

Colchester School Board

Meeting Agenda and Packet

November 6, 2018

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
November 6, 2018  
7:00 PM**

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**AGENDA**

- |   |                    |
|---|--------------------|
| <b>I. Call to Order and Pledge of Allegiance</b>                                  |                    |
| <b>II. Citizen Participation*</b>   |                    |
| <b>III. Report from Building Principals</b>                                       | <b>Information</b> |
| <b>IV. Grades 9-12 School Report: CHS</b>   | <b>Information</b> |
| <b>V. Budget Discussion: Food Service</b>   | <b>Action</b>      |
| <b>VI. Assessment Presentation</b>  | <b>Information</b> |
| <b>VII. Quarterly Special Education Report</b>                                    | <b>Information</b> |
| <b>VIII. First Reading of Threats and Disruptions to School Operations: F7</b>    | <b>Action</b>      |
| <b>IX. Approval of Personnel Consent Agenda</b>                                   | <b>Action</b>      |
| <b>X. Approval of Minutes: October 16, 2018</b>                                   | <b>Action</b>      |
| <b>XI. Approval of Minutes: October 30, 2018</b>                                  | <b>Action</b>      |
| <b>XII. Board/Administration Communication, Correspondence, Committee Reports</b> | <b>Information</b> |
| <b>XIII. Possible Future Agenda Items</b>   | <b>Information</b> |
| <b>XIV. Adjournment</b>   |                    |

**On The Third Tuesday of Each Month\***

During the meeting, the school board will review the top questions and themes submitted to them via email to [SchoolBoard@colchestersd.org](mailto:SchoolBoard@colchestersd.org). Note: All submissions must be received before noon on the third Tuesday of every month.

## Special Education Quarterly Board Reports 2018-2019

Preschool Data						
	15-16	16-17	17-18	Oct 2018	Feb 2019	April 2019
<b>CSD Preschool Program Located at MBS</b>						
Special Education Students	44	36	21	23		
General Education Students	30	39	46	52		
<b>TOTAL :</b>	<b>74</b>	<b>75</b>	<b>67</b>	<b>75</b>		
<b>Act 166</b>						
Special Education Students	4	5	20	16		
General Education Students (Headstart included)	152	181	164	156		
<b>TOTAL :</b>	<b>156</b>	<b>186</b>	<b>186</b>	<b>172</b>		
<b>Special education students provided outreach or clinic services</b>						
Special Education Students	7	14	15	9		
General Education Students	0	0	0	0		
<b>TOTAL :</b>	<b>7</b>	<b>14</b>	<b>15</b>	<b>9</b>		
<b>Total Preschool Enrollment (Act 166, Onsite Program, Outreach)</b>	<b>237</b>	<b>275</b>	<b>268</b>	<b>256</b>		
<b>Total Special Education Preschool</b>	55	55	56	48		

## Special Education Quarterly Board Reports 2018-2019

K-12 Student Enrollment Data						
	Oct 2015	Oct 2016	Oct 2017	Oct 2018	Feb 2019	April 2019
CSD Total Enrollment (including out of district and tuition)	<b>2167</b>	<b>2116</b>	<b>2114</b>	<b>2132</b>		
Total Number of Special Education Students	<b>307</b>	<b>259</b>	<b>272</b>	<b>303</b>		
Percentage of Special Education Students (K-12)	<b>14.2%</b>	<b>12.2%</b>	<b>12.9%</b>	<b>14.2%</b>		

Special Education Enrollment						
	15-16	16-17	Oct 2017	Oct 2018	Feb 2019	April 2019
Preschool Special Education	<b>55</b>	<b>55</b>	<b>56</b>	<b>48</b>		
K-12 Special Education	<b>307</b>	<b>259</b>	<b>272</b>	<b>303</b>		
<b>TOTAL :</b>	<b>362</b>	<b>314</b>	<b>328</b>	<b>351</b>		

Out of District Placements						
	15-16	16-17	Oct 2017	Oct 2018	Feb 2019	April 2019
<b>TOTAL :</b>	<b>16</b>	<b>14</b>	<b>19</b>	<b>22</b>		

## Special Education Quarterly Board Reports 2018-2019

Support Staff						
	15-16	16-17	Oct 2017	Oct 2018	Feb 2019	April 2019
Para Educators	90	89	80	81		
Interventionist	18	18	24.5	25		
Special Educators	27	31.5	31.5	31		
Speech Language Pathologists (SLP)	7	7	7	7.5		
Behavior Specialists	3	3	3	3		

### TRENDS AND KEY POINTS:

- Special Education Enrollment continues to rise. In addition, we continue to see the needs of students increase. In the last 4 years, we have seen an increase in over 50 students in special ed.
- The out of district placements continue to increase. We have several student teams in the process of discussion alternative programs in order to meet the student's needs.
- We have 5 open paraeducator and 2 interventionist positions. These are not included in the numbers above.
- Chittenden County and Statewide are experiencing the same trends of increase spec ed enrollment, increase in intensity and increase in the number of Out of District Placements.
- The alternative schools in the area all have waitlists.

## COLCHESTER SCHOOL DISTRICT

### **POLICY:** THREATS AND DISRUPTIONS TO SCHOOL OPERATIONS

**DATE ADOPTED:** June 17, 2003

#### **I. POLICY**

It is the policy of the Colchester School District to respond quickly and effectively to any threat to the safety of its students and staff. As a result, it has adopted the following provisions that its personnel are directed to follow in order to prepare for, respond to, and follow up on the communication of any threat that a destructive device or any unauthorized toxic or hazardous substance or material has been or will be placed on school grounds or property and/or to the placement of a hoax device on school grounds or property.

#### **II. CONDUCT PROHIBITED**

It is a violation of this policy for any person to make, issue, or otherwise communicate by any means, a threat that a destructive device has been or will be placed on school grounds or property. The issuance or communication by any means of a threat that any unauthorized toxic or hazardous substance or material has been placed or will be placed on school grounds with the intent to endanger the welfare and safety of students and school personnel and/or to disrupt the operations of the school district is strictly prohibited. It is a violation of this policy for any person to knowingly place or install a hoax device on school grounds or property.

#### **III. DEFINITIONS**

##### **A. Definitions.**

1. "Destructive device" means any (a) explosive, incendiary or poison gas bomb; or (b) explosive, incendiary or poison gas grenade; or (c) explosive, incendiary or poison gas rocket having a propellant charge of more than 4 ounces; or (d) explosive, incendiary or poison gas missile having an explosive or incendiary charge of more than one quarter (1/4) ounce; or (e) explosive, incendiary or poison gas mine; or (f) device which consists of or includes a breakable container including a flammable or liquid compound, and a wick composed of any material which, when ignited, is capable of igniting the flammable liquid or compound, and can be carried or thrown by one individual acting alone; or (g) device similar to those devices enumerated in paragraphs (a) through (e) of this section.

Date Warned: December 13, 2002  
First Reading: December 17, 2002  
Second Reading: June 17, 2003

2. “Hoax device” means any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subdivisions (a)-(f) of division 1. of this section, which is lacking an explosive or incendiary charge.
3. “Toxic or hazardous substance or material” means: any substance or material designated as a toxic or hazardous substance or material under the following laws and implementing regulations and successor statutes and regulations: the Toxic Substances Control Act of 1976, 15 U.S.C. § 2604 et seq; the Hazardous Materials Transportation Act, 49 App. U.S.C. § 1801 et seq; any substance in a gaseous, liquid, or solid state listed pursuant to Title III Section 313 of the Superfund Amendments and Reauthorization Act of 1986; any material or substance, or biomedical material, substance, or organism regulated by the state or federal government because it presents or will present an unreasonable risk of injury to health or the environment.
4. “School grounds or property” means: facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the District to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the School District.

#### **IV. INVESTIGATION**

The Superintendent and principal, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a bomb threat or other threats covered by this policy. To keep school personnel from placing themselves in harm’s way by potential exposure to bombs or other dangerous materials, school personnel shall not conduct any investigation independently but rather in conjunction with law enforcement authorities.

#### **V. SANCTIONS**

Recognizing that a threat to the safety of students and staff or the intent to disrupt school operations by the conduct prohibited in this policy is commensurate with the threat to student and staff safety posed by guns or weapons prohibited by school policy and State and federal law, violations of this policy shall be treated accordingly.

##### **A. Discipline.**

1. A student violating this policy, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school.
2. The student may be suspended until a School Board hearing can be conducted (following the due process procedures as provided by the State Board of Education rules).
3. A student found by the Board after a hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar

year. However the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

- a. the student was unaware of their conduct;
- b. the student is disabled and the conduct is related to the disability;  
or
- c. a lengthy expulsion would not serve the best interests of the student.

4. A staff member found to have violated this policy will be subject to appropriate disciplinary action up to and including termination of employment. Disciplinary action taken in accordance with this subsection shall be consistent with collective bargaining agreements, applicable employment agreements, and/or school district policies.

- B. Aiding Other Students.** A student who in any way encourages another student to make a threat, and/or to bring a hoax device on school property or grounds, also endangers the safety of others. The School District expressly prohibits any such action. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any hoax device on school property or grounds. No student shall knowingly or willfully cause, encourage, or aid any other student to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property. A student found to have violated this provision of the policy by causing, encouraging, aiding, etc. another student, shall be expelled for at least one (1) calendar year and treated in accordance with the provisions of section A., Sanctions.
- C. Civil Liability.** The School District reserves the right to bring a suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

## **VI. NOTIFICATION AND TRAINING**

- A. Procedure Dissemination.** A copy of this procedure shall be included in all school handbooks. In addition, handbooks for faculty, staff, parents, and students shall contain the following provision.

The Colchester School District has adopted a comprehensive policy on what to do in the event of a bomb threat or threats to disrupt school operations. You may obtain a copy of the complete policy by requesting one from the principal's office. While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat or other threats, we may have to search such items in order to assure the safety and protection of people and property.

We also want all members of the school community to know that any academic time lost as a result of a bomb threat, or other threats intended to disrupt school operations, will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.

In addition to expulsion under the School District's policy, under State law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. The making of such a threat may also lead to civil liability.

- B. **Training.** The Superintendent shall develop a method of reviewing and discussing this policy with students and employees.

## VII. PROCEDURES

The Superintendent shall develop comprehensive procedures designed to inform staff of appropriate responses, procedures and protocols to follow up on the receipt of a bomb threat or other threats intended to disrupt school operations; the coordination of responses with local safety and law enforcement agencies; building searches; and communications with the school community and the media.

*Cross References:* Board Policy: Weapons  
Districtwide Discipline

## COLCHESTER SCHOOL DISTRICT

### POLICY: THREATS AND DISRUPTIONS TO SCHOOL OPERATIONS

DATE ADOPTED: DRAFT

#### PURPOSE

It is the policy of the Colchester School District to respond promptly and appropriately to any actual notice of any threat to the safety of its students and staff. As a result, it has adopted the following provisions that its personnel are directed to follow in order to prepare for, respond to, and follow up on actual notice of:

- Any threat that a destructive device or any unauthorized toxic or hazardous substance or material has been or will be placed on school grounds or property;
- The placement of a hoax device on school grounds or property;
- A student that has made statements which may indicate an intent to harm students and/or staff.

#### I. DEFINITIONS

##### A. Destructive device means any

1. Explosive, incendiary or poison gas bomb;
2. Explosive, incendiary or poison gas grenade;
3. Explosive, incendiary or poison gas rocket having a propellant charge of more than 4 ounces;
4. Explosive, incendiary or poison gas missile having an explosive or incendiary charge of more than one quarter (1/4) ounce;
5. Explosive, incendiary or poison gas mine;
6. Device which consists of or includes a breakable container including a flammable or liquid compound, and a wick composed of any material which, when ignited, is capable of igniting the flammable liquid or compound, and can be carried or thrown by one individual acting alone; or
7. Device similar to those devices enumerated in paragraphs (1) through (6) of this section.

Last Adopted: June 17, 2003  
 Date Warned: November 2, 2018  
 First Reading: November 6, 2018  
 Second Reading:

- B. Hoax Device** means any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subsections (1) - (6) of section A.
- C. Toxic or hazardous substance or material** means any substance or material designated as a toxic or hazardous substance or material under the following laws and implementing regulations and successor statutes and regulations: the Toxic Substances Control Act of 1976, 15 U.S.C. § 2604 et seq; the Hazardous Materials Transportation Act, 49 App. U.S.C. § 1801 et seq; any substance in a gaseous, liquid, or solid state listed pursuant to Title III Section 313 of the Superfund Amendments and Reauthorization Act of 1986; any material or substance, or biomedical material, substance, or organism regulated by the state or federal government because it presents or will present an unreasonable risk of injury to health or the environment.
- D. The issuance or communication by any means of a threat to commit an act of violence against students and/or staff** means communications or statements regarding:
1. Intent to harm students and/or staff;
  2. Information consistent with a plan to harm students and/or staff;
  3. Information consistent with preparation for an attack on students and/or staff; or
  4. Plans or intent to bring weapon(s) to school.
- E. School grounds or property** means facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the district to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the school district.

## II. CONDUCT PROHIBITED

### A. Primary Offender

It is a violation of this policy for any person to make, issue, or otherwise communicate by any means, a threat to the safety of district students and/or staff. This includes but is not limited to:

1. A destructive device has been or will be placed on school grounds or property;
2. The issuance or communication by any means of a threat that any unauthorized toxic or hazardous substance or material has been placed or

will be placed on school grounds with the intent to endanger the welfare and safety of students and school personnel and/or to disrupt the operations of the school district is strictly prohibited;

3. The issuance or communication by any means of a threat to commit an act of violence against students and/or staff; or
4. For any person to knowingly place or install a hoax device on school grounds or property.

#### **B. Aiding Offender**

A student who in any way encourages or assists another student in violation of this policy also endangers the safety of others. The school district expressly prohibits any such action. Accordingly, no student shall knowingly or willfully cause, encourage, or aid any other student to:

1. Possess, handle, or transmit any hoax device on school property or grounds;
2. Make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property; or
3. Plan, prepare or commit an act of violence against students and/or staff.

### **III. INVESTIGATION**

#### **A. Cooperation with Law Enforcement**

The superintendent, principal, and all other school personnel shall cooperate with law enforcement personnel involved in investigating threats covered by this policy.

#### **B. Potentially Dangerous Materials**

To keep school personnel from placing themselves in harm's way by potential exposure to bombs or other dangerous materials, school personnel shall not conduct any investigation regarding toxic or hazardous substance or material or destructive devices independently but rather in conjunction with law enforcement authorities.

#### **C. Search and Seizure**

It is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of

any such threat, searches of such items may occur consistent with Policy F4 in order to assure the safety and protection of people and property.

#### **IV. SANCTIONS**

Recognizing that a threat to the safety of students and staff or the intent to disrupt school operations by the conduct prohibited in this policy is commensurate with the threat to student and staff safety posed by guns or weapons prohibited by school policy and State and federal law, violations of this policy shall be treated accordingly.

##### **A. Primary Offender**

In addition to any penalty imposed by law, a student violating this policy as defined as a primary offender shall be subject to disciplinary action by the school as follows:

1. The student may be suspended until a school board hearing can be conducted (following the due process procedures as provided by the State Board of Education rules).
2. A student found by the board at a disciplinary hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. The board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
  - a. The student was unaware of their conduct;
  - b. The student is disabled and the conduct is related to the disability;
  - c. A lengthy expulsion would not serve the best interests of the student; or
  - d. The student, or their parent or guardian if a minor, voluntarily consents to undergo a comprehensive risk and threat assessment conducted by a licensed psychologist chosen and paid for by the district. In such cases, the board hearing shall be postponed and the student will remain suspended pending the processing of the assessment by the board at a disciplinary board hearing. At the hearing, the board may, at its discretion, rely upon such assessment to either limit or remove the need for further discipline of the student. The assessment may also serve as a basis for increased supervision should the student be allowed to return to school.

##### **B. Aiding Offender**

A student violating this policy as defined as an aiding offender, shall be subject to disciplinary action by the school as follows:

1. The student may be suspended until a school board hearing can be conducted (following the due process procedures as provided by the State Board of Education rules).
2. A student found by the board at a disciplinary hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. The board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
  - a. The student was unaware of their conduct;
  - b. The student is disabled and the conduct is related to the disability;
  - c. A lengthy expulsion would not serve the best interests of the student;
  - d. The student, or their parent or guardian if a minor, voluntarily consents to undergo a comprehensive risk and threat assessment conducted by a licensed psychologist chosen and paid for by the district. In such cases, the board hearing shall be postponed and the student will remain suspended pending the processing of the assessment by the board at a disciplinary board hearing. At the hearing, the board may, at its discretion, rely upon such assessment to either limit or remove the need for further discipline of the student. The assessment may also serve as a basis for increased supervision should the student be allowed to return to school; or
  - e. The student ultimately alerted school officials or staff of their knowledge of primary offender student's conduct, plans, preparation, or intent.

**C. Staff Member Offender**

A staff member found to have violated this policy will be subject to appropriate disciplinary action up to and including termination of employment. Disciplinary action taken in accordance with this subsection shall be consistent with collective bargaining agreements, applicable employment agreements, and/or school district policies.

**D. Civil Liability**

The school district reserves the right to bring a suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

## **V. NOTIFICATION AND TRAINING**

### **A. Policy Dissemination**

Student and family handbooks shall contain the following provision:

*The Colchester School District has adopted a comprehensive policy on what to do in the event of a threat to disrupt school operations. While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a threat, we may have to search such items in order to assure the safety and protection of people and property.*

*We also want all members of the school community to know that any academic time lost as a result of a threat intended to disrupt school operations, will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.*

*In addition to expulsion under the school district's policy, the making of a threat is a very serious criminal offense and may also lead to civil liability.*

### **B. Training**

The superintendent shall develop a method of reviewing and discussing this policy with students and employees.

**PERSONNEL CONSENT AGENDA**

**Board Date: November 6, 2018**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Anita	Dayvie	New Hire	Physical Education Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Courtney Goetz	Yes	Yes
Teacher	Thomas	McAllister	New Hire	Grade 6 Elementary Teacher, Long-Term Substitute	1.0 FTE	CMS	Request to Hire	Kylie Nehrebauer	Yes	Yes
Teacher	Mathew	Pause	New Hire	Math Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Jamie Mulcahy	Yes	Yes

**Non-Licensed Employees (Support Staff), *Informational***

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Co-Curricular	Lindsey	Baldwin	End of Employment	Drama Coach		CMS	Notice of End of Employment			Yes
Co-Curricular	Matthew	Schofield	New Hire	Girls Hockey Assistant Coach		CHS	Notice of Hire	Josh Thibault	Yes	Yes
Co-Curricular	Robert	Toms	New Hire	Drama Coach		CMS	Notice of Hire	Lindsey Baldwin	Yes	Yes
Support Staff	Morgan	Beck	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire		Yes	Yes
Support Staff	Shauna	Knapp	New Hire	Paraeducator - Special Education/Paraeducator	16.25 hr/ 16.25 hr	PPS	Notice of Hire	Skylar Rogers	Yes	Yes
Support Staff	Allison	McCuin	New Hire	Food Service Worker	31.25 hr	CHS	Notice of Hire	Roberta Goddard	Yes	Yes

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, October 16, 2018  
7:00 p.m. (General Session)

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, October 16, 2018, at the Colchester High School Media Center. Those in attendance were Directors: Lincoln White, Craig Kieny, Curt Taylor and Lindsey Cox; Student Representative Sophia Brigante; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Curriculum and Instruction Gwen Carmolli; and Principals Jordan Burke, and Michele Cote.

There were approximately 30 senior seminar students in attendance.

#### **I. Call to Order and Pledge of Allegiance**

Board Vice Chair Lincoln White called the meeting to order at 7:02 p.m. and led in the Pledge of Allegiance.

#### **II. Citizen Participation**

None.

#### **III. Report from Building Principals**

**Information**

CMS Principal Michele Cote spoke about the recent early release day. During the student portion of the day, they focused on building both smaller team communities and a larger school-wide community. They held a whole school meeting, did several group activities, and went outside and used a drone to take a picture with students spelling out the letters CMS.

#### **IV. Presentation on Food Allergies in Schools**

**Information**

MBS Nurse Josie Lang provided the board with an overview of how schools handle students with food allergies. She went over the different type of allergens and the two types of classrooms used in the district: allergy aware and peanut/tree nut free. Several years ago they met with a local allergy specialist who helped the district develop plans for both types of classrooms. The nurses work closely with families of affected students and they also trained staff members on preventative methods and treatment in case of an allergic reaction.

#### **V. Grades PreK & 3-5 School Report: MBS**

**Information**

MBS Principal Jordan Burke presented the school report for Malletts Bay School. This presentation only included information and data for grades 3-5. There will be a separate presentation for PreK. Principal Burke shared highlights including PTO events, whole school activities, and band and chorus concerts. She provided the board with comprehensive data on enrollment, class size, demographics, and behavior. She also went over several items in their continuous improvement plan.

Director Kieny asked what the school's biggest challenge is. Principal Burke stated MBS is one of the largest elementary schools in the state and it is important to have an awareness of the size when implementing change. With so many moving pieces, all decisions must be thoroughly planned and purposeful.

Director White asked what she would like to see in the budget for MBS. She replied that from the facilities standpoint, parking at drop off and dismissal has come up often amongst parents and staff. Another item would be to update the Pre-K playground structure. From a staffing perspective, she would request more support for students who have experienced trauma.

**VI. Quarterly Financial and Special Education Reports** **Information**

Business and Operations Manager George Trieb outlined the first quarterly report of the fiscal year. He reported that revenue and expenditures are tracking mostly as expected and should the current spending trend continue, the district would expect a slight surplus of \$58,187. The district has spent 16.28% of the budget versus spending 17.20% last year at this time. The district's total commitments to date are 57.44% versus 57.40% last year. Director of Special Education Carrie Lutz could not attend the meeting and her report will be rescheduled.

**VII. Budget Timeline Discussion** **Information**

The board reviewed the proposed budget timeline and communications plan. The timeline shows the first informational discussion occurring at the next school board meeting. Director Kieny asked for more meeting opportunities for community members who do not have children in the district. He debated on when to have a community meeting and how to get people to attend. Director Cox pointed out that if the community wants to have input on the budget they should attend between now and January. If they are seeking to be informed on the budget to make a voting decision, they should wait until after January when there are more firm numbers in place.

**VIII. Approval of Personnel Consent Agenda** **Action**

The following Personnel Consent Agenda was presented for October 16, 2018.

**PERSONNEL CONSENT AGENDA**

**Board Date: October 16, 2018**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>

**Non-Licensed Employees (Support Staff), *Informational***

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Co-Curricular	Lindsey	Baldwin	New Hire	Drama Coach		CMS	Notice of Hire	Emily Desautels	Yes	Yes
Co-Curricular	Grant	Bolsta	New Hire	Boys Varsity Lacrosse Coach		CHS	Notice of Hire	Daniel Shepherd	Yes	Yes
Support Staff	Roberta	Goddard	End of Employment	Food Service Worker	31.25 hr	CHS	Notice of End of Employment			Yes
Support Staff	Skylar	Rogers	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Miriam	Mahar	New Hire	Behavior Interventionist	35.0 hr	CAP	Notice of Hire	Goma Mabika	Yes	Yes
Support Staff	Cheryl	Moore	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Teresa Laska	Yes	Yes
Support Staff	Kenneth	Paquette Jr	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	Kenneth Paquette Jr	Yes	Yes
Support Staff	Jason	Washington	New Hire	Autism Interventionist	35.0 hr	PPS	Notice of Hire	Kathleen McIntyre	Yes	Yes

*With no licensed employees listed on the personnel consent agenda, a motion was not required.*

**IX. Approval of Minutes: October 2, 2018** **Action**

*Director Taylor moved to approve the minutes of October 2, 2018, seconded by Director Cox. The motion passed unanimously, 4-0.*

**X. Board/Administration Communication, Correspondence, Committee Reports** **Information**

- The Board briefly discussed agenda items for the retreat will take place on October 30<sup>th</sup>.

**XI. Possible Future Agenda Items** **Information**

**Future Meetings:**

- Budget Discussions
- Discipline Policies
- School Reports
- District Nursing Report
- SBAC Results

**XII. Adjournment**

*Director Cox made a motion to adjourn at 8:14 p.m., seconded by Director Kieny. The motion passed unanimously, 4-0.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Meghan Baule  
Recording Secretary

\_\_\_\_\_  
Craig Kieny  
Board Clerk

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting  
Central Office Conference Room

Tuesday, October 30, 2018  
4:00 p.m.

## MINUTES (Work Session)

The Colchester Board of Education held a Special Board Meeting on Tuesday, October 30, 2018 in the Central Office Conference Room. Those in attendance were: Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, Curt Taylor and Lindsey Cox; and Superintendent Amy Minor.

### I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 4:00p.m.

### II. Board of Education Retreat

*Director Cox moved to enter executive session for the purpose of discussing a student matter and teacher negotiations seconded by Director Taylor. The motion passed unanimously, 5-0.*

#### A. Health

Melanie Laquerre, Health Teacher at CHS and Deborah Deschamps, CSD District Nursing Supervisor provided information regarding a condom availability program that will be launched at CHS last this school year. They reviewed the health research on why this program is necessary and they gave an update as to what other local high schools are doing. The CHS administrative team will now take the necessary steps to develop a plan and begin communicating with families in the near future.

#### B. Negotiations Update

The school board used this time for necessary planning and preparation for the next round of teacher negotiations.

#### C. Year Overview

Superintendent Minor shared how the 2018-2019 school year is going. This portion of the agenda involve reviewing discipline data as well as discussing a confidential student matter.

#### D. District Planning

Superintendent Minor shared an overview of the process that will be used to develop a new strategic plan. The board spent some time reviewing and providing feedback on the first draft of vision statements prepared by CSD employees.

*Director Taylor moved to exit executive session seconded by Director White. The motion passed unanimously, 5-0.*

### III. Hear Possible Future Agenda Items

None.

**IV. Adjournment**

*Director Cox moved adjourn at 8:12 p.m. seconded by Director White. The motion passed unanimously, 5-0.*

Recorder:

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Amy Minor  
Superintendent of Schools

Board Clerk:

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Craig Kieny  
Board Clerk