

Colchester School Board

Meeting Agenda and Packet

October 3, 2017

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

Agenda

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| I. Call to Order and Pledge of Allegiance | |
| II. Citizen Participation* | |
| III. Report from Building Principals | Information |
| IV. Smarter Balanced Assessment Consortium Scores Presentation | Information |
| V. Second and Final Reading of School Crisis Prevention and Response Policy: E3 | Action |
| VI. Second and Final Reading of School Sponsored Trips Policy: G3 | Action |
| VII. Approval of Personnel Consent Agenda | Action |
| VIII. Approval of Minutes: September 19, 2017 | Action |
| IX. Board/Administration Communication, Correspondence, Committee Reports | Information |
| X. Possible Future Agenda Items | Information |
| XI. Executive Session to Discuss Negotiations | Action |
| 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

POLICY: SCHOOL CRISIS PREVENTION AND RESPONSE

DATE ADOPTED: DRAFT

PURPOSE

Colchester School District will develop and annually review individual school emergency plans focused on maximizing student, staff and visitor safety while minimizing instructional disruptions.

Student, staff, and visitor safety is a primary consideration in the Colchester School District. Therefore, emergency plans and procedures are needed for all situations which might endanger the lives of students, staff, and visitors. The frequency with which life threatening incidents are occurring across the country and in our own state prompts all of us to take these incidents seriously. Such emergency situations include but are not limited to: criminal acts, disease epidemic, hazardous materials spills, fires, gas leaks, structural damages, weather related emergencies, flooding, natural disasters, physical injury or death, the presence of intruders on school premises, and power outages.

I. RESPONSIBILITIES

A. Administrative Responsibilities

In order to maintain a safe, orderly, civil, and positive learning environment, and to prevent and respond to unexpected crises quickly and appropriately the district will have a school crisis prevention and response plan.

Individual school emergency plans will be based on the Vermont School Crisis Planning Guide.

The superintendent, or their designee, is directed to create a school crisis prevention and response plan, and a set of administrative procedures that identify how students and staff should respond to emergency situations and the role that local emergency service providers will play in crisis preparedness and crisis management. This will include appropriate and effective training; establishment of crisis response teams, both within each building and throughout the district; consultation and cooperation with community agencies, such as police, fire, emergency medical, youth and health authorities; and publication of emergency procedures for such situations as can be imagined.

Generally, the principal, or their designee, will organize and oversee the planning and operation of the crisis response team and will serve as the incident response

Last Adopted: July 9, 1997
 Last Reviewed: October 2, 2012
 Date Warned:
 First Reading:
 Second Reading:

team leader, according to the crisis response procedures. The plan will be reviewed annually and routinely practiced during regular drills.

Following a major incident, the crisis response team shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for the future to the superintendent.

B. Staff Responsibilities

The staff shall follow all guidelines outlined in the crisis response procedures and staff handbook when practicing routine drills and when responding to actual emergency situations.

C. Student Responsibilities

Students shall follow all guidelines outlined in the crisis response procedures and the student handbook when practicing routine drills and when responding to actual emergency situations.

Students suspected of involvement in causing school crises will be held accountable and shall be dealt with in accordance with the school's discipline policy and state/federal law. An incident may also be referred to law enforcement for possible criminal charges or for the school to pursue civil litigation.

Any lost learning time resulting from response to a school crisis or emergency shall be made up.

COLCHESTER SCHOOL DISTRICT

POLICY: SCHOOL SPONSORED TRIPS: CURRICULUM-BASED AND ELECTIVE TRIPS

DATE ADOPTED: DRAFT

PURPOSE

The Board recognizes that school-sponsored trips are important components of a student's development and educational program. In addition to supplementing and enriching classroom learning experiences, such trips encourage new interests among students, increase their understanding of the outside world, and increase awareness of community resources. Any student may be denied access to a field trip who demonstrates behavior, discipline, safety concerns or becomes ineligible for academic reasons. The Board believes that careful planning can significantly enhance the value and safety of school trips.

I. CURRICULUM-BASED TRIPS

Curriculum-based trips are considered to be an integral part of the regular school curriculum and are available to all students. If for any reason a student does not attend but will be in school that day, alternative curricular-linked activities must be provided.

II. ELECTIVE BASED TRIPS

The board also recognizes the value of elective trips which are designed to enhance the educational program and learning opportunities for students. The opportunity to participate in elective trips will be open to students who have the requisite knowledge base, skills, and interest.

The district is not responsible for any costs associated with elective trips.

III. APPROVAL

All trips taking place within Vermont shall be approved by the principal. The principal will ensure that adequate staff coverage exists for instruction to continue in the teacher's absence. Any day trips taking students outside of Vermont must also be approved by the Superintendent. All overnight trips must be presented and approved by the board at least six months in advance. The board recognizes that there are times where the six-month deadline is not attainable. With approval from the principal and superintendent, overnight trips taking place within the six-month deadline may be presented to the board on a case by case basis.

IV. ADMINISTRATIVE RESPONSIBILITIES

The Superintendent shall develop comprehensive procedures to facilitate the planning and approval process for all curriculum based trips. Such procedures shall include, but are not limited to the following:

Last Adopted: November 18, 2003

Date Warned:

First Reading:

Second Reading:

- A.** Identification of clear educational objectives which relate directly to the school curriculum.
- B.** Advance coordination of accommodations to ensure equal opportunities for participation by students with disabilities.
- C.** Communication to all students and chaperones that the reach of school policies and the student handbook extends to the conduct of students during all school sponsored activities, including trips.
- D.** Safety plans for students and their proper supervision by school staff and appropriate volunteers.
- E.** Contingencies need to be made in advance to handle and address any number of safety considerations: missing student(s), theft, student behavior, or any security incident.
- F.** Appropriate planning and budgeting for the cost of the trip, including plans to ensure that no student is denied access to trips on the basis of cost.
- G.** Cancellation provisions regarding foreign trips.
- H.** Appropriate medical precautions.
- I.** Coordination with the U.S. State Department for trips outside of the United States or Canada.
- J.** Appropriate involvement of students and parents in trip planning.
- K.** Develop a student selection process for elective trips with limited enrollment.

Last Adopted: November 18, 2003

Date Warned:

First Reading:

Second Reading:

PERSONNEL CONSENT AGENDA

Board Date: October 3, 2017

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Michelle	Krause	Leave of Absence	Paraeducator - Special Education	16.25 hr	CHS	Request for Leave of Absence beginning October 4, 2017			
Support Staff	Cindel	Otto	Leave of Absence	Paraeducator - Special Education	32.5 hr	PPS	Request for Leave of Absence from November 5, 2017 - February 12, 2018			
Support Staff	Paul	Shaw	New Hire	Custodian	40.0 hr	CHS	Notice of Hire	Bernard Denton	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, September 19, 2017
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, September 19, 2017, at the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, Lindsey Cox, and Student Board Member Robert Davis; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum & Instruction Gwen Carmolli; and Principals: Heather Baron, Michele Cote, and Chris Antonicci

There were two people in the audience: one CHS student and a reporter from the Colchester Sun.

I. Call Meeting to Order and Pledge of Allegiance

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

II. Citizen Participation

None.

III. Report from Building Principals

Principal Antonicci said the opening of school at UMS went well. They are prepping for the first early release day which occurs next week. The primary focus of their professional development will be preparing to move from a literature-driven science curriculum to a more physical and hands-on approach.

Principal Cote said CMS had good participation at their open house. They were able to share some of the new things happening at the school with many families. She stated that developmental design continues to be a focus at CMS. They will be compiling some comparison data on planning room visits etc. for the upcoming school report.

Principal Baron shared that CHS was awarded a VSAC grant which will allow them to administer PSATs to all 10th and 11th-grade students during the school day free of charge. She also pointed out the new Laker Learning Lab which is housed in a room just off the library. It has had a large response from students and is helping to facilitate personalized learning in the form of individualized research and projects.

The Director of Curriculum and Instruction, Gwen Carmolli shared a snapshot of the newly released Smarter Balanced Assessment Consortium (SBAC) scores for the district. Overall it was a strong year for Colchester. She will give a full presentation at the next board meeting.

IV. Second and Final Reading of Weapons Policy: F24

The board reviewed the proposed changes to the current weapons policy. The updates were recommended by the district's attorneys as well as the Vermont School Board Association.

Director Kienny moved to approve the second and final reading of the Weapons policy, seconded by Director Cox. The motion passed unanimously, 4-0.

V. Second and Final Reading of Tobacco Prohibition Policy: F3

This policy was formally known as Smoking in School Buildings and/or Grounds Policy. It was last reviewed in October of 2012. The changes include the addition of recommended definitions shown in the Vermont School Boards Association model policy, most notably including tobacco substitutes.

Director Cox moved to approve the second and final reading of the Tobacco Prohibition policy, seconded by Director White. The motion passed unanimously, 4-0.

VI. First Reading of School Emergency Plans Policy: E3

This policy was last reviewed in 2012. Superintendent Minor highlighted the recent work the district has been doing with the Colchester Police Department to ensure the district's safety protocols and procedures are reflective of current best practice. The recommended edits to the existing policy include changing the name to School Crisis Prevention & Response, using the VSBA's recommended language throughout the document, and removing the procedures section from the policy itself and creating a separate document.

Director Kienny moved to approve the first reading of the School Emergency Plans policy, seconded by Director White. The motion passed unanimously, 4-0.

VII. First Reading of School Sponsored Trips Policy: G3

This policy was last reviewed in 2003. Superintendent Minor recommended making a change to the process of approval for overnight trips. Currently, building principals can approve overnight trips that are less than four days. The revised language would require board approval for all trips that involve an overnight stay. For trips that include air transportation or travel outside of New England or New York, board approval would be required at least six months in advance.

Director Cox requested a change in the language under the policy statement to show that curriculum-based trips are available to all students and not just those enrolled in the course. She also noted that prior to any groups requesting trip approval from the board, she would like the building principal and superintendent to review and authorize the trip details.

There was a group discussion about the sixth-month approval requirement for trips outside of New England and New York. It was confirmed that would include single night trips as well as any athletic games or conferences.

Director Cox moved to approve the first reading of the School Sponsored Trips policy, seconded by Director Kienny. The motion passed unanimously, 4-0.

VIII. FY'17 Year End Financial Report

Business and Operations Manager George Trieb presented the fiscal 2017 year-end financial results. Expenses came in slightly under budget by \$259,000 or 0.70%. Most expense categories finished on target. Overspent budget items have been topics of conversation throughout the year and were fully expected. Revenue finished the year \$529,000 over budget and was the result of unexpected special education reimbursement and state placed revenue. Overall, the district finished with a surplus of \$788,000 or 2.1% of the budget.

IX. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented on September 19, 2017.

PERSONNEL CONSENT AGENDA

Board Date: September 19, 2017

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Tracy	Hughes	Leave of Absence	Elementary Teacher	1.0 FTE	UMS	Request from 12/12/17 - 12/22/17			

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Anne	Cooch	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	New	Yes	Yes
Support Staff	Dawn	Hanf	New Hire	Paraeducator - Preschool	29.5 hr	MBS	Notice of Hire	Andrew Capone/Dale Lyman	Yes	Yes
Support Staff	Alyson	Hevey	New Hire	Central Office Assistant	40.0 hr	CO	Notice of Hire	Donna Cross	Yes	Yes
Support Staff	Meghan	Mead	New Hire	Paraeducator - EEE Bus	4.0 hr	MBS	Notice of Hire	Dale Lyman	Yes	Yes
Support Staff	Amanda	Riley	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire	New	Yes	Yes
Support Staff	Kristin	Watson	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire	New	Yes	Yes

Director Cox moved to approve the Personnel Consent Agenda for September 19, 2017, seconded by Director Kienny. The motion passed unanimously, 4-0.

X. Approval of Minutes: August 24, 2017

Director Kienny moved to approve the minutes of August 24, 2017, seconded by Director White. The motion passed unanimously, 4-0.

XI. Approval of Minutes: September 5, 2017

Director Cox moved to approve the minutes of September 5, 2017, seconded by Director Kienny. The motion passed unanimously, 4-0.

XII. Approval of Minutes: September 12, 2017

Director Kienny moved to approve the minutes of September 12, 2017, seconded by Director Cox. The motion passed unanimously, 4-0.

XIII. Board/Administration Communications, Correspondence, Committee Reports

- Director Kienny provided the board with an update on contract negotiations with the CEA. No agreements were made during mediation and they have moved into fact-finding.
- Superintendent Minor shared that she has been appointed to the Education and Prevention Subcommittee of the Governor's Marijuana Advisory Commission. She will be serving as the representative for the Vermont Superintendents Association and the Vermont Principals' Association.

XIV. Possible Future Agenda Items

- School Reports
- Quarterly Special Education and Financial Reports

XV. Executive Session to Discuss Negotiations with ACA and Healthcare for Handbook Employees

Director Kienny moved to enter executive session at 7:50 p.m. to discuss negotiations with ACA and healthcare for Handbook employees as permitted by 1 V.S.A. § 313, seconded by Director White. The motion passed unanimously, 4-0.

Director Curt Taylor joined executive session via phone.

Director Kienny moved to exit executive session at 8:57 p.m., seconded by Director White. The motion passed unanimously, 4-0.

XVI. Adjournment

Director Kienny moved to adjourn at 8:59 p.m., seconded by Director White. The motion passed unanimously, 4-0.

Recorder:

Meghan Baule
Communications Specialist

Board Clerk:

Craig Kienny
Board Clerk