

Colchester School Board

Meeting Agenda and Packet

September 6, 2016

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
September 6, 2016
7:00 PM**

Agenda

- | | |
|---|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizen Participation* | |
| III. Report from Building Principals On Opening of School | Information |
| IV. Student Field Trip Request | Action |
| V. CAP Building | Discussion |
| VI. Financial Report | Information |
| VII. Second Reading of Health Insurance Portability and Accountability Act Compliance Policy (HIPPA) | Action |
| VIII. Second Reading of Animal Dissection Policy | Action |
| IX. Second Reading of Substitutes Policy | Action |
| X. Approval of Personnel Consent Agenda | Action |
| XI. Approval of Minutes: August 16, 2016 | Action |
| XII. Approval of Minutes: School Board Retreat, August 12, 2016 | Action |
| XIII. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XIV. Possible Future Agenda Items | Information |
| XV. 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: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT COMPLIANCE

DATE ADOPTED:

POLICY STATEMENT

The Colchester School District shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

Date Warned: August 12, 2016
First Reading: August 16, 2016
Second Reading:
Date Adopted:

Legal Reference(s):
42 U.S.C. 1320d-2 and 1320d-4
45 C.F.R. Subpart C

COLCHESTER SCHOOL DISTRICT**POLICY: ANIMAL DISSECTION****DATE ADOPTED:****POLICY STATEMENT**

It is the intent of the Colchester School District to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in district schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

DEFINITION

As used in this policy, the word “animal” means any organism of the kingdom animalia and includes an animal’s cadaver or the severed parts of an animal’s cadaver.

ALTERNATIVE EDUCATION METHOD

A student who is excused under this policy shall be provided with alternative methods through which he or she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

DISCRIMINATION

No student shall be discriminated against based on his or her decision to exercise the right to be excused afforded by this policy.

PROCEDURES

The (superintendent/principal) shall develop and implement procedures to ensure compliance with the provisions of Act 154 of 2008. The procedures shall include provisions for the timely notification to each student enrolled in the course and to the student’s parent or guardian of the student’s right to be excused from participating in or observing the lesson and the process by which a student may exercise this right.

Date Warned: August 12, 2016
First Reading: August 16, 2016
Second Reading:
Date Adopted:

Legal Reference(s):

Act 154 of 2007-2008 Adjourned Session
16 V.S.A. §912

COLCHESTER SCHOOL DISTRICT**POLICY: SUBSTITUTE TEACHERS****DATE ADOPTED:****POLICY STATEMENT**

It is the policy of the Colchester School District to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

QUALIFICATIONS

No person will be placed on the qualified substitute list unless that person has graduated from high school.

UNLICENSED PERSONS

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

LICENSED EDUCATORS

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

ADMINISTRATIVE RESPONSIBILITIES

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child

Date Warned: August 12, 2016

First Reading: August 16, 2016

Second Reading:

Date Adopted:

Legal Reference(s):

- VT Standards Board for Professional Educators Rules §§5381 et seq.
- 16 V.S.A. §558 (Employment of school board members)
- 16 V.S.A. §251 et seq. (Access to Criminal Records)

sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher. There is no guarantee of employment. Substitutes are employed “at will”, which means the individual or Superintendent may terminate employment at any time without reason. Substitutes shall not be considered district employees under the negotiated agreements between the District and Colchester Education Association.

PERSONNEL CONSENT AGENDA

Board Date: September 6, 2016

| Contract Type | First Name | Last Name | Category | Position | FTE/Hours | Building | Agenda Information | Person Replacing | Rationale | Admin Support |
|----------------------|-------------------|------------------|-------------------|--|------------------|-----------------|-----------------------------|-------------------------|------------------|----------------------|
| Co-Curricular | Reece | Tanguay | New Hire | Boys "B" Soccer Coach | | CMS | Notice of Hire | Charlie Wise | | Yes |
| Support Staff | Melissa | Lauzon | End of Employment | Paraeducator - Head Start | 37.5 hr | MBS | Notice of End of Employment | | | Yes |
| Support Staff | Susan | Morrisette | End of Employment | Food Service Worker | 27.5 hr | UMS | Notice of End of Employment | | | Yes |
| Support Staff | Fay | Pelletier | End of Employment | Custodian | 40.0 hr | CMS | Notice of End of Employment | | | Yes |
| Support Staff | Kelly | Baker | New Hire | Paraeducator-EEE/Preschool | 32.5 hr | MBS | Notice of Hire | | | Yes |
| Support Staff | Andrew | Capone | New Hire | Paraeducator - Preschool | 32.5 hr | MBS | Notice of Hire | Sara Downes | | Yes |
| Support Staff | William | Collins | New Hire | Custodian | 40.0 hr | | Notice of Hire | Fay Pelletier | | Yes |
| Support Staff | Molly | Finnigan | New Hire | Autism Interventionist | 35.0 hr | MBS | Notice of Hire | Nancy Mock | | Yes |
| Support Staff | Katy | Hannah | New Hire | Autism Interventionist | 35.0 hr | PPS | Notice of Hire | Jessica Delibac | | Yes |
| Support Staff | Joan | Kagan | New Hire | Paraeducator - Special Education | 32.5 hr | MBS | Notice of Hire | Alicia Riggs | | Yes |
| Support Staff | Hailey | Libbey | New Hire | Autism Interventionist | 35.0 hr | MBS | Notice of Hire | Margaret Martin | | Yes |
| Support Staff | Sandra | Martin | New Hire | Food Service Worker | 30.0 hr | MBS | Notice of Hire | Susan Morrisette | | Yes |
| Support Staff | Nguyen | Nguyen | New Hire | Custodian | 40.0 hr | MBS | Notice of Hire | Dillon McGuire | | Yes |
| Support Staff | Elizabeth | Paul | New Hire | Autism Interventionist | 35.0 hr | MBS | Notice of Hire | Alaria Grella | | Yes |
| Support Staff | Susan | St. Pierre | New Hire | Paraeducator - Head Start | 37.5 hr | MBS | Notice of Hire | Melissa Lauzon | | Yes |
| Support Staff | Kevin | Woloszynski | New Hire | Behavior Interventionist | 35.0 hr | UMS | Notice of Hire | Nathan Hull | | Yes |
| Teacher | Lori | Gear McBride | New Hire | Physical Education Teacher, Long-Term Substitute | 1.0 FTE | CHS | Request to Hire | Courtney Boetsma | | Yes |
| Teacher | Emma | Pedrin | New Hire | PLP Coordinator | 0.2 FTE | CHS | Request to Hire | | | Yes |
| Teacher | Amanda | Schauwecker | New Hire | Guidance Counselor, One-Year Only | 1.0 FTE | PPS | Request to Hire | Gregory Kriger | | Yes |

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, August 16, 2016
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, August 16, 2016, in the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Lindsey Cox, Craig Kieny, and Curt Taylor; Superintendent Amy Minor, Director of Special Education Carrie Lutz, Curriculum & Instruction Gwen Carmolli, and Principals Chris Antonicci, Heather Baron, Julie Benay, Michele Coté, and Carolyn Millham. Absent: Director Lincoln White and Business & Operations Manager George Trieb. There were no members of the community in attendance.

I. Call Meeting to Order and Pledge of Allegiance

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

II. Citizen Participation

None.

III. Report from Building Principals On Opening of School

Each building principal provided a quick report on the opening of school. Buildings are ready for students. Our custodial and maintenance crews did a tremendous job completing their tasks over the summer. The district will no longer permit cars, boats, trailers, campers etc. to be up for sale in the Union Memorial School parking lot.

IV. Second Reading of Prevention of Harassment, Hazing, and Bullying of Students Policy and Repeal of Hazing Policy

This is the second reading of this policy. Once approved, the district will inform parents, students, and ensure that all buildings are implementing consistent procedures and notification letters. All administrators have been trained on the new policy and procedures.

There are currently three policies that touch on this subject: F2 Bullying Prevention, F23 Prevention of Harassment of Students and F31 Hazing Policy. The recommended "new" policy rolls these three policies into one.

Director Curt Taylor moved, seconded by Chair Mike Rogers, to accept the second reading of the Prevention of Harassment, Hazing, and Bullying of Students Policy. Motion passed unanimously, 4-0.

Director Lindsey Cox moved, seconded by Director Curt Taylor, to repeal the current Prevention of Harassment of Students (F23) and the Hazing Policy (F31) and to approve the second and final reading of the Prevention of Harassment, Hazing, and Bullying of Students Policy. Motion passed unanimously, 4-0.

V. Second Reading of Animals in the Classroom or on School Property Policy

This is the second reading of this policy.

Director Curt Taylor moved, seconded by Director Lindsey Cox, to approve the second reading and final reading of Animals in the Classroom or on School Property Policy. Motion passed unanimously, 4-0.

VI. First Reading of Health Insurance Portability and Accountability Act Compliance Policy (HIPPA)

This is a legally required policy. Our current policy is consistent with the recommended required policy by the Vermont School Boards Association. Superintendent Minor recommended that the legal references that apply be added at the end of the policy.

This is the first reading of this policy.

Director Lindsey Cox moved, seconded by Director Curt Taylor, to approve the first reading of the Health Insurance Portability and Accountability Act Compliance Policy. Motion passed unanimously, 4-0.

VII. First Reading of Animal Dissection Policy

This is a legally required policy that is not represented in our current policies. Superintendent Minor recommended that the legal references that apply be added at the end of the policy. An important fact to note is that our procedures in our buildings were current with this policy.

This is the first reading of this policy.

Director Lindsey Cox moved, seconded by Director Craig Kieny, to approve the first reading of the Animal Dissection Policy. Motion passed unanimously, 4-0.

VIII. First Reading of Substitutes Policy

This is a legally required policy. Our current policy is fairly consistent with the recommended required policy by the Vermont School Boards Association. Superintendent Minor recommended that the district adopt the VSA's recommended policy and with the addition of the following language from our current policy:

“There is no guarantee of employment. Substitutes are employed “at will”, which means the individual or Superintendent may terminate employment at any time without reason. Substitutes shall not be considered district employees under the negotiated agreements between the District and Colchester Education Association.”

This is the first reading of this policy.

Director Lindsey Cox moved, seconded by Director Curt Taylor, to approve the first reading of the Substitutes Policy. Motion passed unanimously, 4-0.

IX. VEHl By-Law Petition

Director Craig Kieny moved, seconded by Director Lindsey Cox, to approve the Colchester School Board signing the VEHl By-Law petition. Motion passed unanimously, 4-0.

X. Personnel Consent Agenda

Superintendent Amy Minor presented the following Personnel Consent Agenda for August 16, 2016.

PERSONNEL CONSENT AGENDA

Board Date: August 16, 2016

| Contract Type | First Name | Last Name | Category | Position | FTE/Hours | Building | Agenda Information | Person Replacing | Rationale | Admin Support |
|----------------------|-------------------|------------------|-------------------|---|------------------|-----------------|-----------------------------|-------------------------|------------------|----------------------|
| Support Staff | Anna | Chojolan-Flores | New Hire | Paraeducator - 504 | 32.5 hr | CHS | Notice of Hire | Brian Varga | | Yes |
| Support Staff | Alexandra | Dusablon | New Hire | Paraeducator - Special Education | 32.5 hr | MBS | Notice of Hire | James Berry | | Yes |
| Support Staff | Elisse | Linari | New Hire | Paraeducator - ELL | 32.5 hr | CMS/CHS | Notice of Hire | Alice Batson | | Yes |
| Support Staff | Ryan | McDonald | New Hire | Paraeducator - Special Education | 32.5 hr | CMS | Notice of Hire | Justin Chamberlin | | Yes |
| Support Staff | Brendan | Nelson | New Hire | Paraeducator - Special Education | 32.5 hr | MBS | Notice of Hire | Sandra Dickin | | Yes |
| Support Staff | Ian | Parker | New Hire | Paraeducator - Special Education | 32.5 hr | CMS | Notice of Hire | Rachel Hutchinson | | Yes |
| Support Staff | Kathleen | Seaman | End of Employment | Paraeducator-EEE/Paraeducator-Preschool | 32.5 hr | MBS | Notice of End of Employment | | | Yes |
| Teacher | Greg | Kruger | End of Employment | Guidance Counselor | 1.0 FTE | PPS | Request to End Employment | | | Yes |

Director Curt Taylor moved, seconded by Director Craig Kienny, to approve the personnel consent agenda for August 16, 2016. Motion passed unanimously, 4-0.

XI. Approval of Minutes: August 2, 2016

Director Lindsey Cox moved to approve the minutes of August 2, 2016, seconded by Director Craig Kienny. Motion passed unanimously, 4-0.

XII. Board/Administration Communication, Correspondence, Committee Reports

- Theatre Update

XIII. Possible Future Agenda Items

- Continued Policy Work
- Draft of September School Board Retreat

XIV. Adjournment

Director Craig Kienny moved, seconded by Director Lindsey Cox, to adjourn at 8:18 p.m. Motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Craig Kienny
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting - Retreat
Central Office Conference Room

Friday, August 12, 2016
10:00 a.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a Special Board Meeting on Friday, August 12, 2016, in the Central Office Conference Room. Those in attendance were: Board Chair Mike Rogers; Directors: Lindsey Cox, Craig Kieny, Curt Taylor and Lincoln White; Superintendent Amy Minor and Director of Special Education Carrie Lutz, Business & Operations Manager George Trieb, Curriculum & Instruction Gwen Carmolli; Principals Chris Antonicci and Carolyn Millham. Absent: Heather Baron, Julie Benay, and Michele Coté. There were no members of the community in attendance.

I. Call Meeting to Order

Chair Mike Rogers called the meeting to order at 10:00 a.m.

II. Citizen Participation

None.

III. Board of Education Retreat (work session)

The following topics were discussed during the retreat:

Superintendent's Report: Superintendent Amy Minor provided the board with an update on her entrance plan. Superintendent shared her goals for the school district, results from the administrative retreat, and themes from meetings with community members, business owners, and employees.

VEHI Presentation: Laura Soares, VEHI President, provided the school board with a presentation that outlines the new health insurance plans.

Negotiations Preparation: The school board brainstormed what they needed to do as next steps in order to prepare for teacher and support staff negotiations this fall.

CAP Building: The board asked George Trieb, Business & Operations Manager, to obtain further information regarding the potential purchase of this building. This information will be brought to the second school board meeting in September.

Early Education Center: The board agreed to charge Superintendent Minor with drafting a timeline to determine the next steps in this project. The board is also interested in looking at other layouts for a potential new school building or renovating the existing buildings. The Superintendent and Business & Operations Manager will begin to develop a facility needs plan for the board to review. This will be a future agenda item at a school board meeting this fall.

Act 46 Update: The Superintendent provided an update on South Hero and Grand Isle's progress with Act 46. The school board is interested in obtaining as many school choice students from these towns as possible.

IV. Adjournment

Director Lindsey Cox moved, seconded by Director Curt Taylor, to adjourn at 2:08 p.m. Motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Craig Kieny
Board Clerk