



**BELCHERTOWN PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
June 9, 2015**

LOCATION: Swift River Elementary School

TIME: 7:00 pm

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

ADMINISTRATION: Mrs. Karol Coffin, Superintendent of Schools; Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services; Mr. Edward Dunn, Contracted School Business Manager; Ms. Paula Fitzgerald, Principal CHCS; Ms. Sandra Bremer, Principal CSS; Ms. Christine Vigneux, Principal BHS; Ms. Jill Pelletier, Assistant Principal CHCS; Mr. Ben Admussen, Data Administrator

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: Benjamin Stone

VISITORS: Kathleen Terry, see sign-in sheet

Minutes

- I. Call to order
 - Mr. Fritsch called the meeting to order at 7:00 pm

- II. Special awards and presentations
 - There were no special awards or presentations.

- III. Update from BHS Student Advisory Council representatives
 - Ben Stone updated the School Committee;
 - CSS – Kindergarten step up day was June 2 & 3, they visited SRE.
 - SRE – 1st grade will have Authors day over the next two weeks. 3rd grade is showing habitat projects. June 17th is Field Day.
 - CHCS – Spirit Week is this week. DIBELS testing is this week. Ms. Fitzgerald expanded on what DIBELS testing is. Today was Field Day. Clapp Library will be in on June 11th. June 17th 6th grade classes are going to Look Park. June 18 & 19 students will be going to Freedom Trail.
 - JBMS – Awards night was last night. 8th grade Aloha dance is June 19th. Lake Compounce trip is this Thursday.
 - BHS – Graduation is Sunday. Junior “step up” day was today. Tomorrow the junior class goes to Roger Williams Park Zoo. Thursday is undergraduate awards. June 16 – 19 are finals. Representatives from BHS will be going to Stonehill College.

- IV. Public comment regarding items on the agenda
 - There were no public comments regarding items on the agenda.

V. Approval of minutes

A. May 26, 2015, Regular Session

Motion: Dr. Knapp moved to approve the May 26, 2015 as amended.

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Amend Section II B 2 last line to read "Ms. Bogdanovich and **Ms. French** volunteered." Amend Section II F to read "Dr. Laughner and Dr. Knapp volunteered **for accounts payable.**" Amend section IX A motion to read "Dr. Knapp moved to authorize **Superintendent Coffin** to approve recommendations."

B. May 28, 2015, Special Session

Motion: Dr. Knapp moved to approve the May 28, 2015 minutes.

Second: Ms. Bogdanovich

Vote: 5,0,0

VI. Reports and recommendations of the Superintendent

A. Recommendation for scheduled 2015-2016 School Committee meetings

Motion: Ms. Bogdanovich moved to accept the calendar for School Committee meetings for the 2015-2016 year.

Second: Ms. French

Vote: 5,0,0

Discussion: Superintendent Coffin presented the 2015-2016 School Committee meetings calendar for approval. Mr. Fritsch requested limits on school functions on School Committee meeting nights.

B. The Bridge Plan

Superintendent Coffin noted the plan was created by the Bridge Team which includes; L. Anderman, S. Bremer, B. Cameron, B. Admussen, L. Sterling, C. Holesovsky, S. Davies, C. Vigneux, B. McCarthy and J. Pelletier. The plan is to focus on students first and lifelong learning.

Ben Admussen presented goal #1 which relates to data. Dr. Knapp questioned whether we will be able to break down data into demographic groups. Mr. Admussen noted MCAS & PARCC will have some of this information. DDM's will have some capabilities per teacher and within some schools.

Jill Pelletier and Mary Sharma presented goal #2 to research, design, and articulate education model. Climate surveys are being implemented. B. Stone questioned what does the "whole student" represent to them? Ms. Pelletier said it encompasses academics, and social emotional. B. Stone agreed that non-academics are very important too for a well-rounded person.

Sandra Bremer and Brian Cameron presented goal #3, relating to professional development in and across each building. Ms. Bremer brought up the book "Visible Learning" by John Hattie. More collaboration is needed across grade and district. Mr. Cameron noted that time is always an issue. Dr. Knapp questioned what is the

School Committee involvement? Superintendent Coffin noted after the presentation of the School Improvement Plan she will be able to answer better.

- C. Recommendation to approve Director of Teaching & Learning Job Description
Motion: Ms. Bogdanovich moved to approve the Director of Teaching & Learning job description.
Second: Ms. French
Vote: 5,0,0
Discussion: Superintendent Coffin recommends approval of the job description. Ms. Bogdanovich noted there was a Personnel & Policy meeting held yesterday and it was approved to recommend the description to the School Committee. Dr. Laughner questioned the wording of preferred as opposed to required in the job description. Superintendent Coffin noted they would not want to close any doors on potential applicants. Superintendent Coffin noted the job will be posted for 2 weeks.

VII. Personnel Update

- A. Retiring or resigning employees
Superintendent Coffin presented the School Committee with the retirees and resignations in the district. Those include; Kathy Karrasch, Frances Kimbar, Christine King, Susan Kozak, Carla Kutt, Teresa Mazik, Ellen Reardon, Charlene Socha, Charlene Ulmer, and Megan Sears.
- B. Appointment of School Physician for 2015 – 2016 school year
Motion: Dr. Knapp moved to approve the recommended appointed by Superintendent Coffin.
Second: Ms. Bogdanovich
Vote: 5,0,0
Discussion: Superintendent Coffin requested the School Committee approve the appointment of Dr. Leopold, Baystate Wing Memorial, as school physician for 2015 – 2016 school year. This is a stipend position.

VIII. Reports of subcommittees/representative to Collaborative for Educational Services

- A. Collaborative for Educational Services (Dr. Knapp)
1) CES, Summary Report
Dr. Knapp presented the School Committee with a written copy of the report from the May 27th meeting.
- B. Curriculum & Instruction (Dr. Knapp/Dr. Laughner)
Dr. Knapp noted they have not met yet and are looking to set a meeting date. Superintendent Coffin noted the teachers are working on cross curriculum and perhaps to wait until after those discussions are completed. Dr. Knapp agreed.
- C. Healthy & Safer Schools Advisory Committee (Mr. Fritsch/Ms. Bogdanovich)
Mr. Fritsch noted the Committee has not met.

- D. Jessica's Boundless Playground Committee (Ms. French)
Ms. French noted there is nothing at this time.
- E. Personnel & Policy (Ms. Bogdanovich/Ms. French)
Ms. Bogdanovich noted the committee met yesterday. Discussions involved; scholarship and prizes need a policy, volunteer recognition program, revise the KCDE2 fundraising form, inclusive language for SPED, acceptable use policy, and out of country field trips (specifically the trip to Cuba). Mr. Cameron noted that a SPED audit is coming up and an area that needs work is inclusive language in paperwork.
- F. Property & Transportation (Mr. Fritsch/Ms. French)
Mr. Fritsch noted there was nothing at this time.
- G. Finance & Budget Subcommittee (Dr. Knapp/Dr. Laughner)
Dr. Knapp noted they have not met.
- H. Technology Advisory Committee (Dr. Laughner)
Dr. Laughner noted they met last week. Discussions included; bring your own device, wireless network password (protected in name only), roll out of Google apps for education suite.

VIII. New business

- A. SEPAC Update and Recognition of Kathleen Terry
Kathleen Terry presented the update for SEPAC. She noted the meetings once a month, workshops, and support for families and caregivers. Ms. Terry commended families, district staff, and administration for attending meetings. Ms. Terry noted there is a struggle to find leadership for the coming year. Mr. Fritsch noted the potential to add a page to the district website for SEPAC. Dr. Knapp questioned how to continue the program and interest members in leadership. Ms. Terry noted it is an ongoing process.
- B. Athletic Fees Discussion
Motion: Ms. Bogdanovich moved to increase the athletic fees to \$135.
Second: Ms. French
Vote: 5,0,0
Discussion: Dr. Knapp presented the recommendation to increase the athletic fees to \$135. The increase would be \$10 from current cost. Superintendent Coffin noted this increase would potentially pay for a couple of coaches. Superintendent Coffin spoke with Ms. Vigneux about participation with the increase, and Ms. Vigneux does not feel it will be an issue. There are waivers available for financial hardships.
- C. Ms. Claudia Bermudez - Request to Enroll K Student
Motion: Dr. Knapp moved to table the request.
Second: Ms. Bogdanovich
Vote: 5,0,0

Motion: Ms. French moved to request Personnel & Policy review/revise Kindergarten entrance policy.

Second: Ms. Bogdanovich

Vote: 5,0,0

Discussion: Ms. Bermudez presented her request. Dr. Knapp noted committee needs to look at policy. Mr. Fritsch noted he is willing to forward this to the subcommittee but questioned where the line is? Ms. Bogdanovich noted she likes the Ware policy of "maybe". She questioned readiness and what/how the district would determine this. Superintendent Coffin noted it is the subcommittee's job to set policy but not the subcommittee's job to approve the request.

D. Approval of School Committee Operating Protocols

Motion: Ms. Bogdanovich moved to approve operating protocols.

Second: Ms. French

Vote: 5,0,0

Discussion: Dr. Laughner questioned where this came from. Ms. Bogdanovich noted it was a result of governance training. Dr. Knapp noted that many of the protocols are great and other districts have more under the role of the School Committee. Mr. Fritsch noted that is addressed under a different heading, under Committee powers and duties. Dr. Knapp quoted from the Melrose protocol and noted this district has a history of being passive. Dr. Knapp believes the School Committee should have a more active role. Mr. Fritsch and Ms. Bogdanovich noted this document is protocol on treatment of members, Superintendent, and staff. In addition it relates to conduct at School Committee meetings. Discussion revolved around wording and purpose of the document.

E. BOAA – Donation of a new golf cart for BHS

Motion: Ms. Bogdanovich moved to accept the donation of a new golf cart for BHS.

Second: Dr. Knapp

Vote: 5,0,0

Discussion: Superintendent Coffin presented the donation. Dr. Laughner noted the golf cart is already in use.

IX. Unfinished business

A. Annual Approval of CHCS Pool Agreement

Motion: Ms. Bogdanovich moved to approve the annual CHCS pool agreement.

Second: Ms. French

Vote: 5,0,0

Discussion: Superintendent Coffin noted this is the same agreement with the addition of the missing pages. Dr. Knapp questioned whether this is a memorandum with the Recreation Department? Mr. Dunn noted it is a town pool; the school was given charge of maintenance originally, and then entered into an agreement with the Recreation Department to reimburse the school for some of the maintenance. This agreement is from the early 1990's. An engineering study was done to determine the percentages. Dr. Laughner noted the original agreement should be

reviewed. Mr. Dunn noted it is reviewed when the agreement comes up for renewal.

- X. Correspondence
 - A. June 9, 2015 Agenda
 - B. May 26, 2015, Minutes
 - C. May 28, 2015, Minutes
 - D. 2015-2016 School Committee Meetings Calendar
 - E. The Bridge Plan
 - F. Director of Teaching & Learning Job Description
 - G. Recommended Acceptable Use Policy and Current Acceptable Use Policy
 - H. Personnel Update
 - I. Recommendation for School Physician
 - J. CES Update
 - K. Athletic Fees
 - L. Letter from Ms. Bermudez regarding K entrance
 - M. K Age Requirement Survey
 - N. Belchertown School Committee Operating Protocols
 - O. CHCS Pool Agreement
 - P. SEPAC Report – June 9, 2015

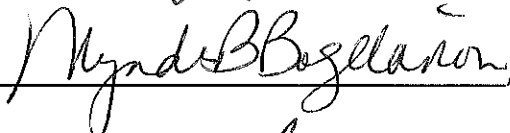
- XI. Adjourn
 - Motion: Ms. Bogdanovich moved to adjourn at 9:50 pm
 - Second: Dr. Knapp
 - Vote: 5,0,0


Respectfully submitted by,

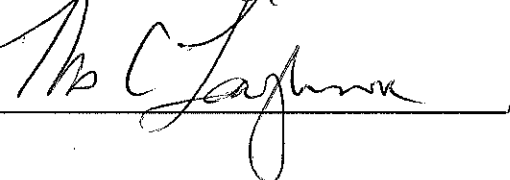
Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

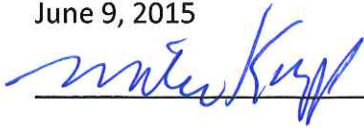
School Committee members' signatures:

 _____, Richard Fritsch, Chair

 _____, Myndi Bogdanovich, Vice Chair

 _____, Dawn French, Secretary

 _____, Thomas Laughner, Member



_____, Michael Knapp, Member

The mission of the Belchertown Public Schools is to ensure that every student meets with success every day. To that end, we pledge to ensure that we have rigorous, standards-based curriculum; instruction designed to meet the needs of diverse learners in every classroom; and access to the global learning community via state-of-the-art technology in schools that are communities of respect and civility for all.

2011-2015 Strategic Plan Goals (adopted by the Belchertown School Committee, 3/1/11):

- Goal #1: To have guaranteed (standards-based and implemented by all), viable (doable and accessible to every student), seamless K-12 curriculum in every content area.
- Goal #2: To have rigorous (standards-based), relevant (grounded in 21st Century skills), differentiated instructional practices with the ability to access the global learning community via technology available to every learner.
- Goal #3: To implement a plan to ensure that our students understand the importance of acceptance, tolerance, and respect supported by all adults in the community.

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](#)).