



**BELCHERTOWN SCHOOL DISTRICT  
PERSONNEL & POLICY SUBCOMMITTEE MEETING  
November 14, 2017**

**PLACE:** CHCS Library  
**TIME:** 6:00 p.m.  
**SUBCOMMITTEE:** Ms. Heidi Gutekenst, Chair; Dr. Thomas Laughner, Member  
**ADMINISTRATION:** Karol G. Coffin, Superintendent of Schools, Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services

**AGENDA**

- I. Call Subcommittee Meeting to order
- II. Acceptance of Minutes
  - A. October 10, 2017, Personnel & Policy
- III. For emergency issues only, School Committee Subcommittee Members' additions to the agenda (with consent of both members)
- IV. Public comment regarding items on the agenda
- V. Items for action/discussion
  - A. Public Comment allowance at School Committee Meetings
- VI. Unfinished business
  - A. N/A
- VII. New business
  - A. ACE- Nondiscrimination on the Basis of Disability
  - B. ADC- Tobacco
  - C. BBA- School Committee Powers and Duties
  - D. BBBA/BBBB- School Committee Qualifications
  - E. BDD- School Committee- Superintendent Relationship
  - F. BDE-Subcommittees
  - G. BDF-Advisory Committees
  - H. BEDA-Notice
  - I. BEDB-Agenda Format
  - J. BEDH-Public Comment at Meetings
  - K. BHE-Electronic Messaging
  - L. BIA-New School Committee Member Orientation
  - M. BIBA-School Committee Conferences
  - N. School Committee Secretary- Job Description
  - O. Business Manager- Job Description
  - P. Acting Buildings & Grounds Coordinator Job Description
  - Q. Policy\_\_\_-Meeting Posting and Invitations to Appear Protocol
- VIII. Subcommittee correspondence
  - A. October 10, 2017 Agenda
  - B. September 13, 2017, Personnel & Policy Minutes
  - C. ACE- Nondiscrimination on the Basis of Disability

- D. ADC- Tobacco
  - E. BBA- School Committee Powers and Duties
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  - S. Policy\_\_\_\_\_ - Meeting Posting and Invitations to Appear Protocol
- IX. Adjourn