

Colchester School Board

Meeting Agenda and Packet

December 5, 2017

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
December 5, 2017
7:00 PM**

AGENDA

- | | |
|---|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizen Participation* | |
| III. Report from Building Principals | Information |
| IV. First Reading of Independent Educational Evaluation Policy: F25b | Action |
| V. First Reading of Prevention of Conflict of Interest in Procurement for Federal Dollars Policy: E8 | Action |
| VI. Vermont Agency of Education State Plan Overview | Information |
| VII. FY19 Budget Discussion | Information |
| VIII. Approval of Personnel Consent Agenda | Action |
| IX. Approval of Minutes: November 21, 2017 | Action |
| X. Approval of Minutes: November 28, 2017 | |
| XI. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XII. Possible Future Agenda Items | Information |
| XIII. 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: INDEPENDENT EDUCATIONAL EVALUATION POLICY****DATE ADOPTED:** March 8, 2005**POLICY STATEMENT**

The Colchester School District recognizes that the Individuals with Disabilities Act (the "IDEA") provides a right to parents to obtain an independent evaluation of their child under the IDEA and its implementing regulations. The District also recognizes that, under the Act, the parent has a right to obtain such independent evaluation at public expense, if the parent disagrees with an evaluation obtained or performed by the District, unless the District challenges the parents' request at due process, by showing that the District's evaluation was appropriate, and/or that the parents' evaluation did not meet the criteria provided for by statute and regulation and by this policy and implementing its procedures.

The Superintendent or his/her designee shall develop and revise procedures as needed to implement this policy, and to comply with current and future State and federal law.

Legal References: 20 U.S.C. §§1415 (b) (1); 34 C.F.R. §§300.502; VDE Rule 2362.2.7.

Date Warned: February 11, 2005
First Reading: February 15, 2005
Second Reading: March 8, 2005

COLCHESTER SCHOOL DISTRICT

POLICY: INDEPENDENT EDUCATIONAL EVALUATION POLICY

DATE ADOPTED: DRAFT

POLICY STATEMENT

The Colchester School District (CSD) recognizes that the Individuals with Disabilities Act (the “Act”) and its implementing regulations provide a right to parents to obtain an independent educational evaluation of their child if the parent disagrees with an evaluation obtained or performed by the child’s special education Evaluation and Planning Team.

Under the Act, the parent has a right to obtain an independent educational evaluation (IEE) at public expense if:

1. Other criteria in statute, regulations, and local policy/ procedures are met; and
2. The CSD does not initiate a due process proceeding to show that the Evaluation and Planning Team’s evaluation is appropriate.

The Superintendent or their designee shall develop and revise procedures, including IEE criteria, as needed to implement this policy, in compliance with state and federal law.

Last Adopted: March 8, 2005
Date Warned: December 1, 2017
First Reading: December 5, 2017
Second Reading:

COLCHESTER SCHOOL DISTRICT**POLICY: PREVENTION OF CONFLICT OF INTEREST IN PROCUREMENT FOR FEDERAL DOLLARS****DATE ADOPTED:** DRAFT**PURPOSE**

It is the policy of the Colchester School Board that all purchasing and contracting comply with state and federal laws.

POLICY STATEMENT

No employee, officer, or agent of the Colchester School District may participate in the selection, award, or administration of a purchase or contract if that person has a real, perceived, or apparent conflict of interest. Any employee, officer or agent with a real, perceived or apparent conflict of interest shall notify the superintendent of the conflict and not participate in the selection, award or administration of the purchase or contract at issue. The superintendent or their designee will develop written procedures to implement this policy.

A conflict of interest arises if an employee, officer, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

An employee will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds a \$25.00 value.

In the event of a violation of this policy, the district may take disciplinary action against the employee, officer, or agent according to procedures in the district personnel manual and/or collective bargaining agreement.

Date Warned: December 1, 2017
First Reading: December 5, 2017
Second Reading:

PERSONNEL CONSENT AGENDA

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

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

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, November 21, 2017
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, November 21, 2017, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors Lincoln White, Craig Kieny, and Curt Taylor; Student Board Member Robert Davis; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; and Principal Michele Cote.

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. Annual School Report Presentation: CMS

Principal Michele Cote presented the board with the annual report for Colchester Middle School. The report included enrollment numbers, attendance rate, demographics, assessment scores, behavior referrals, and areas of focus including proficiency based learning, cougar time, student led conferences, and developmental design. The full presentation will be made available online.

IV. Science NECAP Scores and the Future Presentation

Superintendent Amy Minor shared the newly released science scores from the New England Common Assessment Program (NECAP). The tests were administered to grades 4, 8, and 11. The full presentation including grade level scores will be made available online.

V. FY19 Budget Discussion

Superintendent Amy Minor initiated the first budget discussion for FY 2019. Through her presentation she and the other members of the central office administrative team showed enrollment numbers, class sizes by grade, salary/wage figures, as well as special education enrollment, needs, and associated spending costs. They also pointed out their concern that many items and staff positions which are currently paid for through Medicaid or Consolidated Federal Grants are predicted to significantly decrease or be eliminated altogether over the next three years. Business and Operations Management George Trieb went over the baseline budget and said if everything from the current budget was kept the same and rolled over into the FY19 budget it would be a 3.81% increase. The board then engaged in a discussion to narrow down their priorities for the FY19 budget.

Director Kiemy would like to know what the district would have to cut to get down to a 2.75% increase. Director Kiemy also asked about the new HRA which will take effect in January 2018 and how the district is predicting the spending and savings numbers for it. Business Manager Trieb stated it is difficult to have a firm number since there is no previous data to go off of. He stated he is confident there will be some savings but until there are several years of CSD data to go on, it is only a prediction.

Business Manager Trieb also mentioned that with the union contract agreements set, the salary numbers will not change unless the amount of staff members change. He also reminded the board that the busing contract they recently approved with Mountain Transit will increase by approximately 10% in FY19.

Director White voiced concern over the state's request for all school districts to level funding, meaning a 0% increase to budgets. He would like to further understand the added support staff positions which have increased the support staff salary line item. He asked to hear some scenarios where the board could possibly cut staff other than teachers. He also indicated that he would be interested in hearing how the district could add a computer science program.

Director Taylor would like to know how much the district would save by cutting funding for football at the high school. He was also curious to hear if the district has seen an increase in revenue from people renting the performing arts center. He would like to explore saving which could be gathered through energy costs. He asked how much could the district save if the schools made some adjustments such as lowering the temperatures by a few degrees in the school buildings. He asked that the administrative team look into any efficiencies that have not been taken advantage of such as ways to reduce paper or any redundancies which could be eliminated. Overall he stated he would prefer to have an increase less than 3%.

VI. Approval of Copier Replacement Lease

Superintendent Amy Minor shared the lease estimate for copiers in the district. The vendor is on the approved state contract list and has worked with CSD for the past six years. The estimate is a reduction of \$6,660.28 from the last lease.

Director Taylor moved to approve the copier replacement lease as provided, seconded by Director Kiemy. The motion passed unanimously, 4-0.

VII. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented on November 21, 2017.

PERSONNEL CONSENT AGENDA

Board Date: November 21, 2017

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Robyn	Schenck	Leave of Absence	Employment Specialist	1.0 FTE	CHS	Leave of Absence Request, 4 unpaid days, dates TBD			

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	Micah	Barritt	New Hire	Paraeducator - Special Education	32.5 hrs	CHS	Notice of Hire	New	Yes	Yes
Support Staff	Gaelan	Chutter-Ames	End of Employment	Paraeducator-504	32.5 hrs	CHS	Notice of End of Employment			Yes
Support Staff	Wendy	Colley	End of Employment	Paraeducator/Paraeducator-Special Education	32.5 hrs	PPS	Notice of End of Employment			Yes
Support Staff	Craig	James	Leave of Absence	Paraeducator -Special Education	32.5 hrs	CMS	Leave of Absence Request from 10/26/2017-12/7/2017			

Director Kienny moved to approve the Personnel Consent Agenda for November 21, 2017, seconded by Director White. The motion passed unanimously, 3-0 with Director Taylor recusing himself.

VIII. Approval of Minutes: November 7, 2017

Director White moved to approve the minutes of November 7, 2017, seconded by Director Kienny. The motion passed unanimously, 4-0.

IX. Board/Administration Communications, Correspondence, Committee Reports

- Superintendent Minor gave an update on the MBS principal search process. There are over 20 applicants and several the administrative team is excited to explore further.
- The board reviewed a promotional brochure produced by the district to showcase CMS and CHS for prospective tuition students.
- The Board confirmed their upcoming retreat date of November 28th at 4:00 pm.
- Board Chair Mike Rogers shared that the ACA has contacted him and is prepared to start negotiations for the next contract.

X. Possible Future Agenda Items

- School Accountability Shift: ESSA Changes
- Continued FY19 Budget Discussions

XI. Adjournment

Director Taylor moved to adjourn at 9:16 p.m., seconded by Director Kienny. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Communications Specialist

Craig Kienny
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting - Retreat
Central Office Conference Room

Tuesday, November 28, 2017
4:00 p.m. (General Session)

MINUTES (Work Session)

The Colchester Board of Education held a Special Board Meeting on Tuesday, November 28, 2017, in the Central Office Conference Room. Those in attendance were: Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, Lindsey Cox, and Curt Taylor; and Superintendent Amy Minor.

There were no members of the community in attendance.

I. **Call Meeting to Order**

Chair Mike Rogers called the meeting to order at 4:02 p.m.

II. **Board of Education Retreat**

A. **School Budget Discussion**

The board discussed the future FY19 budget process and reviewed the current FY18 budget's increase, reductions, and additions. The board discussed per-pupil spending and academic performance indicators compared to other districts. The data continues to show that Colchester is a low spending district compared to others in Chittenden County and maintains competitive student academic performance. They compared staffing ratios in Colchester to the statewide averages and noted that Colchester's teacher to student and student to staff ratios are lower than the statewide average. Superintendent Minor provided a list of cost saving initiatives that have occurred over the past few years. The board asked Superintendent Minor to provide a list of potential reductions that would need to occur in order to decrease the baseline budget from an estimated 3.81% increase to 2.5% increase.

B. **Negotiations**

The school board debriefed the recent negotiations process for teachers and support staff. Next week, Board Chair Mike Rogers and Director Lindsey Cox will serve as negotiators for the upcoming contract negotiations with the Association of Colchester Administrators. The administrator's contract will expire on June 30, 2018, and the goal is to complete negotiations prior to that date. The board reviewed the proposal from the administrator's association and developed their proposal.

C. **Open Meeting Law**

Emily Simmons, the Director of Education Services for the Vermont School Boards Association, joined the meeting at 6:00 p.m. to give a presentation on Vermont Open Meeting Law. Emily provided an updated training regarding the law and public records. The board engaged with Emily around this topic and asked questions.

D. **Potential Solar Project**

The board discussed the possibility of having solar on campus. Superintendent Minor provided feedback on the solar proposals from Aegis, Green Lantern, and SunCommon. The board discussed company references from other schools, impact on students, and overall project comparisons. Superintendent Minor shared her concerns

regarding the proposals, specifically solar panels on the CHS building due to the current state of the roof. Superintendent Minor recommended holding off on a parking lot solar canopy due to aesthetics, the impact on parking lot use, and the desire to see one installed first. She identified a parking lot canopy installation scheduled to take place during the summer of 2018. The board made no decisions and is continuing to consider solar as a potential educational and cost savings initiative for the district.

E. Superintendent Initiatives

Superintendent Minor shared several priorities she's been working on over the past few months including furthering the development of school safety, evacuation, and family reunification plans; continued work with the human resources department to automate paperwork; and providing support to the CMS with recent initiatives which have been instituted this year.

Superintendent Minor also noted that the district's strategic plan expires at the end of the school year. In the spring, she plans to develop a new vision/strategic plan that will include all stakeholders.

III. Hear Possible Future Agenda Items

None.

IV. Adjournment

Board Chair Rogers moved to adjourn at 8:27 p.m., seconded by Director Kieny. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Craig Kieny
Board Clerk