

## COLCHESTER SCHOOL DISTRICT

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

Tuesday, February 21, 2017  
5:30 p.m. (Executive Session)  
7:00 p.m. (General Session)

### **MINUTES (Executive Session)**

The Colchester Board of Education had planned to hold an Executive Session to discuss contract negotiations on Tuesday, February 21, 2017, in CHS Room 114A. With only two School Board members present, there was no quorum.

### **MINUTES (General Session)**

The Colchester Board of Education held a regular board meeting on Tuesday, February 21, 2017, at the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Curt Taylor, Lindsey Cox, and Craig Kieny; 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: Heather Baron, and Julie Benay.

There were 22 people in the audience.

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

Board Chair Mike Rogers called the meeting to order at 7:04 p.m. Board Chair Rogers led in the Pledge of Allegiance.

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

None.

#### **III. Report from Building Principals**

Principal Baron shared the professional development opportunities teachers experienced during the second early release day of the year. CHS held 30 teacher run technology workshops which allowed the faculty to cycle through two workshops of their choice. The focus on technology is helping teachers maximize the 1:1 environment to increase student achievement. Principal Benay also reported on the early release day. She stated they also focused on technology and the importance of implementing technology in an intentional way for curriculum. The prek-5 teachers broke out into vertical teams and each analyzed different apps to look at the progression of how the app is used through the different grade levels.

#### **IV. Inauguration Trip Presentation**

Four students from the "Election 2016" class shared their experiences with the board. They gave background on the class and the work they put in leading up to the culminating trip to Washington DC to attend the presidential inauguration ceremony. They then outlined their itinerary while in Washington, giving details on each stop they made and the personal impact it had on them.

## **V. Demographics Report**

Superintendent Amy Minor provided the board an overview of the newly completed demographics report compiled by McKibben Demographics. The report is available on the district website. Overall, enrollment is stabilizing over the next 10 years and will be essentially level.

## **VI. Communication Plan for FY'18 Budget and Town Meeting Day**

Superintendent Amy Minor and Communications Specialist Meghan Baule shared some highlights regarding feedback from recent communications with the community surrounding the budget. Most notably, an 8-page "2017 Report to the Community" was mailed to every Colchester resident and the first episodes in a social media video campaign series called "Your Vote Matters". The 3-minute videos are posted once a week and highlight different topics. Although the videos can be found on the district website, they have gained the most traction on social media. Since being posted on Facebook on Tuesday, February 14<sup>th</sup>, the first video has reached 18,548 people and been viewed over 10,000 times. The second video was posted yesterday, February 20<sup>th</sup>, and has already reached over 11,000 people and been viewed 5,000 times.

## **VII. Second Reading of Resignations Policy: D9**

The board reviewed the revisions to the policy, no changes were suggested.

*Director Kieny moved to approve the second reading of the Resignations Policy, seconded by Director Taylor. Motion passed unanimously, 4-0.*

## **VIII. Second Reading of Job Descriptions Policy: D3**

The board reviewed the revisions to the policy, no changes were suggested.

*Director Kieny moved to approve the second reading of the Job Descriptions Policy, seconded by Director Taylor. Motion passed unanimously, 4-0.*

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

The following Personnel Consent Agenda was presented for February 21, 2017.

**PERSONNEL CONSENT AGENDA**  
**Board Date: February 21, 2017 REVISED**

**Licensed Employees (Teacher/Administrator)**

<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>Budgeted</b>	<b>Admin Support</b>
Teacher	Hillary	Nuttall	New Hire	Elementary Teacher, Long-Term Substitute	1.0 FTE	PPS	Request to Hire	Margaret Hershman		Yes

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

<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>Budgeted</b>	<b>Admin Support</b>
			Job Description	Accounts Payable Bookkeeper						
			Job Description	Central Office Administrative Assistant (General & SPED)						
			Job Description	Central Office Secretary/Mail Courier						
			Job Description	Data Coordinator						
			Job Description	Financial Manager						
			Job Description	HR Coordinator						
			Job Description	HR Generalist						
			Job Description	Staff Accountant/Payroll						
			Job Description	Student Support Services & Medicaid Coordinator						

*Director Taylor moved to approve the personnel consent agenda for February 21, 2017, seconded by Director Cox. Board Chair Rogers recused himself. The motion passed unanimously, 3-0.*

**X. Approval of Minutes: February 7, 2017**

*Director Cox moved to approve the minutes of February 7, 2017, seconded by Director Taylor. The motion passed unanimously, 4-0.*

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

- Early Education Center update, March 7 Black River Design

**XII. Possible Future Agenda Items**

- March 7<sup>th</sup>, Audit Report
- Carrie's Road Show
- Policy
- 1<sup>st</sup> Draft of 17-18 School Calendar
- Policies for Next Meeting (building use, weapons, tobacco)

**XIII. Adjournment**

*Director Taylor moved to adjourn at 8:20p.m., seconded by Director Kieny. The motion passed unanimously, 4-0.*

Recorder:

Board Clerk:

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Meghan Baule  
Communications Specialist

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Craig Kieny  
Board Clerk