

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
CHS Room 114A  
Colchester High School Media Center

Tuesday, November 1, 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 to discuss contract negotiations on Tuesday, November 1, 2016, in CHS Room 114A. Those in attendance were: Board Chair Mike Rogers; Directors: Craig Kieny, Lincoln White and Curt Taylor; Superintendent Amy Minor and Business & Operations Manager George Trieb. Absent: Director Lindsey Cox.

*Director Kieny moved to enter Executive Session, seconded by Director White. Director White called the meeting to order at 5:40p.m. to have a discussion regarding negotiations. Motion passed unanimously, 3-0. Chair Mike Rogers entered the meeting at 6:38 p.m.*

No decisions were made.

*Director Kieny moved to exit Executive Session, seconded by Director White at 6:56 p.m. Motion passed unanimously, 4-0.*

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, November 1, 2016, in the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Craig Kieny, Curt Taylor, Lindsey Cox and Lincoln White; Student Board Member Jaclyn Cline; Superintendent Amy Minor, Business & Operations Manager George Trieb, Director of Special Education Carrie Lutz, Director of Curriculum & Instruction Gwen Carmolli; Principal Julie Benay. Absent: Principals: Chris Antonicci, Heather Baron, Michele Cote, and Carolyn Millham. There was 1 district employee and 3 senior seminar students in attendance.

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

Chair Mike Rogers called the meeting to order at 7:05 p.m. Chair Rogers led in the Pledge of Allegiance.

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

None.

#### **III. Report from MBS Principal**

Principal Julie Benay provided the school board with a brief update on the upcoming calendar of events in her buildings. Reported a great in-service day; teachers met about the recent PBIS implementation and spoke about professional development. MBS PTO threw a successful Halloween party (Monster Mash) which was heavily attended. The school is getting ready for Parent Teacher Conferences which will be held at the end of November. This year, parents will be able to schedule their meetings times online. Parents without internet access can call the school directly.

#### **IV. District Nursing Annual Report Presentation**

District Nursing Supervisor, Deborah Deschamps, provided the school board with a comprehensive report regarding nursing services throughout the district. The report included types of care provided and various data surrounding that care for each school. The overall district data from last year showed 20,287 office visits, 6,352 medications administered, 46 accidents, and 108 health care plans in place. In addition to the services provided by school nurses, Deborah also shared with the board some anticipated needs, including: adding a temporary administrative assistant at MBS for the beginning of the school year, continuing educational opportunities for all the nurses, and several renovations to the nursing spaces.

#### **V. MBS Annual School Report Presentation**

Principal Julie Benay presented the annual school report for MBS. The report purposely had a similar appearance and reported comparable data as the K-2 Schools Report. This was part of the continued effort to align elementary initiatives. The report included enrollment numbers, average class size, demographics, test scores, behavior stats, and self-assessment survey results. The full report will be posted on the district website.

#### **VI. School Budget Discussion**

Superintendent Amy Minor presented the board with enrollment history and projection, class size, prioritized budget areas, and strategy surrounding the upcoming school budget. Superintendent Minor discussed the process in which she will make her budget recommendation to the board. Part of her process has led her to involving the building principals. She has asked each of them to submit a proposal listing their categories of need. It was made clear that not every item listed would be able to be addressed within the budget, but that they would generate conversation among the administrators in Central Office. Following the presentation, the board engaged in an open discussion about the presentation and the budget:

Director White stated that he has received questions from community members in reference to staffing levels and how they align to CSD enrollment. Business & Operations Manager George Trieb, advised the board that staffing levels have increased recently, but have ebbed and flowed over the past 10 years based on declining enrollment and student need.

The Directors discussed some of the essential needs for the budget. Superintendent Minor stated she plans to develop a budget that is both fiscally responsible and supports the educational needs of the district. The board agreed that they would like to explore more options and opportunities to communicate with the community about the budget and the process they take to arrive at the final number, prior to the vote.

Director Cox stated while planning next year's budget she would like to remain conscious of the district's long term needs. She stated it would be helpful to look at a multi-year plan to make sure the district is keeping within the framework of the larger picture. Business & Operations Manager George Trieb stated he already does multi-year planning and can share that with the board if it would be of interest.

#### **VII. Approval of Personnel Consent Agenda**

Superintendent Amy Minor presented the following Personnel Consent Agenda for November 1, 2016.

**PERSONNEL CONSENT AGENDA****Board Date: November 1, 2016**

<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>Rationale</b>	<b>Admin Support</b>
Support Staff	Alice	Batson	New Hire	Paraeducator - ELL	13.0 hr	CHS	Notice of Hire			Yes
Support Staff	Maxwell	Howard	New Hire	Custodian	40.0 hr	CHS	Notice of Hire	Nguyen Nguyen		Yes
Support Staff	Erika	Merrell	New Hire	Paraeducator - ELL	19.5 hr	CHS	Notice of Hire			Yes
Support Staff	Nathaniel	Thompson	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Adam Repash		Yes
Teacher	Heather	Fischer	New Hire	Title I Teacher	0.4 FTE	PPS	Request to Hire	Hannah Trieb		Yes
Teacher	Rebecca	Raskin	New Hire	Guidance Counselor, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Robert Hall		Yes

*Director White moved to approve the personnel consent agenda for November 1, 2016, seconded by Director Cox. Motion passed unanimously, 5-0.*

**VIII. Approval of Minutes: October 18, 2016**

*Director Kienny moved to approve the minutes of October 18, 2016, seconded by Director Cox. Motion passed unanimously, 5-0.*

**IX. Board/Administration Communications, Correspondence, Committee Reports**

- Theatre Update – Possible November Celebration & Ribbon Cutting Ceremony
- CAP Appraisal Update
- EEC Committee Development – December Meeting
- Wellness Committee will be chaired by Carolyn Millham
- Demographer Update
- School Messenger Alert System Tested

**X. Possible Future Agenda Items**

- Science NECAP Scores
- CHS, CMS School Report 11/15

**XI. Adjournment**

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

Recorder:

Board Clerk:

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Meghan Baule  
Communications Specialist

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Craig Kienny  
Board Clerk