

Colchester School Board

Meeting Agenda and Packet

January 3, 2017

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
January 3, 2017
7:00 PM**

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

Agenda

- I. Call to Order and Pledge of Allegiance**
- II. Citizen Participation***
- III. Report from Building Principals** **Information**
- IV. Cabling Project at CMS** **Action**
- V. Approval of Colchester School District Announced Tuition for FY'18** **Action**
- VI. Hear Superintendent's Recommended Budget for FY'18** **Information**
- VII. Approval of Personnel Consent Agenda** **Action**
- VIII. Approval of Minutes: December 20, 2016** **Action**
- IX. Approval of Minutes: December 29, 2016** **Action**
- X. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XI. Possible Future Agenda Items** **Information**
- XII. 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

*Lawrence Waters, Superintendent of Schools
George A. Trieb, Jr., Business/Operations Manager
Carrie A. Lutz, Director of Special Education
Gwendolyn Carmolli, Director of Curriculum and Instruction
Internet Address: www.csdvt.org*

Administrative Offices, 125 Laker Lane • P.O. Box 27, Colchester, VT 05446-0027 • Phone (802) 264-5999
• Fax (802) 863-4774

MEMO

To: School Board Directors
From: George A. Trieb, Jr. *gat*
Subject: CMS Ethernet Cabling Project
Date: December 29, 2016

Colchester Middle School (“CMS”) currently has Ethernet Category 5 cabling terminating in ceiling mounted data switches on both floors. The current proposal would involve moving the data switches out of the ceiling and locating them in a secure data closet. This will provide proper ventilation for the switches and easier, safer access by technicians when troubleshooting network issues. Updating the older wiring with certified wiring and connections will also improve connectivity.

The IT group looked at the two options for moving the switches out of the ceiling. The first option is to move the switches to the outside walls in the hallway. This option is not viable for the following reasons:

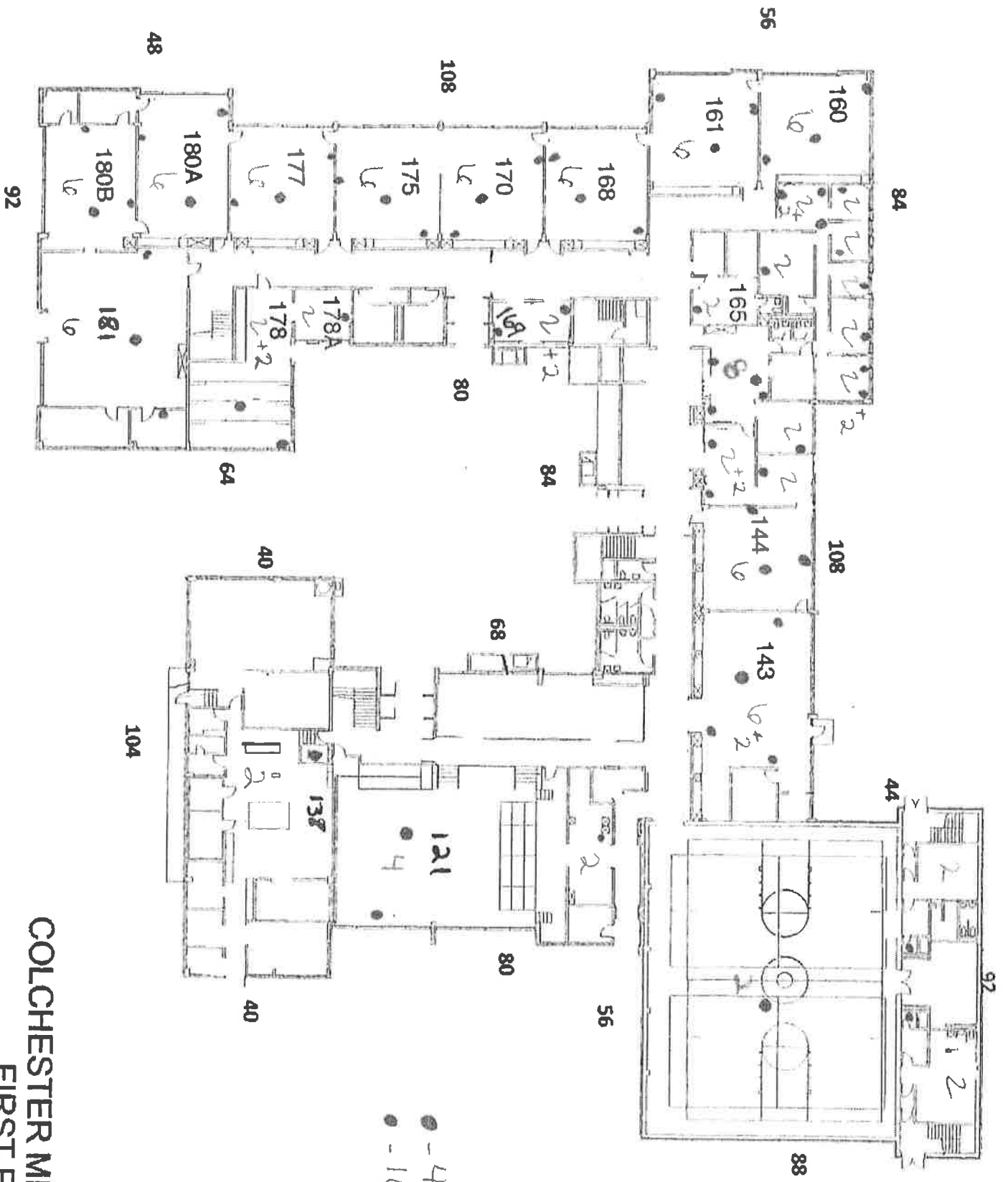
- ✦ There is not enough slack in most of the cables and patch panels to move them to the wall, therefore, most rooms would need to be rewired.
- ✦ Switches and patch panels on the walls would need to be mounted inside of a cabinet. This takes up a lot of space and hangs out into the walkways.
- ✦ Although cabinets would be locked, there would still be physical access to cabinets.

The second and best option is to install new category 6 cable throughout the school and terminate cables in one or two location as required by the cable distance specification. One location on the second floor, and if required, a location on the first floor. This option would provide a secure environment for the equipment and safer, easier access by technicians when troubleshooting problems. This is the option being proposed.

A request for proposal was issued to multiple companies capable of doing the work well. Three bids were received and they are shown in the table below. The district has experience working with Twinstate. However, all vendors have experience with infrastructure cabling and would be capable of doing the job well. Therefore, the recommendation is to select the lowest bidder, DominionTech Computer Services.

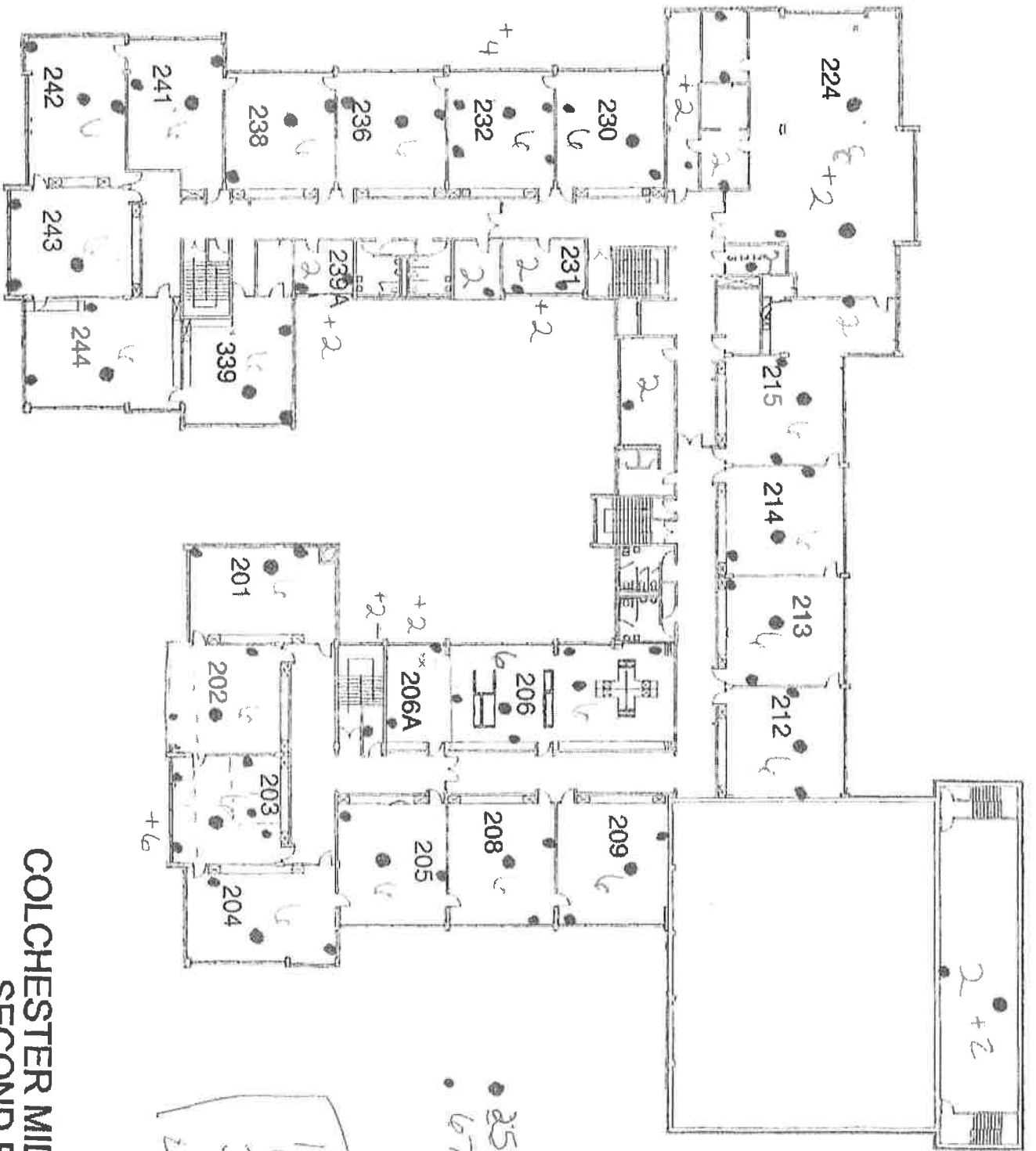
Company	Bid Amount
DominionTech Computer Services	\$44,143
Twinstate Technologies	\$49,944
Mountain Telecom, Inc.	\$81,542

An appropriate motion would be: “I move that we accept the bid from DominionTech Computer Services as recommended.”



$$\begin{array}{r}
 \bullet - 48 \times 2 = 96 \\
 \bullet - 16 \times 2 = 32 \\
 \hline
 128
 \end{array}$$

COLCHESTER MIDDLE SCHOOL
FIRST FLOOR



• 25 x 2 = 50
 • 67 x 2 = 134
 184

184 - 2nd
 128
 312

COLCHESTER MIDDLE SCH-
 SECOND FLOOR



DominionTech
COMPUTER SERVICES

We have prepared a quote for you

Structured Cabling RFP

Quote # MP20102000
Version 4

Prepared for:

Colchester School District

Pamela Lowe
pam.lowe@colchestersd.org

Thursday, December 22, 2016

Colchester School District
Pamela Lowe
125 Lake Lane
Colchester, VT 05446
pam.lowe@colchestersd.org

Dear Pamela,

DominionTech Computer Services is pleased to submit this proposal for services to Colchester School District to assist you in completing your network infrastructure upgrade project. Since the creation of our company in 2001 we have partnered with dozens of organizations throughout Vermont —organizations committed to improving their employee experience and overall operational excellence through stable, proactively managed, finely-tuned networks.

We have deep experience with infrastructure installs in education and have completed projects similar for Mater Christi School, Albany College of Pharmacy and Saint Francis Xavier School. DominionTech has a track record of success in the Structured Cabling field, our projects focus on four key delivery areas:

1. **Easy Moves Adds & Changes:** Changes should be simple and be able to be completed in one central area.
2. **Potential for downtime is reduced:** Potential for human error is drastically reduced when accurately labeled and routed.
3. **Time savings:** Cable and port tracing becomes a much easier job with a properly installed structured cabling system.
4. **Good Aesthetics:** Our installations should be presentable and look as good as they function.





In the following you will find the details of our proposal and it's options. We would very much like an opportunity to discuss the proposal in more detail at your convenience. I will be the main point of contact, thank you for this opportunity to participate.

Sincerely,



Mike Psaros
Business Development Manager
DominionTech Computer Services

Structured Cabling

Item	Description	Price	Qty	Ext. Price
	Structured Cabling	\$1,919.00	1	\$1,919.00
	Establish cable pathways and install hangers. Labor - \$1644.00 Materials - \$275.00			
	Structured Cabling	\$3,311.22	1	\$3,311.22
	Provide and install (4) 96-port category-6 high density patch panels with (4) 2-u rack mount cable managers (mounted to existing equipment racks in the 2nd floor data closet) Labor: \$410 Materials: \$2,901.22			
	Structured Cabling	\$7,414.25	1	\$7,414.25
	Re-use existing vertical surface raceway if possible, and install up to (2) vertical surface raceways per classroom, or office where needed. Install 2-port cat-6 surface boxes at each classroom, office, workstation and WAP. (Locations per Colchester School District on final walk through) Labor: \$1644.00 Materials: \$5,770.25			
	Structured Cabling	\$31,499.00	1	\$31,499.00
	Install, terminate, test, label and provide test results for (128) cat-6 CMP data cables on the first floor and (184) on the 2nd floor. Labor: \$14,790.00 Materials: \$16,709.00			

Concrete coring may be required. This proposal does not include any concrete coring which may or may not be required. Is there any documentation or building plans that would show cable pathways through firewalls, between corridors or between hallways and classrooms? If such coring is required, a minimum of 4" holes are recommended in main hallway ceilings, and between floors (between 1st floor and 2nd floor data closet if required) and 2" holes between hallways and classrooms. Any and all coring required shall be done by a separate vendor or a subcontractor prior to the beginning of cable installation.

Patch Cables - This proposal does not include patch cords

Changes after installation - This proposal does not include the relocation of data cables after locations are specified by Colchester School District and installed by DominionTech.

Existing Cabling - This proposal does not include the removal of any abandoned or pre-existing data/communications cabling or other infrastructure.

Scheduling & Access - The project will be completed during the winter break, February 25th - March 5th. DominionTech


Structured Cabling

Item	Description	Price	Qty	Ext. Price
	requires complete access to the building during the time period of installation.			
	Cabling - It is estimated that this project will require 45,000 to 48,000 feet of cable wire.			
	Additional & Removal of Network Connections - If changes are made to the amount of network connections requested the project cost will decline or increase by \$145.00 per new or subtracted location. This per connection pricing applies to changes of up to 30, if more changes are required please request pricing.			
	Warranty - DominionTech Inc. warrants its products to be free from defects in material and workmanship for one (1) year from the date of original installation.			

Subtotal: **\$44,143.47**

1st Floor Closet Option

***Optional**

Item	Description	Price	Qty	Ext. Price
	Structured Cabling If a 1st floor closet is required, a 6-strand/3 pair 62.5 multimode fiber optic link will be provided.	\$1,380.00	1	\$1,380.00

*Optional Amount: **\$1,380.00**

Structured Cabling RFP

Prepared by:

DominionTech Computer Services

Mike Psaros

(802) 655-0880

Fax (802) 871-5265

Mike@DominionTech.com

Prepared for:

Colchester School District

125 Lake Lane

Colchester, VT 05446

Pamela Lowe

pam.lowe@colchestersd.org

2645726

Quote Information:

Quote #: MP20102000

Version: 4

Delivery Date: 12/22/2016

Expiration Date: 12/29/2016

Quote Summary

Description	Amount
Structured Cabling	\$44,143.47
Total:	<u>\$44,143.47</u>

*Optional Expenses

Description	Amount
1st Floor Closet Option	\$1,380.00
Optional Subtotal:	\$1,380.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date



COLCHESTER SCHOOL
DISTRICT

Network Wiring Upgrades

December 9, 2016

Submitted By:

Chris Eisensmith
Vermont Sales Manager

☎ 802 655 7300 ✉ chris_eisensmith@twinstate.com
twinstate.com

TWINSTATE
TECHNOLOGIES®

December 9, 2016

Colchester School District
Attn: Pam Lowe
125 Laker Lane
Colchester, VT 05466

RE: RFP Network Wiring Upgrade Response

Dear Pam:

Thank you for your consideration of Twinstate Technologies® in regard to the enclosed Proposal for the Network Wiring Upgrades for the District Middle School. For over forty-five years we have been delivering cutting-edge network and telecommunications solutions; over seven years ago we were certified as a women-owned business.

Our portfolio consists of our own proactive Endpoint Spectrum Protection (ESP) and world-class hardware solutions ranging from VoIP and traditional telephone systems, network server and desktop support to wireless implementations and cable plant design and installation. Our solutions increase employees' ability to communicate and access data in our increasingly mobile workforces. Coupled with our highly skilled technical staff, we provide an exceptional experience in the design, deployment, and support of relevant solutions that have positive impacts on customers' organizations.

- **Endpoint Spectrum Protection™** - Twinstate's Proactive IT Management Services
- **Security Solutions** - Firewalls, Routing, VPN, Intrusion Detection Solutions, Virus Protection and Content Filtering
- **Network Solutions** - IP Networking, LAN/WAN, Wireless, and Structured Cable Plant
- **IP Solutions** - VoIP, Video Conferencing, SIP, Voice Recording, Remote/Teleworker, and Digital Voice Recording
- **Telecommunication Solutions** - Traditional Telephone Systems, Speech Recognition Applications, Telco Service, Overhead Paging, Voice-over-Internet Protocol, and Maintenance Support
- **Systems Integration** - VoIP and Network System Designs
- **Call Management** - Messaging Systems, Call Accounting, Call Center Solutions, and Interactive Voice Response

I have attached brochures that provide additional details on each of the services and products we deliver. Twinstate understands that technology is only one ingredient to achieve your organization's objectives. We believe that we are uniquely positioned to be an effective long-term strategic partner in providing your Schools what they need to be more efficient and effective.

We are proud to be recognized as a Certified Woman-owned Business Enterprise on both the NY State and Federal level for over 7 years! We hold other certifications in the state of NY such as being a certified Small Business through the Small Business Association (SBA). We are also listed on National Joint Powers Alliance (NJPA) and NYS Office of General Services (OGS).

We welcome the opportunity to help you find the right solution for your Schools. If you have additional questions, please call me at (800)833-8000 or email me at chris_eisensmith@twinstate.com.

Sincerely,



Chris Eisensmith
Vermont Sales Manager

Corporate Headquarters
291 Rand Hill Road
Morrisonville, NY 12962
P 518 563 7100
F 518 563 7147

Vermont
553 Roosevelt Highway, Suite 101
Colchester, VT 05446
P 802 655 7300
F 802 655 5378

New Hampshire
128E Hall Street
Concord, NH 03301
P 603 230 9598
F 603 230 9816

New York
3 Lear Jet Lane
Latham, NY 12110
P 518 783 0912
F 518 785 9144

COLCHESTER SCHOOL DISTRICT



Amy Minor, Superintendent of Schools
George A. Trieb, Jr., Business/Operations Manager
Carrie A. Lutz, Director of Special Education
Gwendolyn Carmolli, Director of Curriculum and Instruction
Pamela Lowe, Technology Director
Internet Address: www.csdvt.org

Administrative Offices, 125 Laker Lane • P.O. Box 27, Colchester, VT 05446-0027 • Phone (802) 264-5999

RFP for Network Services

Colchester School District is requesting proposals on network wiring upgrades for the district Middle School. These proposals should include all purchase, delivery, shipping, setup and installation charges.

Bids should be submitted no later than 4 p.m. on December 9th
Only electronic bids will be accepted, please email bids to pam.lowe@colchestersd.org

VENDOR RESPONSE: Comply.

Wiring

Colchester School District will supply a network diagram indicating the locations where wiring will be installed. Network wiring will include six category 6 connections per room to support 2 wireless access points (AP) in the ceiling and 4 data ports on the walls. These are detailed on the attached floor plan diagram. All connections are to terminate at a single IDF if possible.

VENDOR RESPONSE: Comply.

All costs must be listed and priced as detailed individual line items.

VENDOR RESPONSE: Comply.

Bid Requirements

- Cabling will be installed to all relevant and applicable standards and best practices, including but not limited to ANSI/EIA/TIA 568B, 568C, 569B, 606 and the National Electrical Code (NEC).

VENDOR RESPONSE: Comply.

- Contractor will provide and complete network cable installation including wiring/cabling, testing, certification, cable hangers, jacks, boxes, faceplates, raceway, patch panels, connectors, and labels, as needed. Existing racks for the IDF are in place and to be used. All network cable will be properly installed according to the NEC, supported with J-hooks or hangers as needed (no cable laying on the drop ceiling)

VENDOR RESPONSE: Comply.

- All new network wiring will be clearly labeled by contractor on both ends with label maker.

VENDOR RESPONSE: Comply.

- All new network wiring, patch panels, and connectors will be a minimum Category 6, tested, labeled and certified to at least 1 Gb/s.

VENDOR RESPONSE: Comply.

- Every network run will be 6 cables, 6 jacks, unless otherwise noted.

VENDOR RESPONSE: Comply.



- Map locations are approximations for bidding, exact locations to be mutually agreed upon prior to installation.

VENDOR RESPONSE: Comply.

- The IDF network location is also marked on the map for reference.

VENDOR RESPONSE: Comply.

- Existing wire mold may be reused if feasible.

VENDOR RESPONSE: Comply.

Colchester School District reserves the right to reject any or all proposals. We will select the winning proposal based on the quality of the proposal, the vendor's reputation, and the price. The district will award the contracts where in the judgment of the district, such award is in the best interest of the district.

Inquiries and Proposals:

All questions and proposal regarding this RFP are to be submitted via email to Pamela.Lowe@colchestersd.org.

Pricing: 312 Cables

OVERVIEW:

Currently the customer has several IDF's throughout the building hidden inside the ceiling that they would like to have re-worked. There isn't enough slack on the cables to move them from the ceiling to the closest adjoining wall below the ceiling, so a complete re-cabling will need to be done. They would like the 2nd floor cables to homerun back to the current 2nd floor MDF location, and another 2 post frame installed in the 1st floor room underneath the existing 2nd floor MDF for the 1st floor cables to homerun back to. The customer is looking to link the two frames via a fiber patch cable through an existing vertical riser, but a solution is also attached to provide a more stable and permanent solution. The client requests Green Cat6 PVC cable be used to pull six cables to each classroom as well as two cables to each office. Two of the cables to each classroom will be for future access points, and will be coiled in the middle of the room with a 10' service coil. The station drops will be two cables each, and will use the existing location's raceway to enter the room from the ceiling space. The customer also understands with this solution that there will be a few of the furthest cables approaching and possibly just exceeding the standards of 300' maximum length of a category 6 cable.

SCOPE OF WORK:

Twinstare will start by addressing pathway needs. A 3/4" conduit sleeve will need to be installed for every room to permit the cables to enter the space, as well as install a J-hook pathway of an appropriate size to accommodate the various sizes of the cable pathway. All possible pathway options to keep the cables under the 300' length will be taken. The cable route will be dressed back to the frame, and fished at the station down the existing raceway as requested. A new back box will be installed at each location to replace the existing surface mount housing, which will then be terminated, labeled, and certified to category 6 standards.

This quote takes into assumption that all rooms have a current accessible raceway in good condition from the ceiling to the station. This could not be confirmed during the walk-through due to class being in session, so it is understood that if additional raceway is needed during the installation of the cable plant then a Change Notice will be needed for the extra materials and labor.

This quote does not include the removal of old equipment and/or cabling.

DESCRIPTION OF EQUIPMENT & SERVICES ("SOLUTION"):

➤ Fourteen (14) 24 Port Patch Panels	\$ 860.16
➤ Seventy Four thousand feet (74,000') of 4 Pair 24 AWG Category 6 Riser Cable	\$ 15,022.00
➤ Twenty Five(25) Category 6 Red Insert 25 Packs	\$ 3,969.00
➤ One Hundred Fifteen(115) Single Gang Back Boxes White	\$ 424.35
➤ One Hundred Fifteen (115) 2-Port Faceplates White	\$ 203.55
➤ Sixty feet (60') of 3/4" EMT	\$ 52.20
➤ One hundred twenty (120) of 3/4" EMT Conduit Hangers	\$ 95.40
➤ One hundred twenty (120) of 3/4" EMT Hammer-on Bushings	\$ 19.80
➤ Five (5) Intumescent Firestop Sealants	\$ 80.48
➤ Three hundred fifty (350) Cable hooks 3/4 Inch	\$ 493.50
➤ One hundred fifty (150) Cable hooks 2 Inch	\$ 452.25
➤ Fifteen (15) Cable hooks 4 Inch	\$ 85.95
➤ Nine (9) Anchor Kits	\$ 144.32
➤ Labor	\$ 28,040.60
➤ One (1) Year Parts and Labor Warranty	

Price: \$49,944.00

FIBER OPTION #1:

Install a 6 strand tight buffer OM3 fiber from the current MDF to the new one on the 1st floor, set a service coil, terminate, label and certify. These will be landed in a rack mounted enclosure.

Breakdown:

> Eighty feet (80') of 6 Strand, interlock Armored, Tight Buffer Fiber	\$	160.80
> Twelve (12) LC Unicam OM3 Connectors	\$	204.66
> Two (2) Bulkheads	\$	161.85
> Two (2) Rack Mounted Fiber Enclosures	\$	353.58
> Two (2) Fiber Patch Cables 3 meter LC to LC	\$	51.84
> Labor	\$	842.48

Price: \$1,775.00 Yes___ No___

FIBER OPTION #2:

Install a 6 strand tight buffer OM3 fiber from the current MDF to the new one on the 1st floor, set a service coil, terminate, label and certify. These will be landed in a surface mounted housing close to the frame.

Breakdown:

> Eighty feet (80') of 6 Strand, interlock Armored, Tight Buffer Fiber	\$	160.80
> Twelve (12) LC Unicam Connectors	\$	204.66
> Six (6) Ivory Mos Blank Inserts	\$	9.00
> Two (2) Quickport Surface Mount Housings	\$	8.64
> Two (2) Quickport Snap-in Blank Modules	\$.51
> Two (2) Fiber Patch Cables 3 Meter LC to LC Duplex	\$	51.78
> Labor	\$	842.48

Price: \$1,278.00 Yes___ No___

Option:

Install wire mold in all of the classrooms.

\$ 1,985.00

Mountain Telecom, Inc
 Phone: 802-362-4900
 Fax: 802-362-1881
 116B Lincoln Avenue, PO Box 893
 Manchester Center, VT 05255



Quote
 No.: **851**
 Date: 12/8/2016

Prepared for:
 Colchester School District
 123 Laker Lane
 PO Box 27
 Colchester, VT 05446-0027 U.S.A.

Prepared by: Aleatha Hawkins
 Account No.: 2525
 Phone: (802) 264-5999

Quantity	Item ID	Description	UOM	Sell	Total
<p>Quote for Cat 6 Plenum cabling as per RFP for Network Services. This quote will include installation of 262 Cat 6 plenum cables to 127 locations on the first and second floor of the Middle School.</p> <p>The 127 locations indicated on the floor plans will include 58 cables to APs located in the ceiling.</p> <p>The customer indicates that approximately half of the remaining locations will require wire mold and the other half will be able to use existing wire mold. Exact locations on the walls have not yet been determined.</p>					
49,000	BRK-10136226	LANmark-6 UTP Plenum Blue	EA	\$0.4814	\$23,588.60
262	ORT-OR-TJ600	Tracejack Cat 6 Clarity T568 A/B Flush, Fog White	EA	\$14.48	\$3,793.76
127	ORT-OR-404TJ2	Ortronics Trac Jack SMB 2 Port Surface Mount Outlet Boxes accept front-loading TracJack modules	EA	\$5.40	\$685.80
6	ORT-OR-PHD66U48	Ortronics 48 Port Cat 6 Patch Panel	EA	\$681.86	\$4,091.16
58.00	ZZZ-BEAMCLAMP	BEAM CLAMP W/ MACHINE THREAD	EA	\$3.25	\$188.50
330	WMD-WM2800	WIREMOLD 1" X .12"	EA	\$3.26	\$1,075.80
100	ZZZ-J HOOKS	Caddy Cat 32 J Hooks	EA	\$4.8638	\$486.38
4	ZZZ-VELCRO-75ft-Black	Velcro Cable Tie 75 Foot Black	EA	\$55.90	\$223.60
540.00	LAB-CABLING	LABOR-CABLING	HR	\$84.00	\$45,360.00

Your Price: \$79,493.60
Sales Tax: \$2,048.02
SubTotal: \$81,541.62
Total: \$81,541.62

Prices are firm until 12/22/2016

Terms: 50% deposit due on order balance on completion

Prepared by: Aleatha Hawkins, ahawkins@phoneco.com

Date: 12/8/2016

Accepted by: _____

Date: _____




COLCHESTER SCHOOL DISTRICT

Amy Minor, Superintendent of Schools
George A. Trieb, Jr., Business Manager
Carrie A. Lutz, Director of Special Education
Gwendolyn Carmolli, Director of Curriculum
Internet Address: www.csdvt.org

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MEMO

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr. 
Subject: Announced Tuition – FY 2018
Date: January 3, 2017

The announced tuition rate is based on the district's overall proposed FY 2018 budget less any transportation and special education costs. The announced tuition rate is an estimate of the allowable tuition reported by districts receiving tuition students. By law we are required to set the tuition rate before January 15th each year. Two years from now when the allowable tuition rate is released by the Agency of Education, we will learn the value of our estimates.

The table below shows the past announced and allowable tuition rates for the last few years. It also shows the recommended announced tuition rate for FY 2018.

	FY2018	FY2017	FY2016	FY2016	FY2015	FY2015
	Announced	Announced	Allowable	Announced	Allowable	Announced
Elementary	\$11,850	\$11,400	\$11,174	\$11,250	\$10,715	\$10,800
Grades 7 - 12	\$14,250	\$13,500	\$13,417	\$13,500	\$12,402	\$13,100

Note: Special education tuition will be the announced tuition plus any additional costs incurred by the district.

An appropriate motion would be: **I move to approve the announced tuition rates for FY'2018 at \$11,850 for elementary grades (K – 6) and \$14,250 for secondary grades (7 – 12).**

COLCHESTER SCHOOL DISTRICT

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

Tuesday, December 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 to discuss contract negotiations on Tuesday, December 20, 2016, in CHS Room 114A. Those in attendance were: Directors: Craig Kieny, Lincoln White, and Curt Taylor; Superintendent Amy Minor.

Director White moved to enter Executive Session, seconded by Director Kieny. Director White called the meeting to order at 5:30 p.m. to have a discussion regarding negotiations. The motion passed unanimously, 3-0.

Director Kieny exited the session at 6:18 and returned at 6:45. Chair Rogers entered the session at 6:45.

No decisions were made.

Director White moved to exit Executive Session, seconded by Director Kieny at 6:52 p.m. Motion passed unanimously, 3-0.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, December 20, 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; Principals: Chris Antonicci, Julie Benay, and Carolyn Millham. Absent: Principals Heather Baron and Michele Cote

There was one person in the audience.

I. Call Meeting to Order and Pledge of Allegiance

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

II. Citizen Participation

None.

III. Report from Building Principals

Principal Benay of MBS, Principal Antonicci of UMS, and Principal Millham of PPS all reported that their schools have been preparing for the upcoming SBAC exam. Their students have taken an interim English Language Arts exam using Read Works. The Principals stated they are focusing on comprehension and fluency skills, and are looking at student data to analyze the depth of rigor in

their instruction, and how that translates to test scores. So far, Principal Millham stated she's found that students who met or exceeded in the exam were able to show critical thinking skills to fully communicate and explain their answers.

IV. ELL Program and Needs

Director of Student Support, Carrie Lutz, CHS student Dorcas Lohese, and the CSD's English Language Learners teachers presented a detailed report on English Language Learners (ELL) program in our district. CSD averages about 60-70 ELL students per year. Across the district, CSD ELL students speak 21 different first languages. The top three languages are French (mostly students coming from Africa), Nepali, and Vietnamese. It was shown that students come into the district at different levels of fluency and have varying needs. Currently, there are 2 teachers for the entire K-12 district and they are assigned based on need. Director Lutz stated that they aspire to have 4 teachers and would assign them to buildings in an effort to provide a proactive structure which would include different functions, including family outreach to help with the transition. CHS Student Dorcas shared her story about coming to CSD from the Democratic Republic of Congo, three years ago. When she first arrived at CSD, she didn't speak any English. Tonight, she was able to deliver her life's story fluently in English. She said the ELL program was instrumental in teaching her, not only English but also American culture. She feels that the ELL program provided her inclusion and helped her to have an equal opportunity at the education offered to her at CSD.

V. Support Services Presentation

Director of Student Support, Carrie Lutz presented an overview of mental health and support services that are provided throughout the district. With personnel for support services (including social workers, special educators, and behavior specialists) being a significant portion of the budget, Director Lutz will begin providing monthly presentations to the board on varying topics. These presentations will provide the board, and community, with a comprehensive understanding of how these services (MTSS – B) are provided to our students across the district. In this presentation, Director Lutz focused on the wide range of non-academic barriers which can prevent students from learning. At future board meetings, Director Lutz will choose specific topics from the “barriers” list and go more in-depth.

VI. Superintendent's Recommended Budget

Superintendent Amy Minor recapped her presentation from the last meeting, indicating her prioritized needs throughout the district. She again stated that her top priority is to maintain current staffing levels, which aligns with her overall district goal to provide excellence and equity in primary instruction and student support and intervention (MTSS A and B). She went over facility needs and costs across the district, for the next ten years. With those items in mind, her ideal recommendation for the FY18 budget will be a 3.46% increase. She pointed out that the average budget increase over the past five years has been 3.51%. At a previous meeting, there was a discussion about getting down to a 2.9% increase, Superintendent Minor and Business and Operations Manager, George Trieb, stated to get to a 2.9% they would have to reduce 3 FTE's or 7 Paraeducators, as well as cut several non-programmatic items. Superintendent Minor stated she does not feel comfortable with those cuts, as they will directly impact educational opportunities for students. Superintendent Minor and Manger Trieb had also prepared the numbers to put forward a 3.25% increase, which would still include some non-programmatic reductions but would allow for maintaining the current staffing levels. The board agreed to move forward with an increase in the range of 3.25% to 3.46%. Superintendent Minor and Manger Trieb will come back at the next meeting (1/3/17) with several scenarios showing what programs and services could be included, or reduced, to get within that range.

VII. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented for December 20, 2016.

Director Kieny moved to approve the personnel consent agenda for December 20, 2016, seconded by Director Taylor. The motion passed unanimously, 5-0.

VIII. Approval of Minutes: December 6, 2016

Director Kieny moved to approve the minutes of December 6, 2016, seconded by Director White. The motion passed unanimously, 5-0.

IX. Approval of Minutes: December 13, 2016

Director White moved to approve the minutes of December 13, 2016, seconded by Director Kieny. The motion passed unanimously, 5-0.

X. Board/Administration Communications, Correspondence, Committee Reports

- Director White updated that negotiations with the CEA have started.
- Chair Rogers updated that negotiations for the Support Staff contract will begin on 1/3/17.

XI. Possible Future Agenda Items

- New Special Education Model, January
- Budget Expenditures Continued
- Proficiencies and Transferable Skills
- Importance of Early Childhood Education

XII. Executive Session

Director Cox moved to enter Executive Session to discuss a student matter. Seconded by Director Kieny. The motion passed unanimously, 5-0.

Those attending Executive Session: Board Chair Mike Rogers; Directors: Craig Kieny, Lincoln White, Curt Taylor and Lindsey Cox; Superintendent Amy Minor, and Director of Special Education Carrie Lutz.

No decisions or motions were made.

Director Cox moved to exit Executive Session, seconded by Director White at 9:38 p.m. Motion passed unanimously, 5-0.

XIII. Adjournment

Director Cox moved to adjourn at 9:38 p.m., seconded by Director White. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Communications Specialist

Craig Kieny
Board Clerk