

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, December 5, 2017  
7:00 p.m. (General Session)

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, December 5, 2017, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors Lincoln White, Craig Kieny, Lindsey Cox, and Curt Taylor; Student Board Member Robert Davis; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principals Heather Baron and Julie Benay.

There were no audience members.

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

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

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

None.

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

MBS Principal Julie Benay stated the school has a number of donation drives happening in the front lobby if people are looking for a way to give this holiday season. There is the Dee PT Diaper Drive put on by 5<sup>th</sup> graders, a book drive for COTS, the Toys for Tots bin, and a Lions Club book drive. She stated the staff is excited about the next early release day happening tomorrow. Teachers will be breaking out into groups and focusing on a number of topics including Next Generation Science Standards, building-based training, and some work on coding apps for iSTEAM curriculum.

CHS Principal Heather Baron commented on the two very successful one-act plays that were put on last month by students. She said the staff is excited to have Joelle van Lent come and do a presentation on Trauma during the early release day. Lastly, next week CHS students will participate in the annual gingerbread house competition. Following the competition, the houses are delivered to local nursing homes and community centers to help celebrate the holiday season.

#### **IV. First Reading of Independent Educational Evaluation Policy: F25b**

This policy was last reviewed in 2005 and is being updated as a result of the policy revision cycle set by Superintendent Amy Minor. Director of Special Education Carrie Lutz revised the policy and the accompanying procedures with guidance from the district's attorney and recommendations from VSBA's model policy. Director Taylor had two edits for the next reading.

*Director Kieny moved to approve the first reading of the Independent Educational Evaluation Policy, seconded by Director White. The motion passed unanimously, 5-0.*

**V. First Reading of Prevention of Conflict of Interest in Procurement for Federal Dollars Policy: E8**

This is a new CSD policy which stems from a requirement issued by the federal auditors. Business and Operations Manager George Trieb further explained the policy and its purpose. The policy will satisfy the federal regulatory requirement that enables the district to receive federal grant dollars. The board asked several questions about the \$25.00 gift limit. They discussed changing the amount but did not make a final decision.

*Director White moved to approve the first reading of the Prevention of Conflict of Interest in Procurement for Federal Dollars Policy, seconded by Director Taylor. The motion passed unanimously, 5-0.*

**VI. Vermont Agency of Education State Plan Overview**

Superintendent Minor and Director of Curriculum and Instruction Gwen Carmolli shared what they have learned through several training sessions hosted by the Agency of Education regarding the Vermont State Education Plan. The state is shifting from an accountability model and framework to a model of continuous improvement. They shared how this shift will affect curriculum, what the timeline for implementing the change will be, and what anticipated action steps administrators will need to take in order to be in compliance with the new plan. The presentation will be made available online.

**VII. FY19 Budget Discussion**

Superintendent Amy Minor and the other central office administrators shared their work so far in determining what could be cut from the FY19 baseline budget to get down to a 2.5% increase without directly impacting students. She reminded the board from the last meeting that rolling over the FY18 budget without adding or removing anything would be a 3.81% increase. She said to get down to a 2.5% increase the district would need a total reduction of \$513,000. Included in their analysis were facility needs and educational requests from principals. Maintaining current levels of staffing across all schools and adding .2 FTE for the current STEM teacher at the middle school were at the top of the priority list. Superintendent Minor stated the .2 STEM FTE would make the existing .8 FTE whole and allow that teacher to provide STEM curriculum to 6<sup>th</sup> grade students at CMS. Currently, students receive STEM instruction in 5<sup>th</sup> grade and again in 7<sup>th</sup> and 8<sup>th</sup> grade, leaving a gap in 6<sup>th</sup> grade. Superintendent Minor pointed out that the biggest classes in the district will be entering CMS soon and the middle school's class sizes are already high. The board discussed class sizes at CMS and how potential school choice tuition students may further increase the sizes.

Superintendent Minor made several reduction suggestions which would bring the increase down to 3.39%. Business and Operations Manager George Trieb provided a handout with line items for the FY19 baseline budget and the board discussed several items on the sheet. The board identified six line items that they would like the Business Manager to discuss further at the next meeting.

**VIII. Approval of Personnel Consent Agenda**

The following Personnel Consent Agenda was presented for December 5, 2017.

**PERSONNEL CONSENT AGENDA**  
**REVISED: Board Date: December 5, 2017**

**Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Margaret	Standley	New Hire	Art Teacher, Substitute	1.0 FTE	CMS	Request to Hire	William Albright	N/A	Yes
Teacher	Hilary	Carter	Leave of Absence	English Teacher	1.0 FTE	CHS	Leave of Absence 2/2/18 - 2/16/18			

**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	Ryan	McDonald	End of Employment	Paraeducator - ELL	32.5 hr	MBS	Notice of End of Employment			Yes
Support Staff	Mitchell	Thayer	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire	Danielle Hammond	Yes	Yes
Support Staff	Amy	Wagoner	New Hire	Paraeducator/Paraeducator-Special Education	32.5 hr	PPS	Notice of Hire	Wendy Colley	Yes	Yes
Support Staff	Holli-Jo	Brigante	Leave of Absence	Paraeducator - Special Education	32.5 hr	CMS	Leave of Absence 1/19/17 - End of Year			

The Board wanted to discuss a personnel item related to the Personnel Consent Agenda and decided to table the motion until after the executive session discussion.

**IX. Approval of Minutes: November 21, 2017**

Director Taylor recalled Director White saying something different about the governor's funding request for school districts and asked for the language in the minutes to be amended accordingly.

*Director White moved to approve the amended minutes of November 21, 2017, seconded by Director Cox. The motion passed unanimously, 5-0.*

**X. Approval of Minutes: November 28, 2017**

Director Taylor requested two minor edits that have no impact on the language or content.

*Director White moved to approve the amended minutes of November 28, 2017, seconded by Director Cox. The motion passed unanimously, 5-0.*

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

- Superintendent Amy Minor and Board Chair Mike Rogers will be attending the Governor's Education Summit on December 18<sup>th</sup> and will report out at the December 19<sup>th</sup> meeting.

**XII. Possible Future Agenda Items**

- Continued FY19 budget discussions
- Continued policy work

**XIII. Executive Session**

*Director White moved to enter executive session at 9:44 p.m. to discuss a personnel item and contract negotiations, seconded by Director Taylor. The motion passed unanimously, 5-0.*

*Director Taylor moved to exit executive session at 10:35 p.m., seconded by Director White. The motion passed unanimously, 5-0*

*Director White moved to approve the Personnel Consent Agenda for December 5, 2017, except for the leave of absence request under the non-licensed employees section, seconded by Director Kieny. The motion passed unanimously, 5-0.*


**XIV. Adjournment**

*Director White moved to adjourn at 10:39 p.m., seconded by Director Cox. The motion passed unanimously, 5-0.*

Recorder:

  
Meghan Baule  
Communications Specialist

Board Clerk:

  
Craig Kieny  
Board Clerk