



**BELCHERTOWN PUBLIC SCHOOLS  
REGULAR SCHOOL COMMITTEE MEETING  
September 13, 2016**

**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. Sandra Bremer, Principal CSS; Mr. Robert Lachance, Director of Building & Grounds; Ms. Phyllis DuComb, Nurse Leader

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

**VISITORS:** Nick O'Connor, Select Board, Brenda Kerle, Fran Frederick, Debra Davidsohn, Matt Davidsohn, Sheryl Cook, Aimee Henderson, various district employees

**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  
Superintendent Coffin noted there were no special awards or presentation this evening.
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- IV. Update from BHS Student Advisory Council representatives  
Parker Mas updated:  
CSS: students screened last week, visiting day on September 6th, and bus drivers came to visit and talk about safety.  
SRE: Fall enrichment will start on Oct 11th during recess periods.  
CHCS: Open house will be on Tuesday, September 14th, from 6:30-7:30 pm.  
JBMS: Open house will be on Thursday, September 29th from 6:30 - 8:15. The Band will perform for the Belchertown Fair.  
BHS: Open house will be on Thursday, September 15th from 6:00 - 8:00. Thursday, September 22 the BHS Band will perform at the Big E on the Storowton Green at 3:45 followed by the Big E parade. The Band will also perform at the Belchertown Fair.
- V. Approval of minutes (A.I.)  
A. August 23, 2016 Regular Session  
Motion: Dr. Knapp moved to accept the August 23, 2016 minutes as presented.  
Second: Ms. Bogdanovich  
Vote: 5,0,0
- VI. Reports and recommendations of the Superintendent  
A. Report on student enrollment and school choice enrollment  
Superintendent Coffin noted that the opening of the school year went smoothly. Thanked the staff for being there and being ready to start. She also thanks the parents for having students ready to begin. Superintendent Coffin attended the SRE open house last week.  
Superintendent Coffin noted student enrollment is 13 more than last year. There were 122 school choice last year this year the number is 135. There are 2,229 in district students, with fewer "choicing" out than in.  
Mr. O'Connor questioned how many choice out of district. It was noted that 32 special ed are choiced out, the regular ed number will be looked into.
- B. CSS orientation information  
Ms. Bremer spoke to the CSS orientation, what they do at CSS for orientation. It starts in March with registration, next, at the beginning of school year is screening, then there is visiting day. There is a staggered entrance for the Kindergarten students, half day on Thursday and half a day on Friday. Ms. Bremer also noted that CSS has 4 student teachers this year. Ms. Bremer spoke to the development of an improved report card that would include social emotional standards. They are working toward a draft for the
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end of the year.

C. STEM update (S. Fortin)

Dr. Fortin updated the Committee. Eric Lesser got an amendment passed through legislature that will give \$100,000 to Belchertown High School toward STE program. The money to be spent on materials and/or equipment in the Science, Technology, and Engineering programs. They have started pre-planning what would be the best use of the funds. Committee members questioned the uses of the funds. Dr. Fortin noted he is checking on the specifics of spending the funds. Specifics are still being worked on among the committees.

D. Senator Lesser's Visit to BHS – September 21<sup>st</sup>, 10 a.m.

Ms. French reminded the public that Senator Lesser will be visiting BHS on September 21st at 10 am.

VII. Personnel

A. Personnel update & practicum students

Superintendent Coffin updated the Committee on the recent hires for the district. Kevin Martin as the new Food Service Director, comes with experience at Smith College and Williston. Other hires were; Julie Hopkins, Gina Perry, Lindsay Laplante, Nicole Ritter, Jessica Hanson, Nancy Voyer, Joan Hilliard, and Regis Paris. Superintendent Coffin noted that CHCS is working on defining what they want in a Library/Media specialist. There will be 15 Student interns in the district this year, 4 at CSS, 1 at SRE, 2 at CHCS, 4 at JBMS, 2 at BHS and 2 at district.

B. Appointment of School Physician

Motion: Ms. Bogdanovich moved to appoint Dr. Leopold to the position of school physician for the 2016/17 school year.

Second: Dr. Laughner

Vote: 5,0,0

Superintendent Coffin recommended Dr. Talia Leopold for the position of school physician. Dr. Leopold has been serving as the school physician for the past couple of years. Ms. Bogdanovich asked what the school physician did. Ms. DuComb noted that they helped with difficult medical decisions, had an open door policy for the school nurses, wrestler's weights.

VIII. Unfinished business

There was no unfinished business at this time.

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## IX. New business

## A. Accept Walmart Community Grant donation for JBMS

Motion: Ms. Bogdanovich moved to accept the \$750 Walmart Donation to Jabish after school program

Second: Mr. Charron

Vote: 5,0,0

## B. Approve revision to Policy JEBA-Preschool Peer Student Eligibility

Motion: Ms. Bogdanovich moved to approve the revision to policy JEBA

Second: Dr. Laughner

Vote: 5,0,0

Discussion: Superintendent Coffin noted that the Committee received the policy previously with the strike out portion. Changed in the policy is "all children have to be 3 years by September 1st. Special needs children have exceptions."

Dr. Knapp questioned if this could affect the enrollment? Mr. Cameron noted that they are always looking for peer students.

## C. Approve Policy GBEC-R, Drug Free Workplace

Superintendent Coffin noted there is changed wording in the last paragraph to include field trips. It was noted that the School Committee approves policy but is just informed with changes in procedure.

## D. Consider request for rate increase for private music teachers

Motion: Dr. Laughner moved to increase the fees for private lesson teacher from \$18 to \$20.

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Superintendent Coffin recommended the increase in lesson fees. Mr. Mosall is the lesson coordinator. The instructors are CORI checked and fingerprinted.

Dr. Knapp questioned why the school is setting the rates. Superintendent Coffin noted that policy was that the Committee set the fees. Mr. Dunn noted that in general the School Committee sets the fees for the district. The private lesson teachers are district employees. Mr. Charron noted there is a benefit in standardized fees.

## E. BHS Senior Class Out of State Field Trip Request-Community Service, Granby, CT

Motion: Dr. Knapp moved to approve the field trip request.

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Matt Davidsohn, class president, presented the request. The trip is scheduled for September 26th. The class will stop at the fairgrounds for help clean up before heading to High Meadow. This spot has been used in the past for the senior class trips. Dr. Laughner noted that field trip requests should reach the School Committee earlier.

F. Clean drinking water (R. Lachance)

Mr. Lachance noted that the plan is to test all water sites in 3 stages. Mass DEP grant was applied for this summer. They were approved to go through the process. Testing all water that students drink. In conjunction with UMass there are 150-175 sites that will be tested in the district. This would cost the district \$75,000-\$100,000 if the district had to pay for it. The sampling to be completed by October 31st. Results will be available on the website. The district has been testing 1 or 2 sites since 1988. This program will allow us to test all sites in the district. There are contingency plans if any results come back negative.

G. Minimum wage increase – Jan. 1, 2017 discussion

Mr. Dunn spoke to the update. Municipalities are not bound by the minimum wage increase. The increase would affect 3 groups, para subs, food service subs, and AV techs.

Superintendent Coffin recommends the increase as of January 1st.

Dr. Laughner questioned the budget impact. Mr. Dunn noted the impact would be minimal. Dr. Knapp questioned the AV tech position. This is a high school student position. Question to Mr. O'Connor; are there jobs within the municipality that are not paid minimum wage? Mr. O'Connor noted there are jobs that are not paid minimum wage.

Ms. French noted the question will be brought back at the October meeting.

The Committee noted and discussed the difference in the para sub rates and the teacher sub rates.

H. Marching in Fair Parade

The Committee discussed participation in the Parade. Ms. French noted that Committee members and district staff marched in the parade. She invited any district employee to join them. School Committee members will be marching in the parade.

IX. Reports of subcommittees

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

1. Director of Food Service Job Description Draft

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2. School Adjustment Counselor Job Description Draft

3. Guidance Counselor Job Description Draft

Job descriptions are information. They will come back with amendments/updates to be voted on at the next meeting.

4. Policy BJ – School Committee Legislative Program

Dr. Laughner noted this is an existing policy. Would like input from Committee whether to keep the policy as is or rework the policy. The members discussed the amount of time numbers 2 and 3 would be for one person to take on. Ms. Bogdanovich noted the policy is standardized from MASC. It was suggested that #2 work with state legislators and strike last sentence and strike out #3.

5. Policy EBC- Emergency Plans

Dr. Laughner noted the changes in the previous wording. To be voted on at the next meeting.

6. Policy JFABD Homeless Students

Dr. Laughner noted this policy was not discussed, was tabled at the P&P meeting.

7. Policy JLCD Administering Medication to Students

Dr. Laughner noted changes to the policy were "EPIpens" changed to epinephrine, strike in last paragraph. Amended policy will be sent to the Committee to review and vote at next meeting. Ms. French questioned the Narcan portion of the policy. Ms. DuComb explained the state regulations. The schools are regulated on giving Narcan for use. Schools can train but cannot use school supply of Narcan. Anyone can carry their own Narcan.

8. Policy BGB Policy Adoption

Dr. Laughner asked the Committee to review for vote at next meeting. Superintendent Coffin brought before the P&P committee for review.

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

Dr. Knapp noted the committee met on Friday. The next meeting is September 27th. In the meeting they discussed the scope for the committee and looking at a dashboard for the district.

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

Ms. Bogdanovich noted they have not met. Will meet October 25th.

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D. Finance & Budget Subcommittee (Dr. Laughner/Mr. Charron)  
Dr. Laughner noted they had not met. Meeting set for Monday at 4:45.

X. Reports of school department liaisons

A. Healthy & Safer Schools Advisory Committee (Ms. French)  
Mr. Cameron noted they will meet October 3rd.

B. Technology Advisory Committee (Dr. Laughner)  
Dr. Laughner noted they meet tomorrow night.

C. Collaborative for Educational Services (Dr. Knapp)  
Dr. Knapp noted they have not met.

XI. Correspondence

- A. Agenda, September 13, 2016
- B. August 23, 2016, Regular Session Minutes
- C. Student enrollment report
- D. STEM bond
- E. Personnel update
- F. School physician appointment memo
- G. Walmart donation memo
- H. Policy JEBA Preschool Peer Student Eligibility
- I. Policy GBEC-R, Drug Free Workplace
- J. BHS Out of State Field Trip Form
- K. CSS orientation information
- L. Private music teachers' hourly rate e-mail
- M. Clean drinking water
- N. Minimum wage memo
- O. Director of Food Service Job Description Draft
- P. School Adjustment Counselor Job Description Draft
- Q. Guidance Counselor Job Description Draft
- R. Policy BJ – School Committee Legislative Program
- S. Policy EBC- Emergency Plans
- T. Policy JFABD Homeless Students
- U. Policy JLCD Administering Medication to Students
- V. Policy BGB Policy Adoption

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

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with respect to collective bargaining Unit A, Teachers, and individual contracts 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 not return to open session.

School Committee voted to enter into executive session at 8:40 pm. They will not return to open session.

Vote:

Dawn French - yes

Thomas Laughner - yes

Michael Knapp - yes

Myndi Bogdanovich - yes

Jeff Charron - yes



Respectfully submitted by,

Ramona Griffin

Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

 , Dawn French, Chair

 , Thomas Laughner, Vice Chair

 , Michael Knapp, Secretary

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

 , Jeff Charron, Member

*Vision Statement*

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

*Mission Statement*

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

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