

Colchester School Board

Meeting Agenda and Packet

April 2, 2019

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
April 2, 2019
7:00 P.M.**

AGENDA

- | | | |
|--------------|---|--------------------|
| I. | Call to Order and Pledge of Allegiance | |
| II. | Citizens Participation* | |
| III. | Presentation by Vermont School Board Association | Information |
| IV. | Second and Final Reading of School Board Policy: B1 | Action |
| V. | Second and Final Reading of Code of Ethics for School Board Members Policy: B2 | Action |
| VI. | Approval of Personnel Consent Agenda | Action |
| VII. | Approval of Minutes: March 19, 2019 | Action |
| VIII. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| IX. | Possible Future Agenda Items | Information |
| X. | Executive Session to Discuss Potential Real Estate Negotiations | Action |
| XI. | Adjournment | |

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. Note: All submissions must be received before noon on the third Tuesday of every month.

COLCHESTER SCHOOL DISTRICT

POLICY: SCHOOL BOARD POLICY

DATE ADOPTED: DRAFT

POLICY STATEMENT

VSA Title 16 § 423 stipulates that each town school district shall have a school board. The purpose of this policy is to define the make up and some of the operating procedures that will be used by that legislative body.

I. QUALIFICATIONS (VSA Title 16 § 558)

- A.** A member of the school board (hereafter referred to as "the board") must be a legal voter in the Colchester Town District.
- B.** A member of the board shall not be regularly employed by the school district.

II. BOARD MEMBERSHIP

- A.** The board shall be comprised of five members.
- B.** The terms of office shall be for three years and two years. One member shall be elected for a three year term and one member elected for a two year term at each annual meeting of the school district. Terms shall end on the third annual and second annual meeting days following their election.
- C.** Vacancies shall be refilled in accordance with VSA Title 16 § 424.
- D.** Members of the board must be sworn in by the town clerk prior to entering upon the duties of their office. (VSA Title 16 § 561)
- E.** The officers of the board shall be a chair, vice-chair, and clerk.
- F.** The officers must be elected annually at the board meeting, which next follows the annual meeting, and the results of this election must be filed at the office of the town clerk and with the Vermont Commissioner of Education. (VSA Title 16 § 561).

Legal References:

V.S.A. Title 1 §§ 310 - 314

V.S.A. Title 16 § 423

- (1) V.S.A. Title 16 § 424*
- (2) V.S.A. Title 16 § 554b*

V.S.A. Title 16 § 558

- (3) V.S.A. Title 16 § 561*
- (4) V.S.A. Title 16 § 563*

Last Adopted: October 21, 2014
 Date Warned: March 15, 2019
 First Reading: March 19, 2019
 Second Reading: April 2, 2019

III. DUTIES AND RESPONSIBILITIES

- A.** The powers, duties and responsibilities of the board are defined in VSA Title 16 § 563. The Colchester School Board will comply with these legal requirements.
- B.** Roberts Rules of Order as modified for small boards shall govern the conduct of board meetings. (VSA Title 16 § 554b)
- C.** All board meetings will be conducted in accordance with Vermont's open meeting law. (VSA Title 1 §§ 310 - 314)

IV. DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE BOARD

A. Chair

- 1. Presides over meetings of the board.
- 2. Calls special meetings.
- 3. Performs other duties as directed by the board.
- 4. In collaboration with the superintendent, establish the agenda for each meeting.

B. Vice Chair

- 1. Substitute for the chair whenever necessary.

C. Clerk

- 1. Perform all duties required by statute, VSA Title 16 § 561.

V. BOARD MEMBER EDUCATION

- A.** Board members will take advantage of training opportunities to learn more about their role, school programs, Vermont Agency of Education functions and legislative activities.
- B.** The school district will pay the cost for these training opportunities.

VI. BOARD GOAL-SETTING AND EVALUATIONS

- A.** The board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent at least annually.
- B.** These goals will address areas such as (not limited to):
 - 1. Policy making,
 - 2. Policy implementation,
 - 3. Community relations,
 - 4. Board interpersonal communication skills,
 - 5. Board-superintendent relations,
 - 6. Fiscal/budget management,
 - 7. The instructional program,
 - 8. Labor relations,
 - 9. Board in-service training and
 - 10. Government relations.

COLCHESTER SCHOOL DISTRICT**POLICY: CODE OF ETHICS FOR SCHOOL BOARD MEMBERS****DATE ADOPTED: DRAFT****POLICY STATEMENT**

A school board member has no legal powers or authority unless acting at a school board meeting or acting for the school board after it formally grants power to act on its behalf. A school board member should perform the duties of a school board member in a manner consistent with this code of ethics.

I. BOARD GOVERNANCE

- A. Set goals for the school system and establish policies to direct its administration.
- B. Maintain confidentiality of discussion conducted in executive session and of other privileged information.
- C. Abide by board decisions regardless of how individuals voted.
- D. Act only as a member of the board and do not assume authority as an individual in school matters when the board is not in session.
- E. Be familiar with and observe Vermont education laws.
- F. Listen to legal counsel and constructive criticism to protect the board and the school system from liability.
- G. Attend all regularly scheduled board meetings, insofar as possible, and review study materials about the issues to be considered on each agenda.

II. BOARD/ADMINISTRATOR RELATIONS

- A. Give school officials authority commensurate with their responsibility, work through the properly appointed school officials according to the school system's organization and policies, and support school officials in the performance of their duties.
- B. Expect the superintendent to keep the board adequately informed through regular written or oral reports and hold the superintendent accountable through an annual job performance evaluation.
- C. Refer complaints, requests, and concerns to the superintendent or other appropriate staff member.
- D. Use the chain of command and avoid making commitments or promises that compromise the board, administration or the school system.

Last Reviewed: March 17, 2015
Date Warned: March 15, 2019
First Reading: March 19, 2019
Second Reading: April 2, 2019

- E. Listen to the recommendations of the superintendent and staff before making decisions and provide advice and counsel to the superintendent. Recognize that a board member's responsibility is to see that schools are well-run, but not to run them.
- F. Recognize that a board member's responsibility is to see that schools are well-run, but not to run them.

III. BOARD MEMBER RELATIONS

- A. Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- B. Voice opinions responsibly, maintain good relations with other board members, respect other board members' rights and opinions, and make no disparaging remarks, in or out of the board meeting, about other board members or school staff. Instead, express opinions in a professional, fair manner.
- C. Accept the responsibility to secure facts before arriving at conclusions.
- D. Expect more time to be spent on educational programs and procedures than on business details at board meetings.

IV. PERSONNEL RELATIONS

- A. Support employment of the best qualified people as school staff and insist on regular, impartial evaluations of all staff.
- B. Hire no superintendent, principal or teacher already under contract with another school unless assurance is first secured from the proper authority that the person can be released from contract.

V. COMMUNITY RELATIONS

- A. Represent the entire community and vote for what seems best for the children and youth of the school system.
- B. Interpret the attitudes, wishes and needs of the community to school staff and communicate the aims, methods and goals of the schools to the community.
- C. Create an environment that fosters community participation and involvement.

VI. BOARD PREPARATION AND TRAINING

- A. Be informed about educational issues by individual study and through participating in programs providing needed information such as those sponsored by the Vermont and National School Boards Associations.
- B. Take advantage of opportunities to improve your knowledge and to build your skills as locally elected members of governing school boards.

- C. Associate with board members from other schools to discuss school problems and cooperate in the improvement of public school conditions.
- D. Provide assistance to new school board members and make sure adequate orientation and training opportunities are offered them.

VII. CONFLICT OF INTEREST

Members of the board recognize the ethical duty of all public officers to avoid conflicts of interest. "Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by their actions as a member of the board. In the case of school board members, this duty is extended by Vermont statutory law to include a requirement that boards adopt policies and procedures to avoid the appearance of conflicts of interest. In order to comply with the obligations thus imposed, the board and its members will adhere to the following standards.

A. RECOMMENDED STANDARDS

1. Board members will be familiar with the NSBA and VSBA Codes of Ethics, and will observe their provisions.
2. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define school board powers and govern board member compensation and public bidding processes.
3. Board members will do nothing intended to give the false impression that they have the authority to make decisions or take action on behalf of the board or the school administration.
4. Board members will not take any action which is intended to give the impression that they would represent special interests or partisan politics for personal gain.
5. Board members will not use their position on the board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.
6. Board members will not accept anything of value in return for taking particular positions on matters before the board.
7. Board members will do nothing intended to leave the impression that their position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

B. AVOIDING CONFLICTS

When a board member becomes aware of involvement in a conflict of interest as defined in state law or this policy, they will declare the nature and extent of the

conflict or appearance of conflict for inclusion in the board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

C. COMPLAINTS OF CONFLICT OF INTEREST

When a conflict of interest claim against a board member is brought to the board in writing, and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed.

1. Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining board members will determine by majority vote to take one of the following actions:
 - a) Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - b) Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify themselves from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or
 - c) Issue a public finding that the conflict of interest charge is supported by the evidence and, in addition to disqualifying themselves from voting or otherwise participating in the board deliberations or decision, the board member should be formally censured or subjected to such other action as may be allowed by law.

PERSONNEL CONSENT AGENDA

Board Date: April 2, 2019

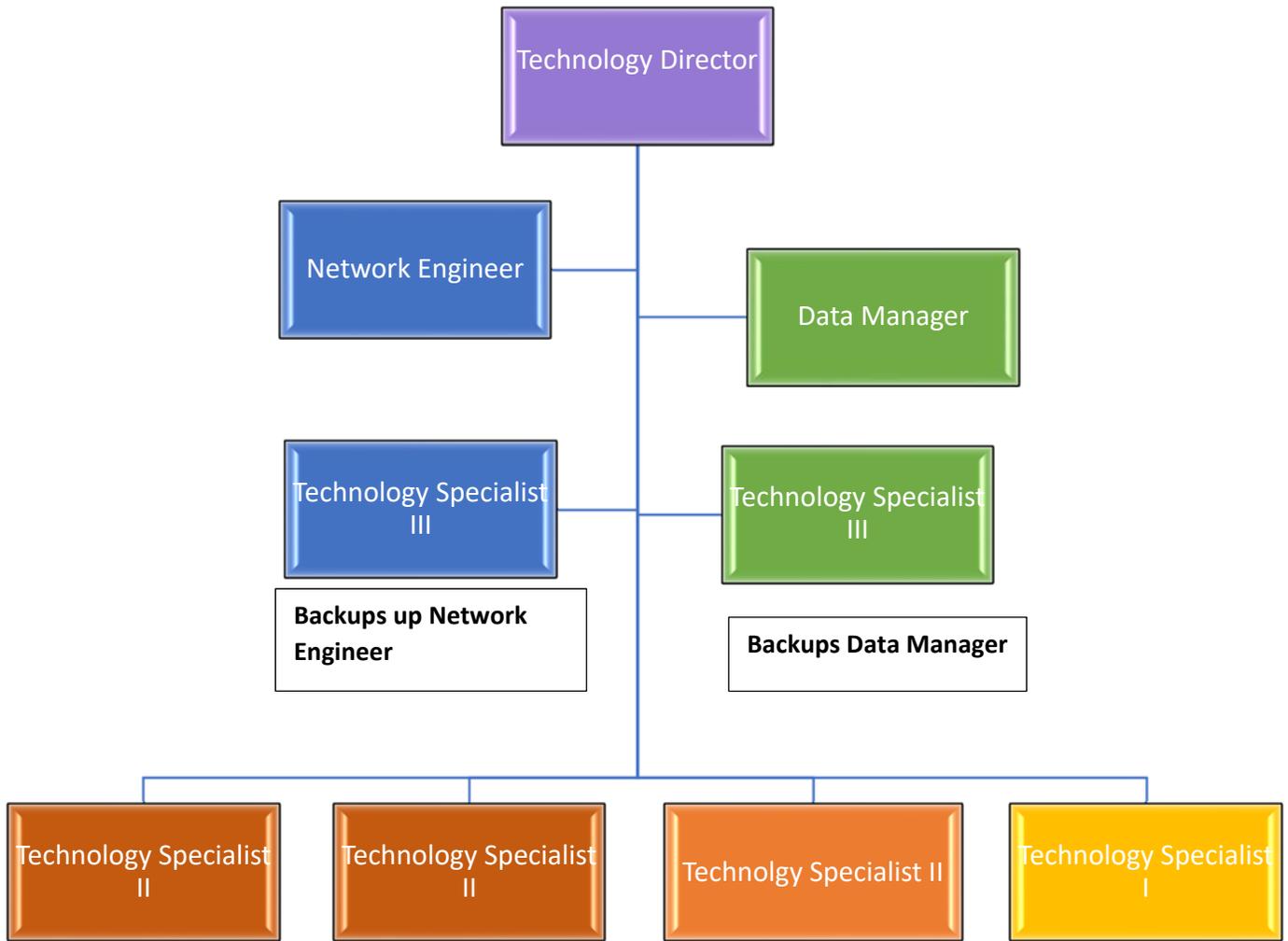
Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Katherine	Lenox	Transfer	Instructional Coach	.20 FTE	CHS	Notice of Transfer		Yes	Yes
Teacher	Aimee	deLaricheliere	FTE Increase	English Teacher	.20 FTE	CHS	Request to Hire	Katherine Lenox	Yes	Yes

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Co-Curricular	Sara	Scarbaci	End of Employment	Track & Field - Varsity Assistant Coach		CHS	Notice of End of Employment			Yes
Co-Curricular	Chealsey	Giatrelis	End of Employment	JV Girls Tennis Coach		CHS	Notice of End of Employment			Yes
Co-Curricular	Matthew	Lumsden	End of Employment	JV Softball Coach		CHS	Notice of End of Employment			Yes
Co-Curricular	Dennis	McCannell	End of Employment	Varsity Boys Soccer Coach		CHS	Notice of End of Employment			Yes
Co-Curricular	Frederick	Anderson	New Hire	JV Softball Coach		CHS	Notice of Hire	Matt Lumsden	Yes	Yes
Co-Curricular	Patick	Griffin	New Hire	JV Girls Tennis Coach		CHS	Notice of Hire	Chealsey Giatrelis	Yes	Yes
Co-Curricular	Conor	O'Loughlin	New Hire	Track & Field - Varsity Assistant Coach		CHS	Notice of Hire	Sara Scarbaci	Yes	Yes
Co-Curricular	Ty	Pratt	Transfer	Varsity Boys Soccer Coach		CHS	Notice of Transfer	Dennis McCannell	Yes	Yes
Support Staff	Sandra	Boyd	End of Employment	Lead Custodian	40.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Steven	Galente	New Hire	Technology Specialist I	40.0 hr	CHS	Notice of Hire	Emily Colby	Yes	Yes
Support Staff	Philip	Smith	Transfer	Paraeducator - Special Education	32.5 hr	MBS	Notice of Transfer		Yes	Yes
Support Staff	Christopher	Whittaker	Transfer	Technology Specialist II	40.0 hr	CHS	Notice of Transfer		Yes	Yes
			Job Description	Technology Director						
			Job Description	Network Engineer						
			Job Description	Data Manager						
			Job Description	Technology Specialist III						
			Job Description	Technology Specialist II						
			Job Description	Technology Specialist I						

Colchester School District Technology Department



**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE:	Technology Director
DEPARTMENT:	Information Technology
REPORTS TO:	Business & Operations Manager
CLASSIFICATION:	Exempt (Salary)
TERMS OF EMPLOYMENT:	Support Staff Handbook
SUPERVISES:	All technology staff and contractors in collaboration with building principals
PURPOSE:	Manages the day-to-day information technology operations, supports the vision for how technology advances the school digital plan; collaborates with building principles and Business & Operations Manager to budget and implements technology solutions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages the day-to-day operations of the IT Department including staffing, database administration, network operations, telecommunications, applications, PC/desktop support, customer service, and directing the work of IT staff
- Coordinates the purchasing, placement, licensing, repair and inventory of all technological equipment; including hardware, PC software, telephone, and service contracts
- Manages existing applications including Google Apps for Edu, MUNIS Accounting, PowerSchool, Exchange, WebSmart, and other instructional applications
- Ensures the district submission for E-Rate funding is complete, accurate, and on time
- Completes annual budget planning process for all technology purchases and services leveraging funds available through E-Rate
- Manages security systems and video surveillance system
- Develops and manages the district budget for technology by coordinating with business manager
- Analyzes new technologies, conducts competitive analyses, and makes a recommendation to the leadership
- Meets with administrators, teachers, and staff to access and define technology needs, effectiveness, and resources
- Collaborates with administration in the develop of the technology plan and introduce emerging technologies within the school district where appropriate
- Maintains personal and professional technology skills, keeping current with industry trends and bringing that knowledge forward for the good of the school district
- Manages 1:1 support for teachers and students
- Meets with technology staff to prioritize and direct work load, provide job expectations, plan projects, and evaluate performance
- Coaches and guides technology staff and CHS interns in improving their skills in all areas of technology
- Completes annual evaluations on all technology staff
- Exhibits commitment to the district's vision plan
- Performs other tasks and duties as assigned

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in Information Technology, Computer Science, or related field; plus a minimum of 5 years relevant work experience; or equivalent training and experience from which comparable knowledge and skills are acquired
- Minimum of 5 years management experience
- Valid VT Operator's License and transportation

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of information technology services including, but not limited to, LAN/WAN network concepts, VPNs, topology and protocols, IT systems installation and maintenance, data systems, security, and educational applications
- Knowledge of wireless networks
- Ability to develop, coordinate, implement and assess K-12 educational technology plans
- Ability to train faculty, staff, and students in the use of technology
- Ability to plan for, facilitate, and implement projects and initiative
- Strong communication and interpersonal skills
- Strong leadership skills
- Excellent analytical/problem solving skills
- Good teamwork skills with the ability to be self-motivated, resourceful, and independent
- Excellent organization skills with the ability to work on multiple projects and/or assignment simultaneously
- Ability to read, analyze and interpret technical documentation
- Experience in an educational (K-12) environment desired, but not required
- The desire to make a difference through positive attitude and enthusiasm for the job

PHYSICAL/MENTAL DEMANDS:

- Must be able to move equipment/objects weighing up to 30 pounds (computers, monitors, etc.)
- Must be able to move around the office and school locations
- Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment with potential exposure to airborne particles (dust & dirt). Some tasks can involve work at varying heights. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE:	Network Engineer
DEPARTMENT:	Information Technology
REPORTS TO:	Technology Director
CLASSIFICATION:	Exempt (Salary)
TERMS OF EMPLOYMENT:	Support Staff Handbook
PURPOSE:	This position is responsible for maintenance, monitoring, and growth of the network infrastructure. This person administers and oversees network design, implementation, and troubleshooting.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains all district systems in order to provide a healthy network environment
- Designs, installs, and configures LAN, WAN, and wireless infrastructure
- Research and evaluates new technologies and remains current with technology trends
- Manages the virtual environment and update and resolve problems
- Administers, maintains, installs and monitors all computer network servers
- Identifies, diagnoses and resolves network problems in a timely manner
- Develops and communicates standards for use, operations, and security of network
- Documents solutions to new and existing network problems
- Manages and documents URL, system security filtering and the firewall rules
- Monitors software security and adhere to copyright laws
- Supports standard and VOIP phone systems
- Works with the Technology Director in the yearly planning of network hardware and software
- Implements and maintains network agreement per Acceptable Use Policy
- Maintains currency on emerging trends in technology hardware and software
- Exhibits commitment to the district's vision plan
- Performs other tasks and duties as assigned by the Technology Director

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in Computer Science; or three years of equivalent training and work experience from which comparable knowledge and skills are acquired
- Comprehensive understanding of virtualization, virtual storage concepts and configuration
- Valid VT Driver's License

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient knowledge and experience with the use, repair, and maintenance of computer hardware, software and peripherals relevant to applications used in education
- Comprehensive understanding of networking (LAN/WAN), connectivity, topology and protocols
- Strong communication and interpersonal skills
- Excellent analytical/problem solving skills
- Good teamwork skills with be ability to be self-motivated, resourceful, and independent

- Excellent organization skills with the ability to work on multiple projects and/or assignment simultaneously
- Ability to read, analyze and interpret technical documentation
- The desire to make a difference through positive attitude and enthusiasm for the job

PHYSICAL/MENTAL DEMANDS:

- Must be able to move equipment/objects weighing up to 30 pounds (computers, monitors, etc.)
- Must be able to move around the office and school locations
- Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously

WORKING CONDITIONS:

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**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE:	Data Manager
DEPARTMENT:	Information Technology
REPORTS TO:	Technology Director
CLASSIFICATION:	Exempt (Salary)
TERMS OF EMPLOYMENT:	Support Staff Handbook
PURPOSE:	This position is responsible for all data management and production to support functions districtwide.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Administration and management of PowerSchool data and functions
- Provides information for school registrars, school census, SECT data, attendance, and other data information as needed for both local and state requirements
- Completes start-of-year and end-of-year functions for data programs
- Updates report cards and standards
- Provides data management support for a variety of applications
- Creates a variety of reports to meet the needs of specific schools
- Provides support and training to staff on PowerSchool
- Exhibits commitment to the district's vision plan
- Performs other tasks and duties as assigned by the Technology Director

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in Computer Science; or five years of equivalent training and work experience from which comparable knowledge and skills are acquired
- Valid VT Operator's License and transportation

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with PowerSchool and SQL
- Strong understanding of database structures, theories, principles, and practices relevant to applications used in education
- Ability to instruct others in data-related applications
- Ability to maintain and customize application and create reports to meet specific needs of the district
- Ability to read, analyze and interpret technical documentation
- Excellent analytical/problem solving skills
- Good teamwork skills with the ability to be self-motivated, resourceful, and independent
- Excellent organization skills with the ability to work on multiple projects and/or assignment simultaneously
- Strong communication and interpersonal skills
- The desire to make a difference through positive attitude and enthusiasm for the job

PHYSICAL/MENTAL DEMANDS:

- Must be able to move equipment/objects weighing up to 30 pounds (computers, monitors, etc.)
- Must be able to move around the office and school locations

- Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment with potential exposure to airborne particles (dust & dirt). Some tasks can involve work at varying heights. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

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**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE:	Technology Specialist III
DEPARTMENT:	Information Technology
REPORTS TO:	Technology Director
CLASSIFICATION:	Non-Exempt (Hourly)
TERMS OF EMPLOYMENT:	Support Staff Handbook
PURPOSE:	This position is responsible for the operation of all computer-related systems and equipment throughout the district.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for the design, implementation, and maintenance of system solutions
- Provides data management support for a variety of applications
- Schedules and performs preventative and regular software and hardware maintenance and upgrades
- Designs new computer applications and modifies existing systems
- Automates processes to streamline operations
- Monitors all network applications and resolves issues
- Research and evaluates new technologies and remains current with technology trends
- Exhibits commitment to the district's vision plan
- Performs other tasks and duties as assigned by the Technology Director

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in Computer Science; or three years of equivalent training and work experience from which comparable knowledge and skills are acquired
- Valid VT Operator's License and transportation

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with PowerSchool, SharePoint, and SQL
- Basic understanding of networking (LAN/WAN), connectivity, topology and protocols
- Excellent analytical/problem solving skills
- Ability to plan, coordinate, and prioritize work assignments
- Strong understanding of database structures, theories, principles, and practices relevant to applications used in education
- Strong understanding of Windows, Google Environment, and Microsoft Office
- Good teamwork skills and ability to be a team leader
- Excellent organization skills with the ability to work on multiple projects and/or assignment simultaneously
- Ability to work with a minimum of supervision, be self-motivated, resourceful, and exhibit flexibility
- Ability to read, analyze and interpret technical documentation
- Excellent oral communication, written communication, and time management skills
- The desire to make a difference through positive attitude and enthusiasm for the job

PHYSICAL/MENTAL DEMANDS:

- Must be able to move equipment/objects weighing up to 30 pounds (computers, monitors, etc.)
- Must be able to move around the office and school locations
- Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment with potential exposure to airborne particles (dust & dirt). Some tasks can involve work at varying heights. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

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**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE:	Technology Specialist II
DEPARTMENT:	Information Technology
REPORTS TO:	Technology Director
CLASSIFICATION:	Non-Exempt (Hourly)
TERMS OF EMPLOYMENT:	Support Staff Handbook
PURPOSE:	This position is responsible for ensuring the smooth operation of all technology-related systems and equipment. This position will work on various projects as assigned. Individuals in this position are expected to perform at a high degree of independence and may provide instructions or assistance to entry level technicians.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Support PC's, PC operating systems, and manage network accounts
- Provides on-site, remote and phone support to multiple schools
- Provides various trainings for staff and students on software and hardware
- Assists the Technology Director with technology purchasing and planning
- Performs hardware and software evaluations
- Supports and trains entry level Technology Specialists
- Installs, updates, and supports a wide variety of software
- Maintains district inventory database
- Manages setup, configuration, and deployment of iPads
- Reviews and recommends technical purchases
- Installs and manages IP phones and phone system
- Supports CHS audio and camera system
- Works on a variety of IT projects
- Research and evaluates new technologies and remains current with technology trends
- Exhibits commitment to the district's vision plan
- Performs other tasks and duties as assigned by the Technology Director

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in Computer Science; or three years of equivalent training and work experience from which comparable knowledge and skills are acquired
- Valid VT Operator's License and transportation

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with the use, repair and maintenance of computer hardware, software and peripherals relevant to applications used in education
- Knowledge of iPads and mobile device management
- Basic understanding of networking (LAN/WAN), connectivity, topology and protocols
- Excellent oral communication, written communication, and time management skills
- Excellent analytical/problem solving skills
- Ability to plan, coordinate, and prioritize work assignments

- Familiarity with Windows, Google Environment, and Microsoft Office
- Good teamwork skills and ability to be a team leader
- Excellent organization skills with the ability to work on multiple projects and/or assignment simultaneously
- Ability to work with a minimum of supervision, be self-motivated, resourceful, and exhibit flexibility
- Ability to read, analyze and interpret technical documentation
- The desire to make a difference through positive attitude and enthusiasm for the job

PHYSICAL/MENTAL DEMANDS:

- Must be able to move equipment/objects weighing up to 30 pounds (computers, monitors, etc.)
- Must be able to move around the office and school locations
- Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment with potential exposure to airborne particles (dust & dirt). Some tasks can involve work at varying heights. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

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**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE:	Technology Specialist I
DEPARTMENT:	Information Technology
REPORTS TO:	Technology Director
CLASSIFICATION:	Non-Exempt (Hourly)
TERMS OF EMPLOYMENT:	Support Staff Handbook
PURPOSE:	This position is responsible for ensuring the smooth operation of all technology-related systems and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages the Technology Helpdesk
- Supports PC's, PC operating systems, and manages network accounts
- Monitors help desk ticket systems and assigns and/or resolves tickets accordingly
- Provides on-site and remote support to multiple schools
- Performs hardware and software evaluations
- Installs, updates, and supports a wide variety of software
- Maintains district inventory database
- Assists with the deployment of devices
- Exhibits commitment to the district's vision plan
- Performs other tasks and duties as assigned by the Technology Director

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalent Certificate), plus one year of work experience in related field; college credit in computer science will be accepted as work-related experience
- Valid VT Operator's License and transportation

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with the use, repair, and maintenance of computer hardware, software and peripherals relevant to applications used in education
- Ability to analyze and solve technology problems quickly
- Good oral communication, written communication, and time management skills
- Good analytical/problem solving skills
- Familiarity with Windows, Google Environment, and Microsoft Office
- Good teamwork skills
- Good organization skills with the ability to work on multiple projects and/or assignment simultaneously
- Ability to read, analyze and interpret technical documentation
- The desire to make a difference through positive attitude and enthusiasm for the job

PHYSICAL/MENTAL DEMANDS:

- Must be able to move equipment/objects weighing up to 30 pounds (computers, monitors, etc.)
- Must be able to move around the office and school locations
- Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment with potential exposure to airborne particles (dust & dirt). Some tasks can involve work at varying heights. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, March 19, 2019
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, March 19, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, Curt Taylor, and Lindsey Cox; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principals Chris Antonicci and Carolyn Millham.

There were 2 audience members.

I. Call to Order and Pledge of Allegiance

Board Chair Mike Rogers called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance.

Board Chair Rogers presented Carrie Lutz, Gwen Carmolli, and George Trieb with small gifts and thanked them on behalf of the community and the school board for their work for the schools and children of Colchester. He gave appreciation for their outstanding performance and continued support of Superintendent Amy Minor.

II. Citizen Participation

None.

III. Hear Nominations for School Board Reorganization and Approval of Newspaper of Record Action

Nominations were held for school board chair, vice chair, and clerk, as well the official newspaper of record.

Director Kieny moved to nominate Michael Rogers as Board Chair, seconded by Director White. The motion passed unanimously, 4-0.

Director White moved to nominate Craig Kieny as Vice Chair, seconded by Director Taylor. The motion passed unanimously, 4-0.

Director White moved to nominate Lindsey Cox as Board Clerk, seconded by Director Rogers. The motion passed unanimously, 4-0.

Director Cox moved to approve The Colchester Sun as the official newspaper for the district for legal notices, seconded by Director Kieny. The motion passed unanimously, 5-0.

IV. First Reading of School Board Policy: B1 **Action**

This policy was examined as part of the policy review schedule. It was adopted in 2000 and last reviewed in 2014. Director Kienny had two minor edits.

Director Taylor moved to approve the first reading of School Board Policy: B1, seconded by Director White. The motion passed unanimously, 5-0.

V. First Reading of Code of Ethics for School Board Members Policy: B2 **Action**

This policy was examined as part of the policy review schedule. It was adopted in 2003 and last reviewed in 2015. The board discussed specifics around the conflict of interest policy but did not suggest any edits.

Director Kienny moved to approve the first reading of Code of Ethics for School Board Members Policy: B2, seconded by Director Cox. The motion passed unanimously, 5-0.

VI. Presentation on Performing Arts Center Usage **Information**

At the February 19th school board meeting, Director Taylor requested information regarding the use of the Performing Arts Center (PAC) at Colchester High School since the renovation. Superintendent Minor presented a summary of the use from August 2018 to present. There were a total of 320 bookings or events. The majority fell during the week during the school day and in the evening. She also noted the number of outside dance and musical groups that utilize the PAC. Director Taylor asked the two students in the audience if they use the PAC. They both said they are involved in music and drama and expressed that the renovations have elevated their performances and what they can do, especially the new sound panel. Overall, they think the updates have been very beneficial to their performances.

VII. School Calendar for 2019-2020 **Action**

Superintendent Amy Minor outlined the draft calendar for next school year. The calendar is based on the contract agreement which indicates there will be 176 student days, 8 in-service days, 1 teacher prep day, and 2 family conference days for a total of 187 days. Also included on the calendar were four early release days. Superintendent Minor stated the early release days continue to be a success for professional development. She also noted that Colchester Parks and Recreation agreed to continue to offer childcare for K-8 students.

Director White moved to approve the four early release days in the 2019-2020 calendar as presented, seconded by Director Kienny. The motion passed unanimously, 5-0.

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

The following Personnel Consent Agenda was presented for March 19, 2019.

PERSONNEL CONSENT AGENDA

Board Date: March 19, 2019 Revised

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Christiana	Carmichael	End of Employment	Elementary Teacher	1.0 FTE	MBS	Request to end Employment effective June 30, 2019			Yes
Teacher	Claudia	O'Neill	End of Employment	Elementary Teacher	1.0 FTE	MBS	Request to end Employment effective June 30, 2019			Yes
Teacher	Nadine	Zane	End of Employment	Special Education Teacher	1.0 FTE	MBS	Request to end Employment effective June 30, 2019			Yes
Teacher	Hilary	Carter	Leave of Absence	English Teacher	1.0 FTE	CHS	Leave of Absence Request for 2019-2020 School Year			
Teacher	Debra	DeMulder	New Hire	504 Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Jessica Murray	Yes	Yes
Teacher	Katie	McIntyre	New Hire	Special Education Teacher	1.0 FTE	UMS	Request to Hire	Joshua Yosunico	Yes	Yes

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Co-Curricular	Colby	Blondin	New Hire	JV Boys Lacrosse Coach		CHS	Notice of Hire	Nick Snelling	Yes	Yes
Support Staff	Emily	Colby	End of Employment	Technology Helpdesk Specialist	40.0 hr	DW	Notice of End of Employment			Yes
Support Staff	Linda	Gregoire	End of Employment	Administrative Assistant-Guidance Registrar	40.0 hr	CMS	Notice of End of Employment			Yes
Support Staff	Allison	Middleton	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Natasha Halverson	Yes	Yes
Support Staff	Derek	Spear	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Jody Wright	Yes	Yes

Director Taylor moved to approve the Personnel Consent Agenda as provided, seconded by Director Kieny. The motion passed unanimously, 5-0.

IX. Approval of Minutes: March 5, 2019 Action

Director Cox moved to approve the minutes of March 5, 2019, seconded by Director White. The motion unanimously, 5-0.

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

- Outright Vermont is giving two community presentations. The first is on March 27th at 6:30 p.m. in the MBS Library and is geared towards pre-kindergarten through grade 5. The second is on April 9th at 6:30 p.m. in the CHS Library and is geared towards grades 6-12. The district is also preparing to host a panel presentation and discussion hosted by the Howard Center bring awareness to suicide awareness in May.
- Superintendent Minor provided a hiring update for open positions in the district. Of note, they are starting second round interviews for the open administrative position at the middle school. She also updated the board on the changes happening statewide for special education funding (Act 173). As of right now there are still a lot of unknowns as to how it will affect the bottom line of the budget here in Colchester. Special Education Director Carrie Lutz stated she participates in a regional special education meeting once a month and they have been able to provide some input and feedback to the process.

XI. Possible Future Agenda Items Information

- Presentation by Vermont School Board Association
- CSD Integrated Field Review results and next steps
- Strategic Planning

XII. Adjournment

Director Cox made a motion to adjourn at 8:00 p.m., seconded by Director White. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk