

Colchester School Board

Meeting Agenda and Packet

October 4, 2016

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
October 4, 2016
7:00 PM**

5:30-7:00 PM	Discuss Negotiations (Executive Session)	CHS Room 114A
7:00 PM	General Session	

Agenda

- I. Call to Order and Pledge of Allegiance**
- II. Citizen Participation***
- III. Report from CMS and CHS Principals** **Information**
- IV. Approval of Andros Trip** **Action**
- V. Approval of Digital Control System Purchase** **Action**
- VI. CAP Building Update** **Information**
- VII. Early Education Center Update** **Information**
- VIII. Approval of Personnel Consent Agenda** **Action**
- IX. Approval of Minutes: September 20, 2016** **Action**
- X. Approval of Minutes: Board Executive Session September 24, 2016** **Action**
- XI. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XII. Possible Future Agenda Items** **Information**
- XIII. 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.

PERSONNEL CONSENT AGENDA

Board Date: October 4, 2016

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Rationale	Admin Support
Support Staff	Rebecca	Adams	End of Employment	Food Service Worker	25.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Shari	Amour	End of Employment	Technology Help Desk Specialist	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Meghan	Baule	New Hire	Communications Specialist/Executive Administrative Assistant	40.0 hr	CO	Notice of Hire			Yes
Support Staff	Debra	Campbell	New Hire	Paraeducator - EEE Bus	7.5 hr	MBS	Notice of Hire	Christopher Coleman		Yes
Support Staff	Lori	Giannuzzi	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire			Yes
Support Staff	Adam	Repash	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Amanda	Segovia	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Sarah Taylor		Yes
Support Staff	Jonathan	Thompson	New Hire	Paraeducator- CAP	32.5 hr	CAP	Notice of Hire	Patty Gillespie		Yes
Support Staff	Kevin	Woloszynski	End of Employment	Behavior Interventionist	35.0 hr	UMS	Notice of End of Employment			Yes
Teacher	Allison	Curkov	End of Employment	Elementary Teacher	1.0 FTE	UMS	Request to be released from contract 10/21/16			Yes
Teacher	Meghan	Tiernan Fisher	Leave of Absence	Spanish Teacher	1.0 FTE	CMS	Leave of Absence Request from November 14, 2016 to June 30, 2016		Extend Current Approved Leave of Absence	
			Job Description	Communications Specialist/Executive Administrative Assistant						

POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT

POSITION: Communications Specialist/Administrative Assistant to Superintendent

DEPARTMENT: Central Office

REPORTS TO: Superintendent of Schools

CLASSIFICATION: Non-Exempt (hourly)

PURPOSE: The job of the Communications Specialist/AA is to work with the Superintendent to identify, develop, and implement strategies in communicating and promoting a positive image of our schools and district as well as the Colchester community through various media (e.g., *The Spotlight*, manual and electronic presentations, printed publications, press releases and public service announcements, e-mails, web pages, video, podcasts, social media avenues, local access television, network television, radio programming, etc.) in compliance with the district's vision plan, goals, and objectives. The Communications Specialist directly supports the Superintendent with any and all tasks necessary.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for all communications that come into or out of the Superintendent's office
- Manages Superintendent's calendar, email communications, phone calls and other necessary logistics
- Provides editing of all school based documents such as monthly newsletter, budget information, memos and more
- Provides meetings support that includes preparing materials, documents, supplies and food if necessary
- Provides clerical support and attends all school board meetings and retreats
- Responsible for preparing school board agendas, notes and minutes
- Coordinates policy revision, provides and completes research as necessary
- Actively develop, cultivate, and foster positive relationships and networks with contacts within the media and within the community
- Serve as a point of contact for media and public inquiries
- Maintain a high level of accessibility, visibility, and accountability in each of the schools
- Develop and implement proactive community outreach strategies and communication programs to enhance the district's and the community's reputation and visibility
- Provide frequent and sincere communication to community members by preparing and widely disseminating tailored informational and promotional materials about district- and community-related initiatives to a variety of target audiences through diverse methods, including blogs, e-mail, websites, Facebook pages, Twitter feeds, podcasts, videos, Front Porch Forum, School Messenger integrated notification system, local access television, network television, radio programming, newsletters, newspapers, fliers/brochures, press releases, and so on
- Actively seek to highlight and promulgate the district's and the community's programs, activities, and achievements
- Write and edit all content for the district's blog, *The Spotlight*
- Write schools' page content for the *Colchester Sun*
- Responsible for composing employee appreciation videos, website videos and new employee training website and videos
- Ensure compliance with FEPPRA legislation
- Design/create and/or edit a wide variety of written and audiovisual materials
- Regularly identify, learn, implement, and remain current with new communications technologies, strategies, and best practices
- Research topics to facilitate accurate information dissemination
- Develop and deliver presentations

- Train and mentor employees in communications strategies
- Write and maintain a communications plan and communications protocols
- Write and disseminate sensitive emergency communications, as necessary
- Actively participate in crisis preparedness and management efforts
- Identify gaps in communications strategy and develop solutions
- Represent the district in various situations, as required
- Collaborate proactively and extensively within the district and the Town
- Conduct interviews with students, staff, and community members, as necessary
- Collaborate with state, local, and national organizations, as necessary
- Exhibit commitment to Colchester School District's Vision and Strategic Plan

Job Knowledge, Skills, and Abilities:

- Knowledge of the structure and content of the English language, including the definitions and spellings of words and mechanical considerations of text, such as syntax, grammar, spelling, capitalization, hyphenation, number treatment, use of abbreviations, citation format, correctness of punctuation, and structural consistency, as well as substantive considerations of text, such as presentation and organization, smoothness, elimination of ambiguity, and simplification
- Exceptional written and oral communication skills, including the ability to write business correspondence, newsletters, promotional materials, and procedural manuals/documentation
- Ability to communicate information and ideas in writing in a way that others will readily understand
- Ability to calmly, effectively, and quickly respond to all inquiries and concerns
- Strong organizational skills
- Ability to meet tight deadlines
- Ability to manage multiple, simultaneous projects
- Ability to effectively and meaningfully research a wide variety of topics and incorporate information into communications
- Ability to troubleshoot a variety of basic technical issues with equipment and software
- Ability to learn and implement new software, as necessary
- Ability to speak clearly so as to be readily understood by others
- Strong, positive interpersonal skills
- Ability to verbally address groups
- High level of accuracy and attention to detail

TOOLS/TECHNOLOGY REQUIREMENTS:

Blogging platform (WordPress), Presentation software (Microsoft PowerPoint), Graphic design software (Adobe Illustrator), Desktop publishing software (Adobe Acrobat, Microsoft Publisher), Digital camera, Photo-editing software (Adobe Photoshop, GIMP, etc.), Video camera, Video-editing software (Adobe Premiere), Database software (Microsoft Access, online subscription databases, etc.), Electronic mail software (Microsoft Outlook), Word-processing software (Microsoft Word), Social media tools (Facebook, Front Porch Forum, Twitter, etc.), Calculators or accessories, Desktop/laptop computers, Facsimile machines, Photocopiers, Calendar and scheduling software (Outlook), Google (Calendar, Sheets, Forms, Docs), Spreadsheet software (Microsoft Excel), Scanners, Internet browser software

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 English, communications, journalism, public relations, or a related field or equivalent related experience

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to twenty-five (25) pounds
- Must be able to remain in a stationary position 95 percent of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Must be able to photograph and/or film events in a variety of locations and under a variety of climatic conditions
- Must be able to work effectively with a wide variety of personality types
- Must be able to constructively both accept and offer sometimes difficult feedback

WORKING CONDITIONS:

Work is performed both inside and outside (outside work is performed in variable weather conditions, including heat, cold, wind, snow, and rain). Inside work is normally performed in a climate-controlled, shared office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties. Work requires a flexible schedule, including early mornings, evenings, and weekends, as necessary.

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 Room 114A
Colchester High School Media Center

Tuesday, September 20, 2016
5:30 p.m. (Executive Session)
7:00 p.m. (General Session)

MINUTES (Executive Session)

The Colchester Board of Education held an Executive Session on Tuesday, September 20, 2016, in Colchester High School Room 114A. Those in attendance were: Board Chair Mike Rogers; Directors: Craig Kieny, Curt Taylor, and Lincoln White; Superintendent Amy Minor, and Business & Operations Manager George Trieb. Absent: Director Lindsey Cox.

Director Lincoln White moved, seconded by Director Craig Kieny, to enter Executive Session at 5:30 p.m. to have a discussion regarding negotiations. Motion passed unanimously, 4-0.

Director Lincoln White moved, seconded by Director Craig Kieny, to exit Executive Session at 6:30 p.m. Motion passed unanimously, 4-0.

No decisions were made. The school board members present further developed their plan for negotiations for teacher and support staff negotiations this fall.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, September 20, 2016, in the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Lindsey Cox, Craig Kieny, Curt Taylor, and Lincoln White; Superintendent Amy Minor, Business & Operations Manager George Trieb, Director of Special Education Carrie Lutz, Director of Curriculum & Instruction Gwen Carmolli. Absent: Principals Chris Antonicci, Heather Baron, Julie Benay, Michele Coté, and Carolyn Millham. There were 13 senior seminar students, 7 employees, and 1 community member 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

Maureen Dakin shared her disappointment in the education that her grandson has received by the school district and that she was saddened that her grandson will not be graduating from Colchester High School. Maureen also had questions for the school board regarding a recent Colchester Sun Article written by Jason Starr regarding the potential purchase of the building that houses the Colchester Alternative Program. The board shared with Maureen that no decisions have been made regarding the potential purchase of this property. Maureen shared a few of her thoughts.

III. Check Point and Changes

Colchester High School administrators Tim Emery, Jean Shea and Justin Brown provided the community with an update on the two substance abuse prevention programs in place: Check Point and Changes. Both of these programs are critical to supporting students and families. Both programs are primarily grant funded and provided by CenterPoint. The CenterPoint staff shared with the board the key components of each program.

IV. Food Service Report

George Trieb, Business & Operations Manager, and Steve Davis, Director of Food Service, reviewed the FY'16 results and the FY'17 budget.

Director Lincoln White moved, seconded by Director Lindsey Cox, to provide continued financial support to the food service program in the amount of \$50,000. Motion passed unanimously, 5-0.

V. Special Education Enrollment and Staffing Impact

Carrie Lutz, Director of Special Education, provided the board and community with a detailed report regarding current staffing levels and changes based on student enrollment.

VI. SBAC Score Disaggregation

Gwen Carmolli, Director of Curriculum & Instruction, provided the board and community with a detailed report on student performance on the SBAC assessment given last spring. Gwen shared that in all grade levels the CSD scores were above the Vermont statewide average.

VII. School Report Recommendations

Superintendent Minor asked for suggestions from school board members as to items to be presented as part of each schools' report. Building Principals will present their school reports in late October/early November.

VIII. Budget Timeline

Superintendent Minor and Business & Operations Manager George Trieb reviewed a plan for involving the community in the budget development process with the board and community.

IX. Personnel Consent Agenda

Superintendent Amy Minor presented the following Personnel Consent Agenda for September 20, 2016.

PERSONNEL CONSENT AGENDA

Board Date: Revised September 20, 2016

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Rationale	Admin Support
Co-Curricular	Andrew	Corran	New Hire	Hockey, Varsity Coach		CHS	Notice of Hire	Greg Murray		Yes
Support Staff	Christopher	Coleman	End of Employment	Paraeducator - EEE Bus	7.5 hr	MBS	Notice of End of Employment			Yes
Support Staff	Jessica	McSweeney	New Hire	Paraeducator - EEE Bus	10.0 hr	MBS	Notice of Hire			Yes
Support Staff	Mitchell	Thayer	New Hire	Paraeducator - EEE Bus	4.0 hr	MBS	Notice of Hire			Yes
Support Staff	Charles	Wise	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Justin Chamberlin		Yes
Support Staff	Irene	Shagam	Leave of Absence	Paraeducator - Special Education	32.5 hr	CMS	Request for Leave			

Director Lindsey Cox moved, seconded by Director Craig Kienny, to approve the personnel consent agenda for September 20, 2016. Motion passed unanimously, 5-0.

X. Approval of Minutes: September 6, 2016

Director Craig Kienny moved to approve the minutes of September 6 2016, seconded by Director Lindsey Cox. Motion passed unanimously, 5-0.

XI. Approval of Minutes: School Board Retreat, September 13, 2016

Director Curt Taylor moved to approve the minutes of September 13, 2016, seconded by Director Lindsey Cox. Motion passed unanimously, 5-0.

XII. Board/Administration Communication, Correspondence, Committee Reports

- Theatre Update and Financial Update

XIII. Possible Future Agenda Items

- Budget Timeline
- Continued Policy Work
- Early Education Center – Timelines
- Special Education New Model Shift and Impact

XIV. Adjournment

Director Lindsey Cox moved, seconded by Director Craig Kienny, to adjourn at 9:22 p.m. Motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Craig Kienny
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Special Meeting
Winooski High School, Room 101

Saturday, September 24, 2016
9:00 a.m. (Executive Session)

MINUTES (Executive Session)

The Colchester Board of Education held an Executive Board Meeting on Saturday, September 24, 2016, in room 101 at Winooski High School. Those in attendance were: Directors: Craig Kieny, Curt Taylor and Lincoln White; Superintendent Amy Minor; VSBA Trainer Joe Blanchette and eleven other program participants. Absent: Board Chair Mike Rogers, Director Lindsey Cox, Director of Special Education Carrie Lutz, Business & Operations Manager George Trieb, and Director of Curriculum & Instruction Gwen Carmolli; Principals: Chris Antonicci, Heather Baron, Julie Benay, Michele Coté and Carolyn Millham. There were no members of the community in attendance.

I. Call Meeting to Order

Craig Kieny called the meeting to order at 9:00 a.m.

Director Craig Kieny moved, seconded by Director Curt Taylor, to enter executive session for the purpose of attending a training on negotiations, held at WHS from 9:00 a.m. – 3:30 p.m. Motion passed unanimously, 3-0, at 9:00 a.m.

II. Negotiations Training

Three school board members were participants in this training. The training was sponsored by the Vermont School Boards Association, the trainer was Joe Blanchette.

III. Adjournment

Director Lincoln White moved, seconded by Director Curt Taylor, to adjourn at 3:16 p.m. Motion passed unanimously, 3-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Craig Kieny
Board Clerk