



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

LOCATION: Swift River Elementary School Library

TIME: 7:00 p.m.

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

ADMINISTRATION: Ms. Karol Coffin, Superintendent; 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. Jennifer Champagne, CHCS Principal; Mr. Thomas Ruscio, JBMS Principal

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: Mr. Parker Mas

VISITORS:

AGENDA

Pledge of Allegiance

- I. Call to order
- II. Public comment regarding items on the agenda
- III. Special awards and presentations
 - A. BHS Golf Team-Division II Golf Champions
 - B. 2017 Dr. Martin Luther King, Jr. Scholarship recipients – Hi Chul Chung, Kodwo Ampiah-Bonney
- IV. Update from BHS Student Advisory Council representative – Mr. Parker Mas
- V. Approval of minutes (A.I.)
 - A. January 10, 2017, Regular Session
- VI. Approval of Warrants (A.I.)
 - A. Accounts Payable Warrant – S/011717 , #013017SA, S/013017
 - B. Payroll Warrants - #1728, #1730
- VII. Reports and recommendations of the Superintendent
 - A. School Improvement Plan updates
 1. Cold Spring School – Ms. Andrea Mastalerz
 2. Swift River Elementary School – Mr. Robert Kuhn

- 3. Belchertown High School – Ms. Christine Vigneux
- B. Grinspoon update – Dr. Shawn Fortin
- VIII. Personnel
 - A. Update as of February 7, 2017
- IX. Unfinished business
 - A. Professional day update – Dr. Shawn Fortin
 - B. FY18 Five-Year Capital Improvement Plan
- X. New business
 - A. 2017-2018 school year calendar draft
 - B. BHS Overnight Field Trip – All State Music Festival, Boston, MA, Mar.9-11, 2017
 - C. Approval of Warrant Article for Annual Town Meeting
- XI. Reports of subcommittees
 - A. Curriculum & Instruction (Dr. Knapp/Mr. Charron)
 - B. Personnel & Policy (Ms. Bogdanovich/Dr. Laughner)
 - 1. Policy IJNDD – Social Media
 - 2. Policy AC – Non Discrimination
 - C. Property & Transportation (Ms. Bogdanovich/Ms. French)
 - D. Finance & Budget Subcommittee (Dr. Laughner/Mr. Charron)
- XII. Reports of school department liaisons
 - A. Healthy & Safer Schools Advisory Committee (Ms. French)
 - B. Technology Working Group (Dr. Laughner)
 - C. Collaborative for Educational Services (Dr. Knapp)
 - D. RADAR (Dr. Laughner, Mr. Charron)
- XIII. Correspondence
 - A. Agenda, February 17, 2017
 - B. January 10, 2017, Minutes
 - C. Accounts Payable and Payroll Warrants
 - D. Cold Spring School SIP Update
 - E. Swift River Elementary SIP Update
 - F. Belchertown High School SIP Update
 - G. Personnel update
 - H. FY18 Five-Year Capital Improvement Plan
 - I. 2017-2018 School Year Calendar draft
 - J. BHS Overnight Field Trip Request
 - K. Annual Town Meeting warrant article
 - L. Policy IJNDD-Social Media
 - M. Policy AC – Non Discrimination
 - N. Conflict of Interest Law and Acknowledgment Form – Informational only
 - O. Special Town Meeting and Annual Town Meeting – Informational only

- XIV. Vote to enter into Executive Session under M.G.L. 30A, §21, Part 3 to discuss strategy with respect to collective bargaining Unit C, Custodians and negotiations with Single Contracts Employees and the Superintendent and/or litigation as conducting said business in open session would have a detrimental effect on the School Committee's bargaining or litigation position. The committee will return to open session.
- XV. Adjourn

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
REGULAR SCHOOL COMMITTEE MEETING
January 10, 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

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: Mr. Parker Mas

VISITORS: Ms. Kayla Henry, Gail Gramarossa,

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
Ms. Kayla Henry, Senior at BHS: Mass. All-State, All-New England and All-American by the National Soccer Coaches Association of America
Superintendent Coffin presented Ms. Henry with the Mass. All-State, All-New England and All-American award certificate with congratulations on attaining the honor.
- IV. Update from BHS Student Advisory Council representative – Mr. Parker Mass
Cold Spring School
Kindergarten Registration for the 2017-18 school year will be held at Cold Spring School on Friday, March 17th from 8am to 3pm & Thursday, March 23rd from 4pm to 8pm.
Please visit the Belchertown Public Schools website and click on Cold Spring School to access the Kindergarten Registration packet which will list all the documents needed to register your child.

Swift River Elementary School

Swift River Elementary School was awarded an FY 2017 Massachusetts Cultural Council (MCC) STARS Residency grant in the amount of \$5,000. Actors from the Enchanted Circle Theater in Holyoke, MA will be visiting the school to provide cultural education for all students.

Chestnut Hill Community School

Chestnut Hill Community School students in 5th and 6th grades will be studying various topics related to social-emotional wellness and substance abuse resistance through the Botvin LifeSkills Training Program, which is a comprehensive, dynamic, and developmentally appropriate substance abuse and violence prevention program. The curriculum has proven to help increase self-esteem, develop healthy attitudes, and improve knowledge of essential life skills.

Jabish Brook Middle School

The Jabish Brook Middle School After School Program Ski Club started Wednesday, January 4th. Students left the school for Wachusett Mountain at 2:30pm and arrived back at approximately 9:00pm.

Belchertown High School

Belchertown High School will hold the annual Buddies Talent Show on Friday, January 20th at 6:00pm in the auditorium.

- V. Approval of minutes (A.I.)
 - A. December 13, 2016, Regular SessionMotion: Dr. Knapp moved to accept the December 13, 2016 minutes as amended.
Second: Ms. Bogdanovich
Vote: 5,0,0
- VI. Approval of Warrants (A.I.)
 - A. Accounts Payable Warrant 12/19/16
 - B. Payroll Warrant 12/27/16Motion: Dr. Laughner moved to approve the payroll warrant and scheduled invoices as presented.
Second: Mr. Charron
Vote: 5,0,0
- VII. Reports and recommendations of the Superintendent
 - A. Superintendent's goal adjustmentSuperintendent Coffin noted the change to the District Improvement goal #1. She has added a series of action steps she will take to forward the FY 18 budget process. Dr. Laughner suggested that there be an overarching goal that can help with the overall process for every year.
 - B. January 13, 2017, Professional Day – Dr. Shawn Fortin

Dr. Fortin presented the plans for the professional development day scheduled for January 13th. The morning will consist of combined grade level team meetings. The afternoon will have EdCamp, which are teacher led presentations.

C. School Improvement Plan Updates

1. Chestnut Hill Community School – Ms. Jennifer Champagne

Ms. Champagne updated the School Committee on the School Improvement Plan for Chestnut Hill Community School.

Dr. Knapp expressed his concerns with safety with shared facilities use, specifically the playground and swimming pool.

2. Jabish Brook Middle School – Mr. Thomas Ruscio

Mr. Ruscio updated the School Committee on the School Improvement Plan for Jabish Brook Middle School.

Dr. Knapp questioned what replaced the reading class time slot in the schedule. Mr. Ruscio noted that the 7th grade is piloting an “extension” class in the schedule now. Mr. Charron questioned what would happen if the extension class works. Mr. Ruscio noted that the faculty is discussing the schedule for the building.

VIII. Personnel

A. Introduction of Andrea Mastalerz, Interim Director at Cold Spring School

Superintendent Coffin introduced Ms. Mastalerz as the Interim Director at Cold Spring School. Ms. Mastalerz noted the transition has been smooth. She was fortunate to have worked with Ms. Bremer for many years.

B. Personnel update as of January 10, 2017

Superintendent Coffin welcomes Heather Walker, Susan Lenkarski, and Maria Maillo De Aguilera to the staff. She noted that Kathy Roach and Mark Horan are retiring.

IX. Unfinished business

A. MASC Forum: Implementation of the Foundation Budget Review

Superintendent Coffin offered the opportunity for the School Committee members to attend. Dr. Laughner and Ms. Bogdanovich both noted they will attend. Dr. Laughner suggested extending the invitation to the Finance Committee members.

X. New business

A. Belchertown CAN – Ms. Randi Shankman

Ms. Shankman was unable to attend, Ms. Gail Gramarossa presented the request to the Committee. Belchertown CAN has been in existence for 8 years, they have food drives in conjunction with Stop & Shop and the BHS Humanities Club. Ms. Gramarossa expressed the concerns we hear about discrimination throughout our country. She presented the “One People Potluck” they are planning at the High School cafeteria. They asked if the School Department could co-sponsor the event. Superintendent Coffin and Ms. French both noted that there is a policy against the School District sponsoring “non-school” related events. Superintendent Coffin noted that once the flyer has the disclaimer added it can be distributed at the schools.

B. Food Service POS System – Kelly Slattery, Food Service Director

Ms. Slattery presented the Committee with the quote for the POS system, \$22,512.45 for system with a subscription cost of \$6,679.45. Ms. Slattery noted the cost is in the budget to pay for this. Ms. Slattery went on to explain the current system and the benefits of a POS system for the district, less mistakes will be made and the system allows for parents to update their student's accounts immediately. She also noted that the My School Bucks program can, in future, be used for other activities in the district such as bus passes, field trip payments, etc.

Mr. Charron questioned if the subscription will be in the department budget? Ms. Slattery noted it will. Mr. Charron also questioned, once done, how long for it to be implemented? Ms. Slattery noted there would be 6 weeks of training, with electrical work being done over the February break. She noted that some of the hardware/electrical costs will be shared with the IT and Buildings/Grounds departments. There is a \$3,700 total cost for the electrical work.

This is a cloud based system and has standard based security.

There will be more information available for parents/guardians on how to use the system.

XI. Reports of subcommittees**A. Curriculum & Instruction (Dr. Knapp/Mr. Charron)**

Dr. Knapp noted they met tonight, discussed; data dashboard mockups for success after high school and Dr. Fortin's suggestions of instructional related policies for review.

B. Personnel & Policy (Ms. Bogdanovich/Dr. Laughner)**1. Job Description – Director of Cold Spring School – (A.I.)****2. Job Description – Executive Assistant to the Superintendent (A.I.)**

Motion: Ms. Bogdanovich moved to approve the Director of Cold Spring School and Executive Assistant to the Superintendent job descriptions.

Second: Dr. Laughner

Vote: 5,0,0

3. Policy JH – Student Absences and Excuses (A.I.)

Motion: Dr. Knapp moved to strike "with medical documentation" - (this motion was pulled)

Second: Mr. Charron

Motion: Ms. Bogdanovich moved to table to a future meeting

Second: Dr. Knapp

Vote: 4,1,0 (Dr. Laughner voted against)

Discussion: Dr. Knapp expressed concerns with leaving in "medical documentation" for an excused absence. The Committee discussed; administration problems with the policy, documentation needed, language and differing regulations amongst different government agencies. Mr. Cameron explained the legal reasoning why it is helpful to have the current wording. Dr. Knapp requested data that would support

the change in language and how it will or has made a difference. Ms. French noted that college visits should be added to excused absences.

4. Policy IHAMB – Teaching About Alcohol, Tobacco and Drugs (A.I.)

5. Bullying Plan and Prevention update (A.I.)

Motion: Ms. Bogdanovich moved to approve Policy IHAMB and the Bullying Plan

Second: Mr. Charron

Vote: 5,0,0

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

Ms. French noted the school bus transportation contract goes out to bid before the end of January. Last year we partnered with other towns to help with costs. This year we plan to partner with Granby, Hadley, and Ware. The bus company will be looking at the routes and changes that may/can be made. The Committee discussed the bus pass requirements and having bus drivers check for bus passes.

Ms. French noted there were 11 applications for Building and Grounds Director. Mr. Lachance is forming a committee to interview.

Mr. Lachance confirmed receipt of a Mass grant of \$10,000 through Mass Save to replace 4 foot LED bulbs in the district. This translates to a savings of \$60,000.

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

Dr. Laughner noted they met December 19 and discussed; conversations around Town Revenue Committee FY 18 budget requests. Finance Committee is looking for level funded and level service budgets. There is a needs list for approximately \$700,000 for next year.

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 have not met.

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

Dr. Laughner noted the next state meeting is scheduled for January 27th. RADAR data should be able to help tell the "story" of the budget.

XIII. Correspondence

A. Agenda, January 10, 2017

B. December 13, 2016, Minutes

C. Accounts Payable Warrant 12/19/16

D. Payroll Warrant 12/27/16

E. Supt. goals adjustment

- F. Personnel update
- G. CHCS School Improvement update document
- H. JBMS School Improvement update document
- I. MASC Forum flyer
- J. Belchertown CAN request and (Policy KHAA-Distributions)
- K. Food Service POS quote
- L. Job Description – Director of Cold Spring School
- M. Job Description – Executive Assistant to the Superintendent
- N. Policy JH – Student Absences and Excuses
- O. Policy IHAMB – Teaching About Alcohol, Tobacco and Drugs
- P. Bullying Plan and Prevention update

- 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, Teachers and negotiations with Single Contracts Employees and the Superintendent and/or litigation as conducting said business in open session would have a detrimental effect on the School Committee's bargaining or litigation position. The committee will return to open session.

School Committee voted to enter into executive session at 9:38 pm. They will not return to open session.

Vote:

Dawn French - yes

Thomas Laughner - yes

Michael Knapp - yes

Myndi Bogdanovich - yes

Jeff Charron - yes

Motion: moved to adjourn

Second:

Vote:

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

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Belchertown Public Schools

JANUARY 17, 2017

Warrant S/011717

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$338,558.39, 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.

AFTER WARRANT WAS SIGNED
SCHOOL LUNCH WAS
REDUCED BY \$2,000.—

NEW TOTALS:

SCHOOL LUNCH = \$11,433.61
WARRANT TOTAL = \$338,558.39

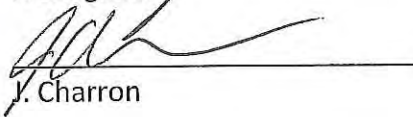
PER TOWN HALL WE REMOVED
2,000.— OF CLOTHING
ALLOWANCE.



D. French



T. Laughner



J. Charron

M. Knapp

M. Bogdanovich

reviewed by the School Business Manager and/or
t of our knowledge.

01/17/2017 15:17
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TOWN OF BELCHERTOWN
WARRANT SUMMARY

P 31
apwarrrt

WARRANT: S/011717 01/17/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
010 10138	COMPUTER DIRECTOR 010 -100-138 -000-53404 -	750.00	4,500.00
	INTERNET SERVICE (ISP)		
	FUND TOTAL	750.00	
020 20306	SCHOOL CHOICE TUIT 020 -300-306 -300-52418 -	2,727.02	-4,437,758.46
020 20306	SCHOOL CHOICE TUIT 020 -300-306 -300-55112 -	429.34	-4,437,758.46
020 20306	SCHOOL CHOICE TUIT 020 -300-306 -300-55113 -	910.69	-4,437,758.46
020 20306	SCHOOL CHOICE TUIT 020 -300-306 -300-57904 -	11.23	-4,437,758.46
	TECHNOLOGY MISC & SUPP		
	FUND TOTAL	4,078.28	
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-48400 -	17.50	.00
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53021 -	1,400.00	-115,437.98
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53401 -	35.60	-10,256.67
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54316 -	782.59	-208,354.69
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54901 -	6,930.61	-6,439,731.19
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54906 -	2,150.03	-476,361.63
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-57115 -	117.28	-26,351.27
	MEAL RECEIPTS		
	FUND TOTAL	11,433.61	
024 24327	SCHOOL BUILDING RE 024 -300-327 -300-52520 -	190.00	-54,247.44
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53021 -	5,748.10	-375,594.11
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53314 -	4,890.30	-635,941.99
	ELECTRICAL REPAIRS		
	CONTRACTED SERVICES		
	ATHLETIC TEAMS TRANSP		
	FUND TOTAL	10,828.40	
025 25300	AFTER SCHOOL GIFT 025 -300-300 -300-49100 -	150.00	.00
025 25300	AFTER SCHOOL GIFT 025 -300-300 -300-53316 -	1,500.00	-11,019.35
025 25388	SCHOOL BAND/MUSIC 025 -300-388 -300-54906 -	194.00	-10,608.18
	GIFTS-PRIVATE SOURCES		
	LATE BUS TRANSPORTATIO		
	MISCELLANEOUS SUPPLIES		
	FUND TOTAL	1,844.00	
027 278075	140 TEACHER QUALIT 027 -300-8075 -300-53021 -	2,560.00	-11,375.00
027 278085	305 TITLE 1 027 -300-8085 -300-55108 -2016	678.15	14,844.53
027 278088	240 SPED 94-142 AL 027 -300-8088 -300-53021 -2017	2,650.50	-1,447.00
027 278088	240 SPED 94-142 AL 027 -300-8088 -300-53213 -2017	16,449.93	6,586.38
027 278093	274 SPED PROGRAM I 027 -300-8093 -300-53021 -2017	570.00	.00
027 278093	274 SPED PROGRAM I 027 -300-8093 -300-55003 -2017	3,784.50	.00
	NON-INSTRUCTION SUPPLI		
	FUND TOTAL	26,693.08	
095 011430	SCHOOL COMMITTEE 095 -001-1430 -300-53032 -	7,202.50	-4,993.75
095 019100	SCHOOL COMMITTEE 095 -001-9100 -300-53215 -	11,334.00	15,112.00
095 021210	SUPERINTENDENT 095 -002-1210 -300-52715 -	142.61	590.31
095 021210	SUPERINTENDENT 095 -002-1210 -300-53016 -	132.50	1,868.33
095 021210	SUPERINTENDENT 095 -002-1210 -300-53060 -	72.00	-2,008.00
095 021210	SUPERINTENDENT 095 -002-1210 -300-54240 -	258.21	542.93
095 021210	SUPERINTENDENT 095 -002-1210 -300-57830 -	130.00	3,567.07
	LEGAL SERVICES		
	TUITION MA. DISTRICT		
	COPIER RENTAL/LEASING		
	PRINTING		
	ADVERTISING		
	OFFICE SUPPLIES		
	MISCELLANEOUS EXPENSES		

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TOWN OF BELCHERTOWN
WARRANT SUMMARY

P 33
apwarrnt

WARRANT: S/011717 01/17/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
095 632430	SPECIAL ED MIDDLE 095 -063-2430		
095 652210	PRINCIPAL HIGH SCH 095 -065-2210	101.60	2,741.81
095 652430	PRINCIPAL HIGH SCH 095 -065-2430	96.75	1,350.88
095 661450	GUIDANCE HIGH SCH 095 -066-1450	1,910.40	4,731.60
095 763510	SPORTS HIGH SCHOOL 095 -076-3510	250.00	296.67
095 763510	SPORTS HIGH SCHOOL 095 -076-3510	675.00	6,188.00
095 763510	SPORTS HIGH SCHOOL 095 -076-3510	340.20	
095 763510	SPORTS HIGH SCHOOL 095 -076-3510	150.00	1,526.14
095 772430	MUSIC HIGH SCHOOL 095 -077-2430	5,194.57	6,064.80
095 772430	MUSIC HIGH SCHOOL 095 -077-2430	300.00	1,370.00
095 772430	MUSIC HIGH SCHOOL 095 -077-2430	1,398.57	131.22
095 772440	MUSIC HIGH SCHOOL 095 -077-2440	49.50	1,010.17
095 774420	MUSIC HIGH SCHOOL 095 -077-4420	140.00	3,067.00
095 792430	LIBRARY A/V HIGH S 095 -079-2430	2,471.11	
095 842430	ECC ADMINISTRATION 095 -084-2430	440.51	108.58
		955.20	2,979.80
	FUND TOTAL	282,931.02	

WARRANT SUMMARY TOTAL	338,558.39
GRAND TOTAL	338,558.39

Belchertown Public Schools

JANUARY 30, 2017

WARRANT 013017SA

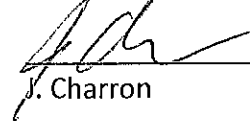
SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$ 11,327.96, 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.



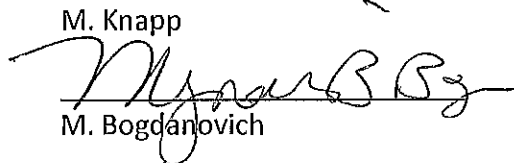
D. French

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: 013017SA 01/30/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
089 89318	STUDENT ACTIVITY M 089 -300-318 -000-55110 -		
089 89319	STUDENT ACTIVITY H 089 -300-319300-000-55110 -		
		3,429.00	-775,841.87
		7,898.96	-2,086,335.52
	FUND TOTAL	11,327.96	
CASH ACCOUNT 10000 10400	BALANCE 18,244,815.89		
WARRANT SUMMARY TOTAL		11,327.96	
GRAND TOTAL		11,327.96	

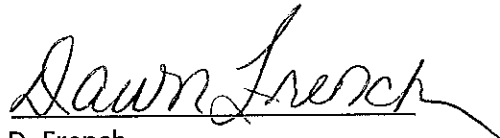
Belchertown Public Schools

JANUARY 30, 2017

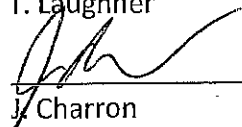
Warrant S/013017

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

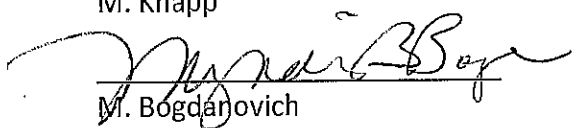
The following invoices of the Belchertown Public Schools, amounting to the aggregate of **\$315,662.72**, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (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.

01/25/2017 12:52
adivico

TOWN OF BELCHERTOWN
WARRANT SUMMARY

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WARRANT: S/013017 01/30/2017

FUND ORG	ACCOUNT			AMOUNT	AVLB BUDGET
	FUND	ORG	ACCOUNT		
010	10138	COMPUTER DIRECTOR	010 -100-138 -000-53404 -	750.00	3,750.00
FUND TOTAL				750.00	
020	20306	SCHOOL CHOICE TUIT	020 -300-306 -300-52418 -	7,827.00	-4,454,138.85
020	20306	SCHOOL CHOICE TUIT	020 -300-306 -300-55112 -	159.85	-4,454,138.85
020	20306	SCHOOL CHOICE TUIT	020 -300-306 -300-55113 -	583.43	-4,454,138.85
020	20306	SCHOOL CHOICE TUIT	020 -300-306 -300-57904 -	35.52	-4,454,138.85
FUND TOTAL				8,605.80	
022	22360	SCHOOL LUNCH REVOL	022 -300-360000-000-54240 -	34.29	-53,193.46
022	22360	SCHOOL LUNCH REVOL	022 -300-360000-000-54316 -	166.80	-208,354.69
022	22360	SCHOOL LUNCH REVOL	022 -300-360000-000-54901 -	26,336.71	-6,439,731.19
022	22360	SCHOOL LUNCH REVOL	022 -300-360000-000-54906 -	955.29	-476,361.63
022	22360	SCHOOL LUNCH REVOL	022 -300-360000-000-57110 -	102.73	-8,481.34
022	22360	SCHOOL LUNCH REVOL	022 -300-360000-000-58519 -	165.31	-121,842.39
FUND TOTAL				27,761.13	
024	24328	STUDENT PARKING FE	024 -300-328 -300-52950 -	14,695.80	-131,772.86
024	24391	ATHLETIC REVOLVING	024 -300-391000-000-53021 -	1,236.50	-377,440.61
024	24393	LOST/DAMAGED BOOKS	024 -300-393000-000-49500 -	25.00	-739.95
FUND TOTAL				15,957.30	
025	25300	AFTER SCHOOL GIFT	025 -300-300 -300-49100 -	150.00	.00
025	25300	AFTER SCHOOL GIFT	025 -300-300 -300-53312 -	1,500.00	-37,425.00
FUND TOTAL				1,650.00	
027	276043	ESHS HEALTH	027 -300-6043 -300-51911 -2017	20.00	1,216.38
027	278088	240 SPED 94-142 AL	027 -300-8088 -300-53213 -2017	31,650.76	6,586.38
FUND TOTAL				31,670.76	
095	011110	SCHOOL COMMITTEE	095 -001-1110 -300-57830 -	6.98	155,370.78
095	019100	SCHOOL COMMITTEE	095 -001-9100 -300-53215 -	3,500.00	15,112.00
095	021210	SUPERINTENDENT	095 -002-1210 -300-52715 -	346.08	590.31
095	021210	SUPERINTENDENT	095 -002-1210 -300-53060 -	1,598.22	-2,048.97
095	021210	SUPERINTENDENT	095 -002-1210 -300-54240 -	48.74	542.93
095	021210	SUPERINTENDENT	095 -002-1210 -300-54251 -	432.27	1,567.73
095	074010	MAINTENANCE DIRECT	095 -007-4010 -300-54510 -	616.82	13,384.18
095	074020	MAINTENANCE DIRECT	095 -007-4020 -300-52110 -	10,541.47	-7,169.42
095	074030	MAINTENANCE DIRECT	095 -007-4030 -300-52300 -	24.63	7,546.93
095	074030	MAINTENANCE DIRECT	095 -007-4030 -300-53401 -	19.56	11,284.30
095	074340	MAINTENANCE DIRECT	095 -007-4340 -300-52427 -	4,456.80	21,158.25
095	074340	MAINTENANCE DIRECT	095 -007-4340 -300-52493 -	3,125.00	19.64
095	074340	MAINTENANCE DIRECT	095 -007-4340 -300-52494 -	1,320.00	-740.00

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TOWN OF BELCHERTOWN
WARRANT SUMMARY

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WARRANT: S/013017 01/30/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
095 074340	MAINTENANCE DIRECT 095 -007-4340	544.32		900.00
095 074340	MAINTENANCE DIRECT 095 -007-4340	520.00		1,140.00
095 074420	MAINTENANCE DIRECT 095 -007-4420	1,138.95		557.46
095 083300	TRANSPORTATION DIS 095 -008-3300	135,040.50		11,146.70
095 083300	TRANSPORTATION DIS 095 -008-3300	299.25		.00
095 123200	HEALTH/NURSE HIGH 095 -012-3200	38.00		1,149.75
095 192110	SPECIAL EDUCATION 095 -019-2110	4,793.42		-98,959.30
095 192110	SPECIAL EDUCATION 095 -019-2110	49.81		759.35
095 192110	SPECIAL EDUCATION 095 -019-2110	28.28		1,609.64
095 192310	SPECIAL EDUCATION 095 -019-2310	789.75		7,500.00
095 192420	SPECIAL EDUCATION 095 -019-2420	628.20		567.31
095 199000	SPECIAL EDUCATION 095 -019-9000	13,508.30		123,142.68
095 199000	SPECIAL EDUCATION 095 -019-9000	21,621.11		-11,707.98
095 199000	SPECIAL EDUCATION 095 -019-9000	10,296.34		-22,349.20
095 212351	DISTRICT ACADEMIC 095 -021-2351	95.86		84.14
095 212351	DISTRICT ACADEMIC 095 -021-2351	80.00		350.00
095 212351	DISTRICT ACADEMIC 095 -021-2351	290.48		.00
095 222210	PRINCIPAL ELEMENTA 095 -022-2210	122.81		250.14
095 222430	PRINCIPAL ELEMENTA 095 -022-2430	301.54		261.74
095 262710	GUIDANCE ELEMENTAR 095 -026-2710	2,542.40		4,678.70
095 292430	ART ELEMENTARY 095 -029-2430	83.25		295.63
095 352430	THIRD GRADE 095 -035-2430	1,030.06		335.23
095 492410	EIGHTH GRADE 095 -049-2410	39.47		1,572.76
095 612430	LIBRARY A/V MIDDLE 095 -061-2430	870.95		2,126.55
095 652210	PRINCIPAL HIGH SCH 095 -065-2210	432.27		155.73
095 652430	PRINCIPAL HIGH SCH 095 -065-2430	200.00		485.00
095 662710	GUIDANCE HIGH SCH 095 -066-2710	45.94		1,696.27
095 682410	ENGLISH HIGH SCH 095 -068-2410	21.98		741.40
095 722430	SCIENCE HIGH SCHOOL 095 -072-2430	486.00		1,454.45
095 763510	SPORTS HIGH SCHOOL 095 -076-3510	263.00		4,401.22
095 763510	SPORTS HIGH SCHOOL 095 -076-3510	4,380.00		6,188.00
095 763510	SPORTS HIGH SCHOOL 095 -076-3510	1,292.76		.00
095 774420	MUSIC HIGH SCHOOL 095 -077-4420	1,101.16		6,179.28
		255.00		.00
	FUND TOTAL	\$ 229,267.73		

WARRANT SUMMARY TOTAL	315,662.72
GRAND TOTAL	315,662.72

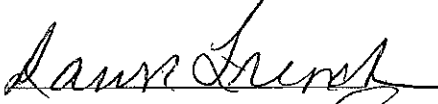

Belchertown Public Schools

JANUARY 9, 2017

W #1728

SCHEDULE OF PAYROLL - PAYABLE TO THE TOWN ACCOUNTANT

The following **payroll** of the Belchertown Public Schools, amounting to the aggregate of \$ 730,385.04, 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	\$ <u>703,635.04</u>
GRANT AND REVOLVING TOTALS	\$ <u>26,750.00</u>

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

TOWN OF BELCHERTOWN



PAY BY WORK LOCATION

Pay Period 12/30/2016 To 01/05/2017

WARRANT: 1728

PAYROLL TYPE: REGULAR PR

CHECK DATE: 01/12/2017

PAY TYPE	HOURS	AMOUNT
100 REGULAR	22,216.75	669,250.14
150 PART TIME	478.50	10,139.32
200 OVERTIME	12.50	366.34
225 DOUBLE TIME	50.50	1,989.80
280 LONGEVITY	5.00	5,000.00
300 SICK	452.50	17,078.99
400 VACATION	252.50	5,771.80
425 VACATION BUY BACK	22.50	474.69
500 PERSONAL	64.00	2,149.06
600 BEREAVEMENT	3.50	74.11
700 ATHLETICS	9.00	507.96
705 CLASS COVRGE	12.00	310.00
710 SUBSTITUTE	351.50	7,583.73
711 LONG-TERM SU	6.00	881.07
714 CONTRACTED	57.50	1,426.47
715 CONVENOR	.00	192.31
717 INSERVICE TRAINING	18.00	540.00
718 PROFESSIONAL DEVELOPMENT	3.00	90.00
726 CURRICULUM L	.00	1,156.84
730 LIBRARY/A.V.	.00	76.92
735 BUDGETPREP	.00	23.08
740 DEPT. CHRMN.	.00	1,176.96
745 HEAD TCHR	.00	193.53
755 BAND/MUSC DR	70.00	361.54
820 FLOATING HOL	31.50	691.70
900 OFF DUTY WRK	6.00	178.68
970 TRAVEL	7.00	2,700.00
TOTALS	24,129.75	730,385.04

Belchertown Public Schools

JANUARY 23, 2017

WARRANT #1730

SCHEDULE OF PAYROLL - PAYABLE TO THE TOWN ACCOUNTANT

The following **payroll** of the Belchertown Public Schools, amounting to the aggregate of \$ 757,293.15, 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	\$ <u>719,150.75</u>
GRANT AND REVOLVING TOTALS	\$ <u>38,142.40</u>

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.

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TOWN OF BELCHERTOWN
PAY BY WORK LOCATION

WARRANT: 1730

Pay Period 01/13/2017 To 01/19/2017

PAYROLL TYPE: REGULAR PR CHECK DATE: 01/26/2017

PAY TYPE	HOURS	AMOUNT
100 REGULAR	22,031.15	654,126.18
150 PART TIME	543.50	13,815.60
200 OVERTIME	13.00	399.25
225 DOUBLE TIME	34.00	1,357.15
250 RETROACTIVE	.00	16.20
275 TCHR LONGVTY	2.00	1,900.00
280 LONGEVITY	4.00	3,950.00
300 SICK	1,061.00	40,183.52
375 SICK BUY BACK	192.00	3,264.00
400 VACATION	65.00	1,765.89
500 PERSONAL	172.25	6,344.31
600 BEREAVEMENT	115.50	2,714.98
700 ATHLETICS	11.00	607.96
705 CLASS COVRGE	72.50	1,942.50
710 SUBSTITUTE	605.50	14,092.10
711 LONG-TERM SU	13.00	1,549.76
714 CONTRACTED	129.00	3,512.09
715 CONVENOR	.00	192.31
717 INSERVICE TRAINING	8.50	255.00
718 PROFESSIONAL DEVELOPMENT	6.00	133.38
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
755 BAND/MUSC DR	70.00	361.54
900 OFF DUTY WRK	11.50	335.00
915 EXTRA CURRIC	.00	66.67
955 UNIFORM ALWC	.00	2,000.00
970 TRAVEL	.00	150.00
TOTALS	25,160.40	757,293.15

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Cold Spring School Mid-Year SIP Update



I. Curriculum & Instruction

Goal: To provide all CSS students access to a developmentally appropriate curriculum in accordance with the new EEC/DESE guidelines for early childhood programs.

1. Adjustments were made in September to continue to implement the EEC's Social/Emotional Standards.
2. STEM lessons are being integrated into weekly lessons.
3. As a result of the Self-Assessments, teachers continue to make adjustments in their lesson planning to refine the delivery of instruction to meet the needs of their students.

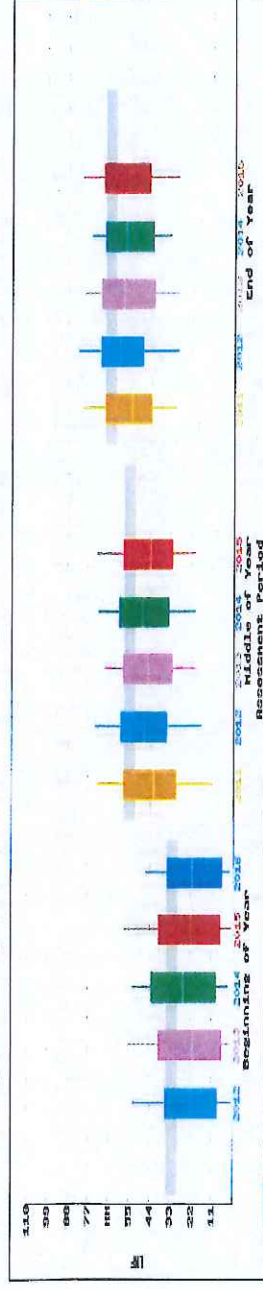


II. Assessment & Data Collection

Goal: To continue to have Data Teams utilize assessment results to improve practices through targeted instruction that will be in alignment with the development of a new standards based report card including social emotional learning.

1. After analyzing the kindergarten math assessment results from the 2015-16 academic year, as well as, the previous year the necessary adjustments were made to the assessment and instructional practices.
2. DIBELS results showed a strength in first sound fluency, however letter naming fluency continues to be a challenge for our students.
3. Considerable progress is being made in the development of a standards based report card. A draft should be available by spring.

Letter Naming Fluency (LNF)



Benchmark Goals

- + Benchmark Goal for LNF is 29 at the Beginning of Kindergarten
- + Benchmark Goal for LNF is 52 at the Middle of Kindergarten
- + Benchmark Goal for LNF is 62 at the End of Kindergarten

III. Family & Community Engagement

Goal: To strengthen, expand and promote partnerships with families and within the community to enhance current early childhood programs that will extend/enrich students' learning experiences both inside and outside of the school setting.



IV. Educator Growth & Development

Goal: To foster a collegial school culture that provides growth opportunities for educators to be reflective practitioners by sharing best practices based on inquiry learned and expanding interdisciplinary STEM instruction designed for early childhood education including robotics and KIBO engineering lessons.



SRE School Improvement Plan Update

I. CURRICULUM, PLANNING & ASSESSMENT

GOAL: By June 2017, in collaboration with the Director of Student Learning and Curriculum and the K-3 Task Force development of a standards based report card that is reflective of the Massachusetts curriculum frameworks and the acquisition and demonstration of progress toward mastery of the skills, concepts, and expectations of each grade level, kindergarten through grade 3.

- Working with Shawn Fortin, Director of Student Learning and Curriculum, in establishing meeting norms, goal focus, provide agendas and timeline, scope of work, guiding questions and resources, and action steps.
- K-3 Task Force has held meetings on 10/4/16, 11/10/16, 12/13/16
- Last meeting invited Ben Admussen, Data Administrator, responsible for our purposes to give insight on development of report card as it relates to our data systems and understanding timelines to merge into our student management system, (powerschool).
- Our next meeting set for end of January to draft a SBRC to meet criteria based on discussions with standards.

II. TEACHING ALL STUDENTS

GOAL: Administration and staff will work collaboratively to align and implement Tier 1 and Tier 2 Behavior Strategies and pilot a Social Emotional Learning Curriculum (AwP) to be adopted in compliance with the DESE timeline for implementation in the fall of 2018.

- Provided AwP training for staff on 10/18/16 as the program being used as our social emotional learning curriculum.
- All teachers received Acting w/ Purpose kits, Special Ed and Specialist teachers received "Including Everyone" kits (secondary support).
- Provided Tier 1 & 2 Behavior Strategies training to all staff on 11/15/16. Core group (BST) behavior support team, where provided more intense training to implement to whole school.
- Second training provided on 1/3/17 with Terri Dooley-Smith
- Meeting with Terri Dooley-Smith to review data analysis options Monday 1/23/17

III. FAMILY & COMMUNITY ENGAGEMENT

GOAL: During the 2016-2017 school year a focus will be to create a culture within the Swift River Community that is linked to literacy by providing a variety of opportunities to welcome and support families in participating actively and appropriately in the classroom and school community.

- Launched "One School, One Story" program on Friday, September 30th with two assemblies involving all student and staff in the building. During the assembly every student received the book "Tale of Despereaux" to read with their family and all staff (teachers, paras, secretaries, custodians, cafeteria workers, etc.).
- Developed website to provide a reading schedule with a link to view "Mystery Readers" reading chapters of the children's book.
- Used morning announcements to provide questions and vocabulary words within the book each week to support word knowledge and comprehension and many other attributes of reading.

Additionally:

- Community involvement with our SRE Community Garden. This is an outside classroom designed to allow students to connect their learning with hands on experiences that produce a broader connection to learning. A collaboration between biology students from the high school and our students has been established through this project and allowing a mentored environment.

IV. PROFESSIONAL CULTURE

GOAL: All teachers and paraprofessionals in inclusive classrooms with building administration will receive training in differentiated instruction, and the various inclusion instruction models. All educators will establish a common practice to maximize academic growth and success for all students.

- Provided inclusion classrooms training to grades 1, 2 and 3 on October 18 with Deb Lanou, inclusion consultant for the district, to develop different models of co-teaching deliveries. Focus for building culture within the teams of inclusion and organize consistent planning time each week between regular education and special education teachers.
- Met with Deb Lanou 12/21, 1:1 to review progress and next steps.
- Student work sampling used to guide planning meeting in the inclusion team.

Curriculum, Planning, & Assessment

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

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

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

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

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

Teaching All Students

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

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

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

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

Family and Community Engagement

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

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

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

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

Professional Culture

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

***Reviewing NEASC Standards for Accreditation.**

***Sending BHS educators on accreditation visits.**

***Providing surveys to our students and parents and reviewing past surveys.**

***Reviewing our Core Values and learning and social expectations - We Are Orioles.**

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 – February 7, 2017

New Hires			
Name	Position	Building	Date
Angela DellaCroce	Lunch/Recess Para	Swift River Elem.	1/17/2017
Jodie LePage	LT Sub-Kindergarten	Cold Spring School	1/3/2017
Theresa Worthley	Alt. Educ. Suspension Supv.	BHS	1/30/2017
Heather Hammon	Confidential Secretary	Central Office	2/13/2017

New Resignations Announced			
Name	Position	Building	Date
Gail Podkowka	Food Service Worker	JBMS	2/4/17
Victoria Maillo De Aguilera	LT Sub-Spanish	JBMS	1/26/17

New Retirements/Other Announced			
Name	Position	Building	Date
Diane Brown	Teacher	CHCS	9/22/2017
Mary Dulchinos	Teacher	Cold Spring School	9/29/2017
Karen Schiffer	Nurse	JBMS	6/30/2017
Stephen Walkowicz	Teacher	CHCS	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.

Belchertown Public Schools
Five Year Capital Improvement Plan

	YEAR 1 FY 18	YEAR 2 FY 19	YEAR 3 FY 20	YEAR 4 FY 21	YEAR 5	TOTAL
Jabish Brook Middle School - 1964						
1 Roof replacement					\$1,500,000.00	
2 Partial replacement of asbestos floor tiles	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00		
3 Floor replacement library/room 115	\$35,000.00					
4 Traffic flow re-configuration		\$25,000.00				
5 Gym bleacher repair/replacement		\$100,000.00				
6 Locker room renovations			\$85,000.00			
7 Renovate stairways / flooring				\$25,000.00		
8 Bathroom door replacement, (8 doors)				\$8,400.00		
9 Upgrade 6 bathrooms/ADA modifications				\$40,000.00	\$40,000.00	
10 Generator replacement					\$32,000.00	
11 Hall locker replacement					\$75,000.00	
Total	\$85,000.00	\$175,000.00	\$135,000.00	\$123,400.00	\$1,647,000.00	\$2,165,400.00
Swift River Elementary School - 1996						
1 Roof / masonry repairs	\$10,000.00					
2 Phone / Intercom replacement		\$42,000				
3 Exterior door hardware replacement				\$58,000.00		
4 Boiler replacement		\$42,000.00	\$0.00	\$58,000.00	\$82,000.00	\$192,000.00
Total	\$10,000.00	\$42,000.00	\$0.00	\$58,000.00	\$82,000.00	\$192,000.00
Central Office -1939						
1 Renovations / window replacement / driveway replacement / phones		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
Total	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$200,000.00
Belchertown High School - 2002						
1 Boiler replacement					\$110,000.00	
2 Masonry repairs		\$10,000.00				
3 Tennis court repairs / resurfacing			\$62,000.00			
4 Outdoor track resurfacing				\$82,000.00		
Total						
Total	\$0.00	\$10,000.00	\$62,000.00	\$82,000.00	\$110,000.00	\$264,000.00
Grand Total	\$475,000.00	\$542,000.00	\$574,000.00	\$567,400.00	\$2,284,000.00	\$4,442,400.00

FY 18

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BELCHERTOWN PUBLIC SCHOOLS | 2017-2018 CALENDAR

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Grades close on last day of school

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

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

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

School Calendar Template © calendarlabs.com

School Committee Approved:

BELCHERTOWN SCHOOL DISTRICT

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

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

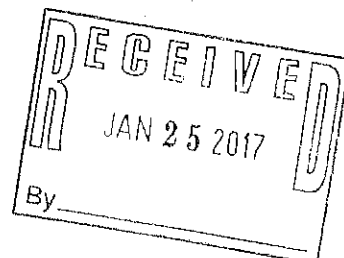
- A. Appropriate out-of-state or out-of-country safety and weather conditions for the field trip must exist;
- B. All students going on these field trips must have signed permission from their parents/guardians and signed required waiver forms (school issued, signed permission forms must be on file with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

*Teacher(s): Brian Messier, Sue Comstock

Date(s) of field trip: 3/9-3/11/2017

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

All-State Music Festival Acceptees:
Aurelia Delaney, Trinity Pirrone, Hunter Duseau, Justin
Vitale, Michael Reidy.



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

All-State Music Festival: Top musicians from around the state as selected by audition on 1/21/17.
Sheraton Hotel, Boston MA

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

Brian Messier Sue Comstock

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

\$325.00/student funded by BHS (Vigneux) with support by the BBB. No cost to the student.

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

N/A

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

Students will be arriving via King Ward
Coach bus provided by Longmeadow
High School.

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

Acknowledgement of Procedures: 1/23/17

Date

Teacher's Signature

Principal's Endorsement:

Date

Principal's Signature

Superintendent's Endorsement:

Date

Superintendent's Signature

School Committee Approval:

Date

CHAIR SIGNATURE

Hi Brian,

You should be able to find what you need using the links and information below.

Jim

King Ward Coach Lines offers charter services for groups of any size. Our fleet features 57 and 40 passenger luxury motor coaches and budget coaches. Our meticulously maintained, modern fleet and professional drivers meet and maintain the safety criteria of The Department of Transportation (US DOT), the Transportation Safety Exchange (TSX) and The Department of Defense (US DOD).



Click on any of the above symbols to be redirected to their site. Our company can be found under our DOT number 434498, or our corporate name "Terrien Transportation, Inc."

DOD Certification

US Department of Defense (DOD) Safety designation



Motorcoach companies are given the opportunity to attempt to obtain the US Department of Defense (DOD) Safety designation. This designation requires that each DOD approved company undergoes the transportation industry's most stringent annual onsite safety inspection and audit. This annual inspection carefully audits all areas of a company's safe passenger transport service, including the company's day-to-day operational practices, equipment maintenance, and ongoing driver education, drug-testing, and training.



BELCHERTOWN PUBLIC SCHOOLS

Central Office

14 Maple Street, P. O. Box 841

Belchertown, Massachusetts 01007

(413) 323-0423

Edward Dunn

Contracted School Business Manager

Phone: (413) 323-0423 (x 111)

Fax: (413) 323-0481

Subject: Warrant Article for the Town Meeting on May 8, 2017
To: Karol Coffin, Superintendent
From: Ed Dunn
Date: January 30, 2017

I am submitting to you a proposed warrant article to be approved by the Belchertown School Committee for the Town Meeting on May 8, 2017.

"To see if the Town will vote pursuant to Massachusetts General Laws, as amended, Chapter 44, Section 53 E ½, to authorize the use of a revolving fund for the purpose of transportation of pupils in grades 7 thru 12 for school attendance, which fund shall be credited with receipts from such transportation, said funds to be expended under the authority and direction of the School Committee, such expenditure not to exceed \$150,000."

File: IJNDD - POLICY ON SOCIAL MEDIA

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

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

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

File: AC - NONDISCRIMINATION

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

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

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

SOURCE: MASC

UPDATED: June 2012

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

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

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

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

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

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

M.G.L. 76:5; Amended 1993

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

BESE regulations 603CMR 26:00 Amended 2012

BESE regulations 603CMR 28.00

CROSS REFS.: ACA- ACE, Subcategories for Nondiscrimination

GBA, Equal Employment Opportunity

JB, Equal Educational Opportunities

JFABD, Homeless Students: Enrollment Rights and Services

School Committee Approved:

*Pls sign last page &
return to Karol.*



Office of the Town Clerk
TOWN OF BELCHERTOWN

**Lawrence Memorial Hall
2 Jabish Street, PO Box 629
Belchertown, Massachusetts 01007
(413) 323-0281**

Dear Municipal Employee:

RE: Mandatory Conflict of Interest Review

Each municipal employee is required to sign a written acknowledgement that he/she has been provided with a summary of the Bill and such written acknowledgement must be filed with the Town Clerk. The definition of municipal employee includes elected officials, committee/board members.

The Bill also adds a new Section 28 to the conflict of interest law, which provides every "municipal employee" shall, within 30 days after becoming such an employee, and every 2 years thereafter, complete the online training program which includes the online test. Upon completion of the online training program, the employee shall provide notice of such completion to be retained for 6 years by the city/town clerk.

Attached is the summary of the Conflict of Interest Law with Acknowledgement Form. For 2017, the online training program is not required. Please return the attached signed Acknowledgement form only.

Respectfully,
Colleen K. Toothill-Berte
Town Clerk

STATE ETHICS COMMISSION

Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts. Town meeting members and charter commission members are not municipal employees under the conflict of interest law.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation : A town administrator accepts reduced rental payments from developers.

Example of violation : A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions . There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation : A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation : A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation : A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation : A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation : A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation : A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation : A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example : A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation : An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption

permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation : A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation : A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example : A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation : A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation : A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example : A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example : A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation : Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation : A selectman buys a surplus truck from the town DPW.

Example of violation : A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation : A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation : A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example : An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example : While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example : A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

* * * * *

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics> contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 7: Revised November 14, 2016

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Office of the Town Clerk
TOWN OF BELCHERTOWN

Lawrence Memorial Hall
2 Jabish Street, PO Box 629
Belchertown, Massachusetts 01007
(414) 323-0281

Acknowledgement of the Conflict of Interest Summary

I, _____
(PLEASE PRINT – first and last name)

an employee at _____
(name of municipal dept., committee, commission, board)

hereby acknowledge that I received a copy of the summary of the Conflict of Interest Law for
Municipal Employees, revised November 14, 2016.

Date: _____

Signature: _____

(Municipal employees should complete the Acknowledgement of Receipt and return to the
individual who provided the summary. Alternatively, municipal employees may send an email
acknowledging receipt of the summary to the individual who provided them with the copy).



Gary L. Brougham
Town Administrator

Office of
Town Administrator
Finnerty House
One South Main Street
Belchertown, Massachusetts 01007-0670
Telephone: (413) 323-0403 • Facsimile: (413) 323-0494

MEMORANDUM

TO: All Departments, Boards, Committees and Commissions

FROM: Gary L. Brougham, Town Administrator *GB*

DATE: January 24, 2017

RE: Special Town Meeting and Annual Town Meeting

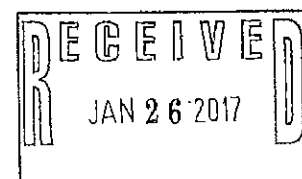
The Board of Selectmen, at its regularly scheduled meeting of Monday, January 23, 2017, set deadlines for the Special Town Meeting and Annual Town Meeting that are scheduled for Monday, May 8, 2017. The meetings will be held at the Belchertown High School with the Special Town Meeting beginning at 7:00 p.m. and the Annual Town Meeting beginning at 7:30 p.m. As a reminder, please do not schedule regular Committee meetings for this evening.

- **Special Town Meeting – May 8, 2017 @ 7:00 p.m. (Belchertown High School)**
The deadline to submit properly prepared warrant articles to the Selectmen's Office for consideration on the Special Town Meeting Warrant is **4:00 p.m. on Wednesday, March 15, 2017.**
- **Annual Town Meeting – May 8, 2017 @ 7:30 p.m. (Belchertown High School)**
The deadline to submit properly prepared warrant articles to the Selectmen's Office for consideration on the Annual Town Meeting Warrant is **4:00 p.m. on Wednesday, March 22, 2017.**

As a reminder – we ask that warrant articles, in finalized/proper form, be submitted in advance of the established deadlines above. Please note, late arrivals will not be accepted unless for legitimate emergencies.

Thank you in advance for your cooperation. If you have any questions, please do not hesitate to contact this office.

Thank you.



Ransomware attacks on districts on the rise

According to a recent report in *Education Week*, the FBI and cybersecurity professionals are seeing a significant spike in “ransomware” attacks across all sectors in the past year or so. Criminals have hit all types of organizations, public and private, including several K-12 districts and local police departments in Massachusetts.

The most frequent hit on school district computers involves a self-replicating computer virus which “eats” its way through most of a school’s servers—including student information systems—and then encrypts huge amounts of data, making it impossible for district employees to access. The perpetrators may then demand a ransom from the district in exchange of a decryption key that will unlock the data. The alternative to paying could be rebuilding the affected district’s data systems from backups, or, worst-case scenario, from scratch.

Once the virus has infected a network and scrambled every Word document, spreadsheet and data file it finds, the people behind the attack tend to ask for a ransom in bitcoin, an untraceable virtual currency, in return for the decryption key.

Once attacked, a district has to weigh the cost of the ransom versus the cost of rebuilding the system and surviving for days, possibly weeks, without access to lesson plans, learning software or student records. Law-enforcement agencies like the FBI, however, generally

discourage hacked organizations from paying ransoms, though they acknowledge in some cases, it may be in the organization’s best financial interest. Frequently, though, ransom demands are relatively small (for the hackers the amounts quickly add up), making it more likely that the targeted organization will pay and small sums tend to draw less attention and resources from law enforcement.

But regardless of whether a district decides to pay the ransom, the FBI want to hear from all ransomware victims to gather evidence. Cybercrimes should be reported to the FBI’s local field office or on its website: www.ic3.gov. In some cases, the FBI or private industry has already found a key or “antidote” to a ransomware strain and by reporting the attack, a district may be able to easily recover their files.

The best defense, experts agree, is to have strong backups in place and have outside professionals reset the system and so a full incident report if a district network is compromised.

The malware that targets school districts makes no distinction between small and large districts. And like other cybercrimes, ransomware attacks can be difficult to trace as they often originate overseas, sometimes in countries that do not have extradition treaties with the US.

A recent cybersecurity report
continued on page 3

Foundation Budget Formula Revamp Likely to Move Forward

Senate Education Committee Chair Sonia Chang-Díaz has announced that she plans to file a bill this month that would take up the recommendations of the Foundation Budget Review Commission. The Commission’s report, which was released in October 2015, revealed that under the current formula which has not been updated in over two decades, MA public schools are underfunded by \$1 billion to \$2 billion.

In the last session, the Senate twice passed legislation containing the Commission’s recommendations, but the legislation was not implemented.

Chang-Díaz believes that the current climate is more favorable to moving the funding proposals forward now that the Question 2/Charter School cap issue no longer dominate educational policy discussions and the legislature can focus on options for closing opportunity gaps.

The new bill, she indicated, would implement nearly all the FBRC recommendations, including using a more accurate method to calculate employee health care costs and increasing funding allotments for the education of English language learners, special education students and low-income students.

The prognosis is optimistic, since the Senate has already twice passed recommendations and Senate President Stan Rosenberg recently pledged to examine shortfalls in the state’s mechanism for budgeting school aid and make reforms, though he provided no specifics on the nature or shape of those reforms. ♦

Forum: Implementation of the Foundation Budget Review Commission Recommendations

Please join with MASC Divisions IV, V, VI, VIII, IX and the Minority Caucus as we work to get the recommendations of the Foundation Budget Review Commission implemented. This is open to all School Committee Members, Superintendents, School Business Managers, Mayors, and other elected and appointed officials.

Although many of us have listened to the rationale before, now is the time, to take deliberate action. The FBRC report is definitive on the point that local taxpayers are carrying a disproportionate share of the cost of educating children in MA. Local officials can testify to the ways it is fracturing their ability to provide the essential services that all residents depend upon. State officials can demonstrate how deliberate tax cuts, along with the growth of their Medicaid responsibilities, leave them with difficult budget decisions. Yet the fact remains, the funding of an excellent public education system needs to remain a vital priority in every city and town across the state and the local taxpayers need help. As the legislature begins debate on the FY18 budget, we believe there needs to be a plan to address this priority.

We urge members to begin this dialogue locally and to communicate your concerns to your State Representative and Senator. Then, attend the February 16th meeting as a team or as their representative and delve into the issue. We need you to join us as we plan our next steps. All interested parties are invited to participate.

Date: Thursday, February 16, 2017

Time: 5:00pm: Check-in (hors d'oeuvres and cash bar available)

Program: 5:30pm - 7:00pm

Location: The Delaney House, 1 Country Club Road, Holyoke, MA 01040

UPCOMING EVENTS

Friday, February 3

Cape Cod Collaborative: Annual Legislative Breakfast

9:30am-11:30am

Cape Cod Collaborative, Osterville

Thursday, February 16

MASC Division Forum: Update on FBRC Recommendations (see above for details)

Friday, February 24

COSCAP Spring Conference

9:00am-3:00pm

Jr./ Sr. High School, Westport

national NEWS

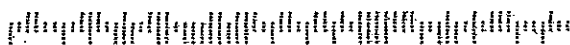
STATE(S) OF HEAD START

In response to feedback from the field, Head Start education sites look uniform on paper, but dig beneath the surface and there are substantial variations from state to state in program quality, percentage of eligible children enrolled and teacher salaries.

Those are the findings of an analysis of the \$8.9 billion federal program from the National Institute for Early Education Research at Rutgers University. It found, for example, that 73% of Head Start teachers overall had a bachelor's degree in early-childhood education or a related field. But that ranged from more than 90% with that qualification in West Virginia and the District of Columbia to a low of 36% in New Mexico. (In MA, 62% of Head Start teachers have a BA or higher.)

Similarly, while Head Start teachers in DC are paid on par with the city's elementary teachers, there was a \$46,000 average wage gap for Head Start teachers in MA. In the category of percentage of students in school day/5-day/week programs, the Commonwealth (27%) also fell below the national average of 44%.

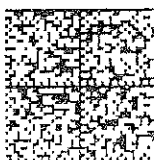
Access the full report: <http://nieer.org/headstart#profiles>



Karol Coffin
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Massachusetts Association of School Committees

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Boston, MA 02109

MASC