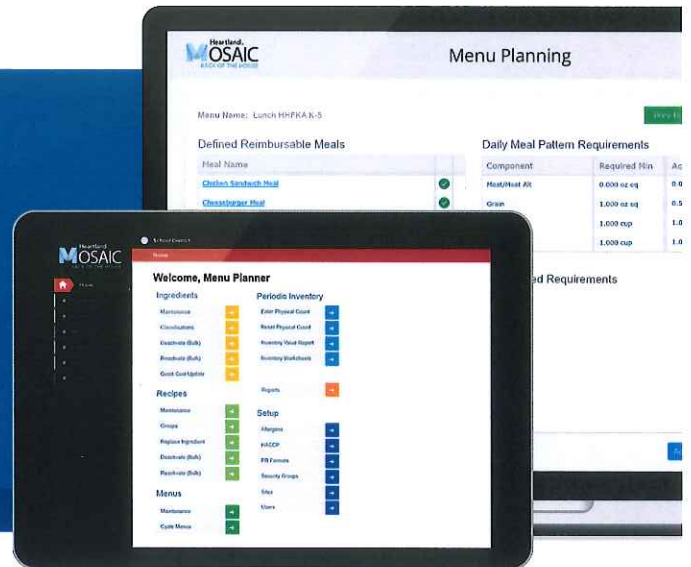
- Use Border Gateway Protocol (BGP) to manage the switch to/from the Disaster Recovery environment
- Establish an asynchronous mirror of the production database
 - Use the Availability Groups functionality within SQL Server 2012
 - The mirrored instance of the database will be located in the DR environment
- Test Disaster Recovery readiness on a quarterly basis

MENU PLANNING



Control Costs, Reduce Waste, & Eliminate Overproduction

With Mosaic, you'll have access to the tools and information you need to help you control expenses and experience new levels of program efficiency.



Build Menus With Ease

With more than 400 recipes and over 11,000 ingredients, Mosaic makes it easy to create menus that comply with the Healthy Hunger-Free Kids Act.



Smart Search Tools

Mosaic's smart search functionality is built into every aspect of the software to make finding, managing, and substituting items easier than ever.



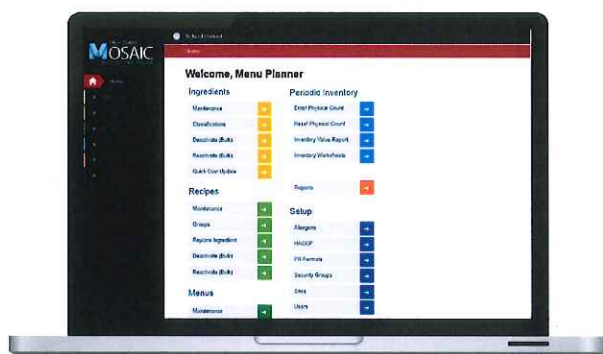
Extensive Reporting Options

Streamlined reporting tools give you the information you need to stay compliant, automate forecasting, and reduce over-production.



Available in the Cloud

Update menus at the office, at home, or on the go! With the Cloud, you'll be able to access your program anywhere there's an internet connection.

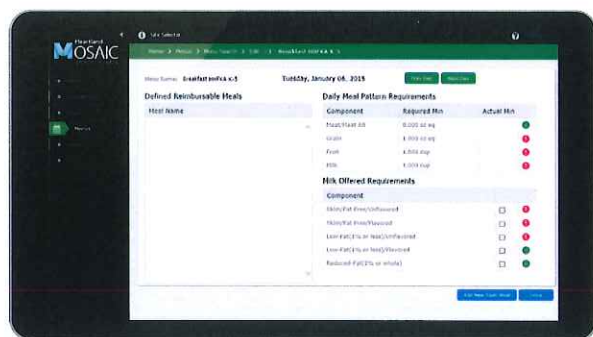
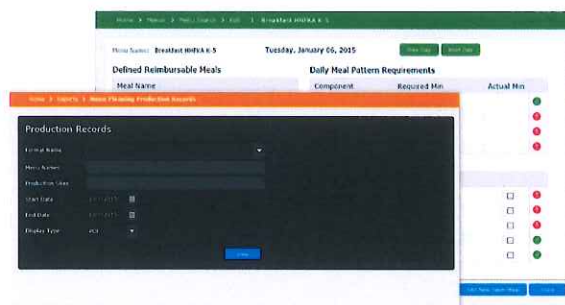


Easy to use

Mosaic's smartly designed screens are simple to navigate, with streamlined processes that guide users to make informed decisions, saving time and boosting efficiency.

Customizable Reports

Customize your reports to get the information you need, while adhering to state and federal requirements. Reports are also available in a variety of formats to fit your district's needs.



Approved by the USDA

USDA-approved for use in certification of compliance with National School Lunch Program meal pattern requirements and for nutrient analyses required in the school meal programs, including the nutrient analysis portion of six cent certification.

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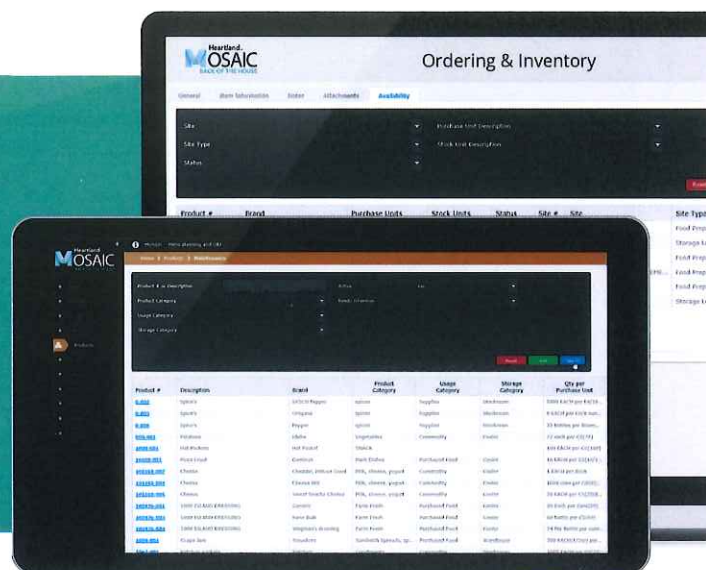
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ORDERING & INVENTORY



Improve Your Bottom Line

Gain the insight you need to help control costs, manage inventory, and reduce waste. Order all goods and materials effortlessly, and simplify your inventory operations.



Track Physical Inventory

Keep an accurate record of the products available at your district to take the guesswork out of ordering. It's an inventory program that works for you.



Product & Vendor Maintenance

Easily track and manage product usage, purchases, ordering, and costs. Quickly look up vendor information along with a list of contacts for each.



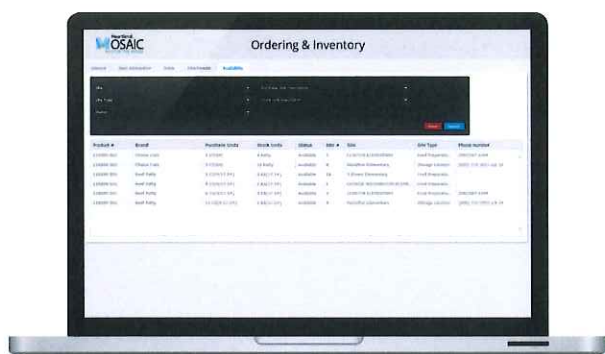
Control Food Costs

Reduce inventory costs by monitoring waste, over-stocking, and shortages. Get the information you need to improve your bottom line.



Mosaic Community

Information is better when it's shared. With Mosaic Community, you can easily share product information with other Mosaic users. *Coming in 2017.*

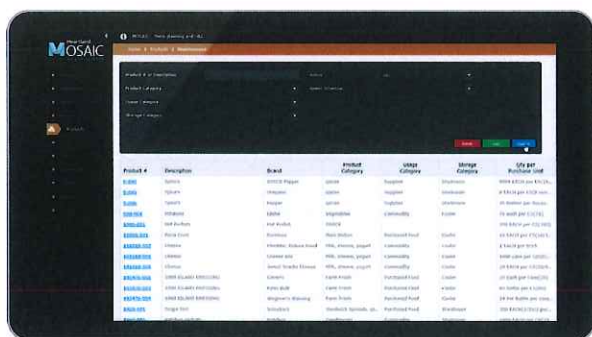
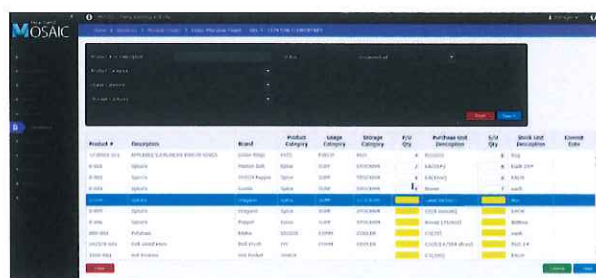


Easy Ordering

With Mosaic, you'll be able to easily track and manage all your orders. Place orders to vendors, transfer products from one site to another, and check product availability all in one place.

Manage Inventory

Maintain your inventory with confidence. Enter inventory amounts directly into the system in real-time; item counts are immediately updated across your district.



Available in the Cloud

Access your data from nearly any internet-connected device. You'll have greater flexibility to reference product information, usage, costs and orders, anywhere you need to.

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POINT OF SALE



Designed to Keep Your Serving Lines Moving

Serving periods are a breeze with Mosaic's sleek interface and color-coded menus. You'll love the ease and efficiency Mosaic brings to your operation.



Menu Boards You'll Love

Customize your menu boards to your needs. Create enhanced menus with tailored images, colors, and layout options for speed and quick navigation.



Integrates with MySchoolBucks

Easily collect and manage meal payments, reduce cash handling in the line, and get the most up-to-date student balances for faster daily reconciliation.



Enhanced Reporting

Within a few clicks, you'll have access to accurate counting, claims, and reports to assist you with financial management and better decision-making.



Real-Time Communication

Give your cashiers instant updates on the latest information. Quickly send messages to the serving line from the Central Office or manager stations.



Intuitive & User-Friendly

Mosaic's technology is based on understanding and predicting the actions cashiers need to perform, quickly guiding them through each transaction.

Speed-E Modes

With Mosaic Speed-E Modes, your cashiers can quickly close out identical meal sales, make repeated deposits, and sell food items to large groups of students, all at the click of a button.



Go Mobile

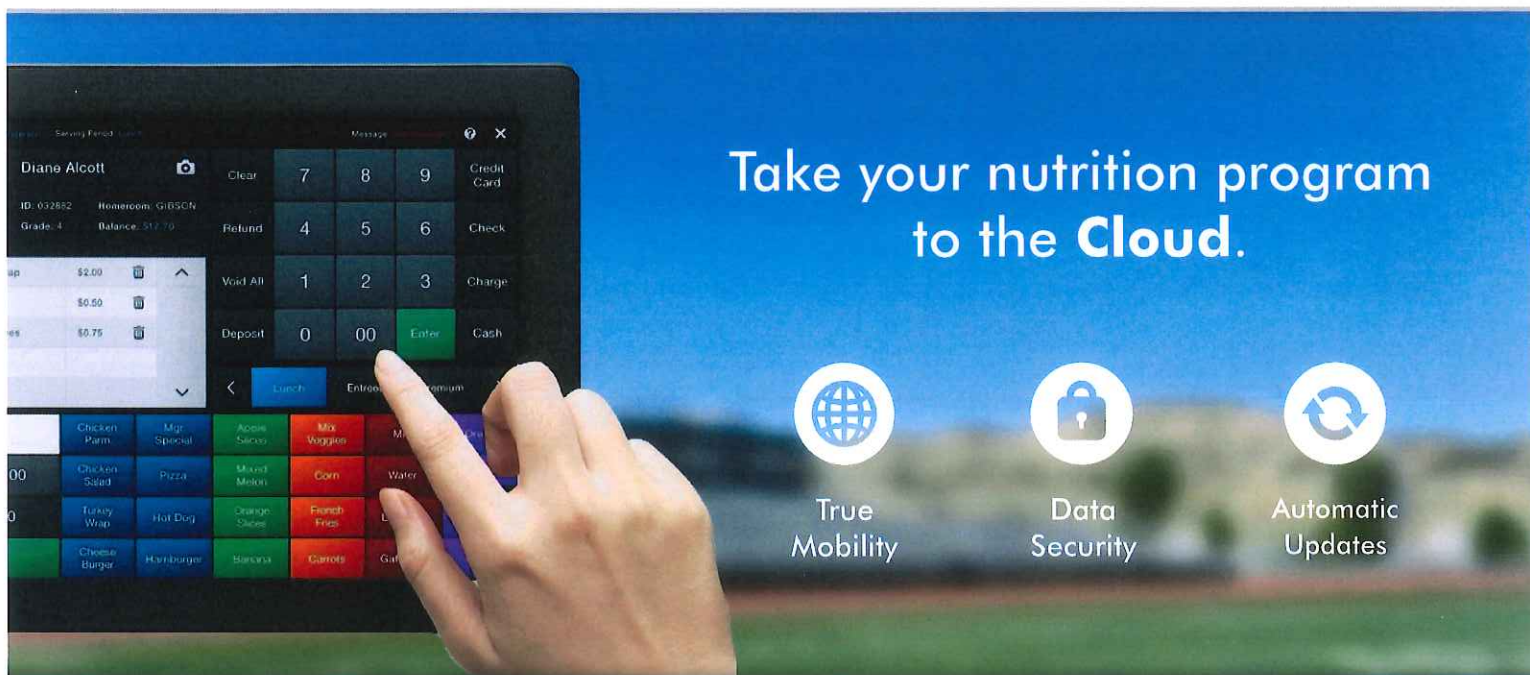
Students are always on the go, so why use a Point of Sale system that's tethered to the cafeteria? Simply load Mosaic onto a tablet and access your Point of Sale wherever it's needed most.



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083116



Take your nutrition program to the Cloud.



True
Mobility



Data
Security



Automatic
Updates



Have you ever uploaded a photo or streamed a movie online? If so, then you're already familiar with cloud computing. From the way we share information, store and secure data, and interact online, the Cloud is changing the way we work and live.

But did you know that cloud computing can help you lower IT costs, prevent data loss, and upgrade your school nutrition software automatically? **Mosaic Cloud** is Heartland's fully-hosted school nutrition software system that allows you to access your program data anywhere there's an internet connection.

Say goodbye to managing your own servers, relying on IT for software updates, and making sure your data is properly backed up. With Mosaic Cloud, Heartland maintains all software and servers, performs automatic software updates, and protects your program data in our secure, state-of-the-art datacenter.

KEY FEATURES

- Access program data anytime, anywhere there's an internet connection
- Worry-free software upgrades completely managed by Heartland
- No servers to install or maintain
- State-of-the-art security features keep your program's data safe
- Real-time data and communications
- Reduced maintenance and dependency on IT staff
- Quick & easy implementation
- Easily scalable to meet the needs of any size district

Heartland
SCHOOL SOLUTIONS

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HEARTLAND



Always stay connected

Access Mosaic Cloud at any time, from most any internet-connected device. Whether at the office, on a site visit, or at home – wherever you go, your program data will follow.



Simple software upgrades

With Mosaic Cloud, all software updates are performed automatically – there is no need to involve your IT department. Let Heartland manage your technology so you can focus on managing your program.



Protect your data

Your program data is crucial to your operation. With automatic backups and server redundancy, you can rest easy knowing all your Mosaic Cloud information stays safe no matter what happens to your computer.



Minimize upfront costs

Say goodbye to the expense of purchasing, maintaining, and powering server hardware. Mosaic cloud is fully-hosted by Heartland, meaning you only need to pay one annual subscription fee.

Here's what you need to get started with Mosaic Cloud:



Internet Bandwidth – A single POS terminal uses approximately 50 Kbps of bandwidth during peak operations, or when processing one transaction every 3-4 seconds.



Serving line – Mosaic will need to be installed at the POS terminal, and each terminal also requires internet access. Terminals will need SQL Express to operate in offline mode.

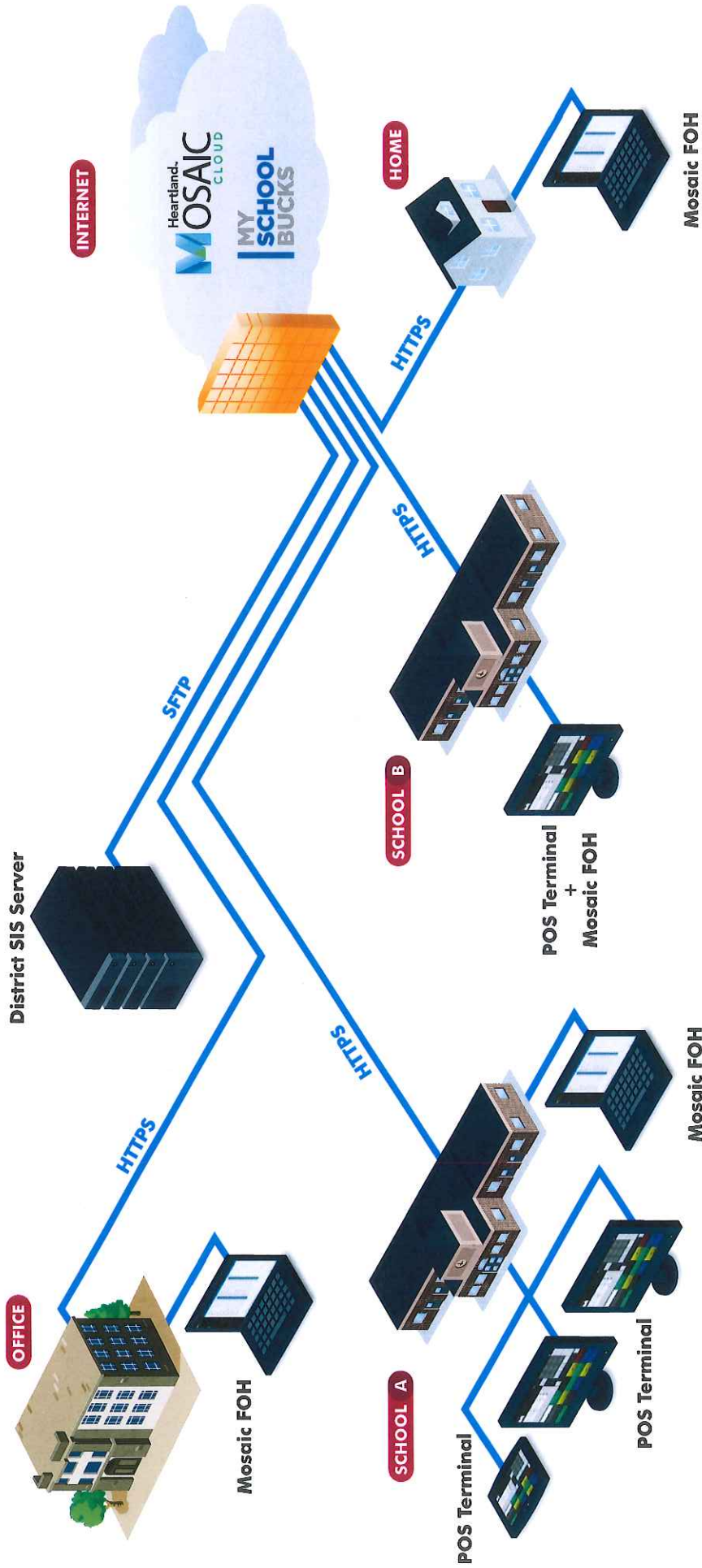


Central Office – There is no software to install at the Central Office; only internet access is required.



Vending (optional) – If you plan to implement vending, 1 vending software installation per cafeteria is required and may be installed on a manager workstation or on a POS terminal.

Heartland™ Mosaic Cloud: Network Topology



PREFERRED NETWORK SPECS

High Speed Internet*

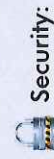
Download: 3Mbps or greater

Upload: 1Mbps or greater

* Districts that don't meet these network specifications may still be eligible for implementation of Mosaic Cloud. Please consult with your sales representative for more information. Performance of some system functions may vary based on your network environment.

Wired connections are the preferred method of connectivity for Mosaic client PC's

TOPOLOGY EXPLANATIONS



Security:

Heartland's Data Centers adhere to the industry's highest security standards including Tier IV and SSAE Type II. Our networks and physical data centers have the appropriate security measures in place in order to protect against loss, misuse or alteration of information. All browser data is communicated over a secure HTTPS connection.



District SIS Server:

This server will require the installation of an SFTP client in order to automate the student/adult SIS data transfer.



POS Terminal:

Data is communicated in real-time between each POS Terminal and the Mosaic Cloud database. In the event of a network outage, the POS Terminals will continue to allow transactions to be processed.



MY SCHOOL BUCKS Online Payments:

Mosaic automatically downloads online prepayment information and is synchronized with the POS terminals on a scheduled interval. It also automatically uploads POS transactional data so parents can view their child's account activity online.