

Colchester School Board

Meeting Agenda and Packet

April 4, 2017

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
April 4, 2017  
7:00 PM**

---

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

**Agenda**

- I. Call to Order and Pledge of Allegiance**
- II. Citizen Participation\***
- III. Hear Nominations for Board Vice Chair and Clerk** **Action**
- IV. Report from Building Principals** **Information**
- V. K-5 Early Release Day Presentation** **Information**
- VI. Second and Final Reading of Acceptable and Responsible Computer, Network and Internet Use Policy: G10** **Action**
- VII. Second and Final Reading of Employee Harassment Policy: D12** **Action**
- VIII. Approval of Personnel Consent Agenda** **Action**
- IX. Approval of Minutes: March 21, 2017** **Action**
- X. Approval of Minutes: March 22, 2017** **Action**
- XI. Approval of Minutes: March 28, 2017** **Action**
- XII. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XIII. Possible Future Agenda Items** **Information**
- XIV. Executive Session to Discuss Administrator Contracts** **Action**
- 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](mailto:SchoolBoard@colchestersd.org). Note: All submissions must be received before noon on the third Tuesday of every month.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: ACCEPTABLE AND RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE (AUP)**

**DATE ADOPTED: DRAFT**

### **PURPOSE**

The Colchester School District (“District”) recognizes that information technology resources (IT) are integral to educating today’s children for success in the global community. The School Board fully supports access to these electronic resources by students and staff. The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
2. Ensure the District takes appropriate measures to maintain the safety of everyone who accesses the District’s information technology resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other IT resources by school district.

### **DEFINITION**

**Information Technology Resources (IT)** means (a) IT devices owned or leased by the District (such as computers, computer hardware and software, cell phones and laptops); (b) the Internet, e-mail, electronic and social media, and other network resources, including the District’s

Last Adopted: March 19, 2013  
 Date Warned: March 17, 2017  
 First Reading: March 21, 2017  
 Second Reading: April 4, 2017

#### Legal References:

17 U.S.C §§101-120 (Federal Copyright Act of 1976 as amended)  
 20 U.S.C. §6777 et seq. (Enhancing Education Through Technology Act)  
 18 U.S.C §2251 (Federal Child Pornography Law – Sexual Exploitation and Other Abuse of Children)  
 47 U.S.C. §254 (Children’s Internet Protection Act)  
 47 CFR §54.520 (CIPA Certifications)  
 13 V.S.A. §§2802 et seq. (Obscenity, minors)  
 13 V.S.A. §1027 (Disturbing Peace by Use of...Electronic Means)  
 13 V.S.A. §2605 (Voyeurism)

#### Cross References:

Student Conduct and Discipline  
 Selection of Instructional Materials  
 Complaints About Instructional Materials

electronic storage, including but not limited to student data and student documents maintained by the District, that is accessed using the District's IT on school property or remotely; and (c) all electronically stored student information in the District's electronic files, regardless of how accessed.

### **POLICY STATEMENT**

It is the policy of the District to provide students and staff access to a multitude of IT resources, including the Internet. IT resources provide opportunities to enhance learning and improve communication within our community and with the global community. Users are expected to access IT resources as learning tools. The use of District IT resources is a privilege, not a right. With the privilege of access comes the responsibility of all users to exercise responsible use of these resources.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the District's harassment and bullying policies.

### **POLICY APPLICATION**

This policy applies to all users. "Users" is defined to include anyone who accesses the District's IT resources, on-site and/or via a remote location, and anyone who uses the District's IT devices either on or off-site.

### **GENERAL PROCEDURES**

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
  - **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
  - **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.
  - **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
  - **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.

- **Protects Intellectual Property.** Users request to use the software and media others produce.
2. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
  3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
  4. Methods to address the following:
    - Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
      - ✓ Lewd, vulgar, or profane
      - ✓ Threatening
      - ✓ Harassing or discriminatory
      - ✓ Bullying
      - ✓ Terroristic
      - ✓ Obscene or pornographic
    - The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
    - Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
    - Unauthorized disclosure, use, dissemination of personal information regarding minors.
    - Restriction of minors’ access to materials harmful to them.
  5. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

### **OWNERSHIP OF IT RESOURCES**

The District’s IT resources are the property of the Colchester School District.

### **EXPECTATION OF PRIVACY**

Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the District’s computers or other network resources, including personal files, images, and e-mails and other electronic communications.

### **COMPLIANCE WITH CIPA**

In accordance with the Children’s Internet Protection Act (CIPA), the District uses a filtering system to track and monitor all computer and Internet use on the District network. The system is

designed to prevent access to material that is obscene, pornographic, or harmful as determined by school administrators. No filtering system is perfect, however. Due to the nature of the Internet and evolving technology, however, even with supervision of students the District cannot guarantee students will not reach an inappropriate site. It is the responsibility of all users to report any inappropriate sites to school officials to ensure that content is filtered appropriately. Providing access to electronic information does not imply an endorsement by the District of the content, nor does the District guarantee the appropriateness or accuracy of information received.

### **IMPLEMENTING PROCEDURES/REGULATIONS**

The Superintendent/his/her designee is responsible for establishing and updating from time to time procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include a description of the rules applying to all users of the District's IT resources, and a process for educating elementary and secondary students annually about Internet safety and responsible digital citizenship.

### **LIMITATION/DISCLAIMER OF LIABILITY**

The District makes no guarantee that the functions or the services provided by or through its IT systems will be error free or without defect. The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's IT resources network, including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the IT resources system including the Internet, or for financial obligations arising through their unauthorized use.

### **ENFORCEMENT**

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the District will handle the allegation consistent with the student disciplinary policy. Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

The District shall cooperate to the extent legally required with local, state and federal officials in any investigation related to the misuse of the District's IT resources.

**COLCHESTER SCHOOL DISTRICT****POLICY: HARASSMENT OF EMPLOYEES****DATE ADOPTED:** DRAFT**POLICY STATEMENT**

Harassment is a form of unlawful discrimination that will not be tolerated in the Colchester School District. Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct constituting harassment as defined herein and by state and federal law violate this policy. Retaliation against any person raising a complaint under this policy or against any witness cooperating in an investigation pursuant to this policy is prohibited.

**DEFINITIONS**

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district. For purposes of this policy, an employee includes any person employed directly or through a contract with another company by the District, agents of the schools, School Board members and any student teacher, intern, school volunteer or work study student.
2. **Unlawful Harassment:** Verbal, written, or physical conduct based on an employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information, physical and/or mental disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.
3. **Sexual Harassment:** May include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to the conduct is made either explicitly or implicitly a term or condition of that person's employment;
  - b. Submission to or rejection of such conduct by a person is used as a component of the basis for employment decisions affecting that person; or
  - c. Such conduct has the purpose or effect of interfering with an individual's employment performance or creating an intimidating, hostile or offensive working environment.

Last Adopted: November 1, 2000

Date Warned: March 17, 2017

First Reading: March 21, 2017

Second Reading: April 4, 2017

4. **Retaliation:** An adverse action taken against a person who engages in protected activity under this policy such as making a complaint of unlawful harassment, reasonably opposing conduct which is unlawful under State and Federal anti-discrimination laws, or for participating in or cooperating with an investigation.

### **EXAMPLES**

Unlawful harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an employee because of the employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information, physical and/or mental disability. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, circulation of written materials or pictures.

#### **Sexual**

Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

#### **Race and Color**

Racial or color harassment may include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.

#### **National Origin and Place of Birth**

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

#### **Age**

Age harassment includes unwelcome verbal, written or physical conduct directed at someone (an applicant or employee) age 40 or older, such as offensive remarks about a person's ability to perform certain tasks because of his or her age.

#### **Marital Status**

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

#### **Sexual Orientation**

Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation.



### **Gender Identity**

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.

### **Disability**

Disability harassment includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.

### **Genetic Information**

Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

## **REPORTING**

1. **Duty to Investigate.** In the event the district receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Colchester School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number: The building principal and/or Superintendent shall serve as the nondiscrimination coordinator for the Colchester School District and shall receive reports of unlawful harassment. If the report involves the Superintendent, the reporter shall make the report directly to the School Board.
3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.

4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Mandatory Report.** Colchester School District employees, including administrators, supervisors, and School Board members, who witness or receive a report, formal or informal, written or oral, of unlawful harassment at school or during school sponsored activities shall report as soon as possible. Under certain circumstances, alleged harassment may also constitute possible abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.
6. **Confidentiality.** The Colchester School District will respect the privacy of the complainant, the individual(s) against whom the report is directed, and the witnesses, to the extent possible consistent with the Colchester School District's obligations to investigate, take appropriate action, and conform with any disclosure obligations. Witnesses, complainant and the accused shall keep confidential matters related to the charge of unlawful harassment.

### **ALTERNATIVE COMPLAINT PROCESSES**

Employees may file complaints with both the district and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. Complaints should be filed within 300 days of any unlawful harassment. The agencies are:

Vermont Human Rights Commission  
 133 State Street  
 Montpelier, VT 05633-0001  
 (802) 828-2480

Vermont Attorney General's Office  
 Civil Rights Unit  
 109 State Street  
 Montpelier, VT 05609-1001  
 (802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission  
 1 Congress Street  
 Boston, MA 02114  
 (617) 565-3200 (voice), (617) 565-3204 (TDD)

COLCHESTER SCHOOL DISTRICT  
HARASSMENT POLICY DOCUMENTATION FORM

Date Filed: \_\_\_\_\_ Time: \_\_\_\_\_

I. YOUR NAME: \_\_\_\_\_ ACCUSED: \_\_\_\_\_

Description of Incident:

Reported by: \_\_\_\_\_  
Signature

Witness (if applicable): \_\_\_\_\_  
Signature

II. INFORMAL MEETING DOCUMENTATION \_\_\_\_\_ Check: \_\_\_ Successful \_\_\_ Unsuccessful  
Date

Summary of Agreements:

III. NEXT STEPS (check all that apply):

- 1. \_\_\_\_\_ Resolution informally achieved.
- 2. \_\_\_\_\_ Additional informal meeting(s) scheduled.
- 3. \_\_\_\_\_ No resolution. Referred to formal procedure.

**SIGNATURES**

\_\_\_\_\_  
Party A Date

\_\_\_\_\_  
Party B Date

\_\_\_\_\_  
Witness (if applicable) Date

**CONFIDENTIAL FORM**  
MAINTAINED BY DESIGNATED BUILDING REPRESENTATIVE

**COLCHESTER SCHOOL DISTRICT**

**HARASSMENT POLICY APPEAL FORM**

1. Briefly describe the nature of your discrimination/harassment charge. What section of our district policy addresses your complaint?
2. Cite date, time, place, and person(s) involved in this discrimination/harassment charge. Attach copies of any evidence regarding your complaint, and list the names of any witnesses to your alleged discrimination.
3. State your understanding of the building administrator's or area supervisor's decision regarding your complaint.

4. What redress are you seeking? What outcomes do you expect from this appeal?

5. List any other local, state, or federal agency with whom you are processing this complaint.

Submitted by \_\_\_\_\_ DATE \_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

ROLE (check)  Student  Employee

**FORWARD ONE COPY OF THIS CONFIDENTIAL FORM TO:**

- Your Principal and/or Immediate Supervisor
- Colchester School District Administrative Offices

**PERSONNEL CONSENT AGENDA****Board Date: April 4, 2017****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	Erica	DeDell	End of Employment	Early Childhood Education Teacher	1.0 FTE	MBS	Notice of End of Employment effective June 30, 2017			Yes
Teacher	Jake	Orr	End of Employment	Math Teacher	1.0 FTE	CHS	Notice of End of Employment effective June 30, 2017			Yes
Teacher	Kerry	Plunkett	End of Employment	Elementary Teacher	1.0 FTE	PPS	Request to end Employment effective June 30, 2017			Yes
Teacher	Mary	Romary	End of Employment	French Teacher	1.0 FTE	CHS	Request to end Employment effective June 30, 2017			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>
Support Staff	Carleen	Landry	Leave of Absence	Food Service Worker	30.0 hr	MBS	Request Leave of Absence beginning March 2017			
Support Staff	Mary	Tilley	End of Employment	Custodian	40.0 hr	MBS	Notice of End of Employment			Yes

## COLCHESTER SCHOOL DISTRICT

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

Tuesday, March 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, March 21, 2017, in CHS Room 114A. Those in attendance were: Directors Lincoln White and Craig Kieny; Superintendent Amy Minor and Business and Operations Manager George Trieb.

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, March 21, 2017, at the Colchester High School Media Center. Those in attendance were: Directors: Lincoln White, Craig Kieny, and Lindsey Cox; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; and Director of Curriculum & Instruction Gwen Carmolli;

There were 29 people in the audience.

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

Board Vice Chair Lincoln White called the meeting to order at 7:03 p.m. Vice Chair White led in the Pledge of Allegiance.

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

None.

#### **III. Hear Nominations for School Board Reorganization and Approval of Newspaper of Record: Colchester Sun**

Nominations were held for seats on the board (Chair, Vice Chair, and Clerk) and a newspaper of record. With only 3 board members present, not all of the nominations could be completed. Lincoln White was nominated for Vice Chair and Craig Kieny was nominated for Board Clerk. Both of those nominations will be voted on at the next meeting.

*Director Kieny moved to nominate Mike Rogers as Board Chair, seconded by Director Cox. The motion passed unanimously, 3-0*

*Director White moved to approve the Colchester Sun as the official newspaper for the district for legal notices, seconded by Director Kieny. The motion passed unanimously, 3-0.*

#### **IV. Report on State Placed Students**

Director of Special Education, Carrie Lutz provided the board an overview on what happens with students who are placed into a Colchester school by the Department of Children and Families (DCF) or a mental health agency. She explained how these placements interact with CSD's residency policies and the financial impacts they have on the district.

#### **V. Approval of Recommendation for Administrator Contract Renewals 2017-2018**

Superintendent Amy Minor provided the board with administrator contracts that she recommends to renew for the FY'18 school year.

*Director Kieny moved to approve the Superintendent's recommendations for administrator contract renewals for FY'18 as provided, seconded by Director Cox. The motion passed unanimously, 3-0.*

#### **VI. First Reading of Acceptable use of Computer, Network & Internet Use Policy (AUP): G10**

Superintendent Amy Minor shared the first draft version of the revised AUP policy. The revisions were drafted by a committee which was formed to research what needed to be modified to bring the policy into compliance with the Vermont School Boards Association recommended policy. Along with modifying the structure, they also added missing language in several places. Superintendent Minor also noted that the procedures have been removed from the policy itself and are currently being revised as a secondary document to the policy.

*Director Cox moved to approve the first reading of the Acceptable Use Policy, seconded by Director Kieny. The motion passed unanimously, 3-0.*

#### **VII. First Reading of Employee Harassment Policy: D12**

Superintendent Amy Minor shared the first draft version of the revised Employee Harassment policy. The revisions bring it into compliance with the Vermont School Boards Association recommended policy. Along with modifying the structure, they also added missing language in several places.

*Director Kieny moved to approve the first reading of the Employee Harassment Policy, seconded by Director Cox. The motion passed unanimously, 3-0.*

#### **VIII. Reflection on Town Meeting Day**

Superintendent Minor led the board in a discussion surrounding the efforts made to communicate the budget leading up to Town Meeting Day. Overall, the board was pleased with the town-wide mailing, the Your Vote Matters video series, and the community forums. Director Cox thought for future mailings we could link the district's investments directly to budget figures to be more transparent. Director Cox stated she'd also like to hear from alumni who are contributing to the town of Colchester. Superintendent Minor pointed out that although she held a number of community forums, there was low turnout. The board agreed that even though people didn't come, they were still aware it was an opportunity and believed the effort was appreciated by the community. The board discussed how to improve turnout next year by possibly scheduling a meeting in conjunction with an activity that's already going on (i.e just prior to a sporting game, etc). Director Kieny also suggested moving some of the community meetings up to December to encourage community turnout and input before the budget is warned. The board also discussed the



success of the video series and how it helped build momentum leading to the vote. They suggested a short series in the fall showcasing how the budget is built, and encouraging turnout at board meetings. Directly Kieny stated he'd like to explore how the district can communicate at other times of the year. Director Cox suggested maybe the board could write more letters throughout the year updating as the progress and or events happening.

**IX. Approval of Personnel Consent Agenda**

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

**PERSONNEL CONSENT AGENDA**

**Board Date: March 21, 2017**

**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	C. Joseph	Johnston	End of Employment	Physical Education Teacher	1.0 FTE	CMS	Request to end Employment effective June 30, 2017			Yes
Teacher	Stephanie	Duncan	End of Employment	EEE Special Education Teacher	1.0 FTE	EEE	Request to end Employment effective June 30, 2017			Yes
Teacher	Hannah	Trieb	New Hire	Elementary Teacher	1.0 FTE	UMS	Request to Hire	Hannah Trieb	Yes (Replacing One-Year Only status; hired mid-year)	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>
Support Staff	Tamarra	Lessor	End of Employment	Paraeducator - Special Education	32.5 hr	CHS	Notice of End of Employment			Yes
Support Staff	Laura	Rose	Leave of Absence	Paraeducator - Special Education	32.5 hr	CHS	Request Leave of Absence from March 13 - March 24, 2017			

**X. Approval of Personnel Consent Agenda**

*Director White moved to approve the personnel consent agenda for March 21, 2017, seconded by Director Cox. The motion passed unanimously, 3-0.*

**XI. Approval of Minutes: March 7, 2017**

*Director Kieny moved to approve the minutes of March 7, 2017, seconded by Director White. The motion passed unanimously, 3-0.*

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

- None

**XIII. Possible Future Agenda Items**

- Reflection on Early Release Days
- Board Spring Retreat (Possibly May 20<sup>th</sup>)
- Policies for Next Meeting (tobacco, building use and weapons)
- Early Education Committee

**XIV. Adjournment**

*Director Cox moved to adjourn at 8:07 p.m., seconded by Director Kieny. The motion passed unanimously, 3-0.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Meghan Baule  
Communications Specialist

\_\_\_\_\_  
Craig Kieny  
Board Clerk

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Wednesday, March 22, 2017  
6:00 p.m. (Open Session)

## MINUTES

The Colchester Board of Education held a meeting to discuss contract negotiations with Colchester Education Association on Wednesday March 22, 2017, in the Colchester High School Media Center.

The School Board members in attendance were: Directors: Lincoln White, Craig Kieny, and Curt Taylor. The Colchester Education Association members were: Joe Cheney, MBS Teacher and CEA President; Tara Sharkey, CHS Teacher; and Kate Ellingson, MBS Teacher. Also in attendance was Business and Operations Manager, George Trieb.

### I. Call Meeting to Order

Director Lincoln White called the meeting to order at 6:00 p.m.

### II. Negotiations with the Colchester Education Association

- Reviewed and updated the agenda. Agreed to focus on salary and healthcare items.
- Board presented new salary and healthcare proposal to CEA. They explained and answered questions about the new board healthcare proposal, including potential district premium savings, teacher premium savings, and teachers' out-of-pocket costs in various scenarios.
- Both sides agreed to focus initial healthcare negotiations on Gold CDHP family plan, then will work on other scenarios.
- CEA presented detailed health insurance calculations and both sides did analysis on how to balance cost versus savings versus risk.
- CEA presented new healthcare proposal.
- Discussed new CEA healthcare proposal.
- Discussed updated salary proposals – first work to agree on salary, assuming no other material contract changes, then negotiate changes based on other items.
- Set agenda for next meeting to include: CEA will present new proposal that includes healthcare and salary, Board will be prepared for discussion and potential counter proposals.

### III. Adjournment

Director Lincoln White moved to adjourn at 8:03 pm, seconded by Director Curt Taylor. Motion passed unanimously, 3-0.

Recorder:

Board Clerk:

---

Lincoln White  
Board Vice Chair

---

Craig Kieny  
Board Clerk

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, March 28, 2017  
6:00 p.m. (Open Session)

## MINUTES

The Colchester Board of Education held a meeting to discuss contract negotiations with Colchester Education Association on Tuesday, March 28, 2017, in the Colchester High School Media Center.

The School Board members in attendance were Directors: Lincoln White, Craig Kieny, and Curt Taylor. The Colchester Education Association members were Joe Cheney, MBS Teacher and CEA President; Tara Sharkey, CHS Teacher; and Kate Ellingson, MBS Teacher. Also in attendance was Superintendent Amy Minor.

There were six people in the audience, including five faculty members and one local reporter.

*The meeting between both sides started at 6:00 p.m. With only two board members present, there was no quorum. At 7:20 p.m., a third member arrived creating a quorum and the meeting was then called to order.*

### I. Call Meeting to Order

Director Lincoln White called the meeting to order at 7:20 p.m.

### II. Negotiations with the Colchester Education Association

- Reviewed and updated agenda.
- Both sides agreed to meet with the VEHI representative and then focus on salary and health care items.
- Bobby-Jo Salls from VEHI reviewed health insurance changes including HSA, HRA, out-of-pocket and negotiating checklists.
- CEA presented a new salary and healthcare proposal to the Board.
- Discussion about new CEA healthcare and salary proposal including potential district premium savings, teacher premium savings, and teacher out-of-pocket costs in various scenarios.
- Date and agenda set for the next meeting. It will include healthcare and salary.

### III. Adjournment

Director Curt Taylor moved to adjourn at 7:55 pm, seconded by Director Lincoln White. The motion passed unanimously, 3-0.

Recorder:

Board Clerk:

---

Lincoln White  
Board Vice Chair

---

Craig Kieny  
Board Clerk