

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, December 19, 2017  
5:00 p.m. (Executive Session)  
7:00 p.m. (General Session)

### MINUTES

#### **I. Executive Session: ACA Negotiations and a Student Hearing**

Executive session prior to the meeting was canceled.

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

The Colchester Board of Education held a regular board meeting on Tuesday, December 19, 2017, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors Craig Kieny, Lindsey Cox, and Curt Taylor; Student Board Member Robert Davis; Superintendent Amy Minor; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principals Michele Cote, Carolyn Millham, and Chris Antonicci.

There were no audience members.

#### **II. 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.

#### **III. Citizen Participation**

None.

#### **IV. Report from Building Principals**

Principal Chris Antonicci shared that the annual UMS sing-along will be streamed live on Facebook through the Union Memorial and CSD District pages on December 20<sup>th</sup> at 10:15 a.m.

Principal Carolyn Millham said PPS is also having a sing-along which will be held this Friday the 22nd. The school is also heading over to the VNA to sing with staff and residents there.

Principal Michele Cote shared that the winter band concert was held last week and the winter choral concert is tomorrow, December 20<sup>th</sup>. For the first time, both events are being held at the CHS Performing Arts Center. They are very excited to use the space.

#### **V. Second and Final 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. This draft includes two formatting edits since the last reading.

***Director Cox moved to approve the second and final reading of the Independent Educational Evaluation Policy, seconded by Director Taylor. The motion passed unanimously, 4-0.***

## **VI. Second and Final 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. Following up on the discussion from the last meeting, the board settled on \$25.00 for the gift limit.

*Director Kieny moved to approve the second and final reading of the Prevention of Conflict of Interest in Procurement for Federal Dollars Policy, seconded by Director Taylor. The motion passed unanimously, 4-0.*

## **VII. FY19 Budget Discussion**

This budget discussion centered around Colchester Middle School. Currently, CMS has the largest class size of any building in the district and the next two incoming classes from MBS are the largest grades in the district. Over the next three years, class size will average 27-29 students. Superintendent Minor stated one of the administration's goals is to improve academic performance outcomes at CMS. To do this, the administrative teams at central office and CMS would like to focus more attention on increasing the quality of primary instruction. Superintendent Minor provided a proposal that included shifting dollars to professional development for best practices in instruction; adding .2 FTE to the existing .8 FTE STEM teacher, adding a .6 FTE math interventionist position to serve students in grades 6-8, and adding two 1.0 FTE grade 6 teachers, for a total of 2.8 additional FTE. She also proposed changing the existing 10-month assistant principal position to a 12-month position to give the CMS administrative team more support during the summer months and to expedite system changes.

Director Kieny asked what these requested FTEs would cost and how it would impact the current FY '19 budget numbers. Superintendent Minor provided cost estimates for each addition. Director Kieny also asked what kind of physical space is available at CMS to house the additional positions. It was discussed that historically CMS has employed at least an additional 6 positions. CMS once had an additional team for grades 7/8 and had two additional 6<sup>th</sup> grade teachers. Superintendent Minor and CMS Principal Michele Cote stated they have worked through the possibilities and are confident they could make two additional classroom spaces for the requested FTEs.

Director Taylor asked what would happen to the additional staff when the large classes move on from the building. Superintendent Minor shared that those positions would either be eliminated or used in another grade to mitigate high class size. Superintendent Minor reviewed staffing levels and student enrollment numbers for grades K-5 and projected where teaching positions would rotate through the grade levels as needed.

The board asked Superintendent Minor to bring two scenarios to the next board meeting; one with the financial impacts of adding 1.8 of the requested FTE and one with the full request of 2.8 FTE. Director Cox would like to see budget figures that allow administrators to not be restricted on years of experience when hiring any teachers next year. She believes having the option to hire some experienced teachers is important. She also clarified that the requested CMS FTEs are listed in priority of importance. Superintendent Minor will bring back those options at the next board meeting.

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

The following Personnel Consent Agenda was presented for December 19, 2017.

# PERSONNEL CONSENT AGENDA

Board Date: December 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	Heather	Fischer	New Hire	Title I Teacher	0.4 FTE	MBS	Request to Hire	New	Yes	Yes
Teacher	Jessica	Rubin	New Hire	Science Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Danielle Simons-Cheney	N/A	Yes
Teacher	Bridget	Ryan	End of Employment	English Teacher, Long-Term Substitute	1.0 FTE	CHS	Notice of End of Employment			Yes
Teacher	Margaret	Standley	End of Employment	Art Teacher, Substitute	1.0 FTE	CMS	Notice of End of Employment			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
Co-Curricular	Sophia	Ryan	New Hire	Nordic Ski Coach		CMS	Notice of Hire	Cheslea Reynolds	Yes	Yes
Support Staff	Morgan	McNall	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire	Kathleen Pellegrino	Yes	Yes
Support Staff	Laura	Rose	Leave of Absence	Paraeducator - Special Education	32.5 hr	CHS	Leave of Absence Est. 01/30/2018 - 3/30/18; Approx: 20 paid sick days and remainder unpaid			

*Director Cox moved to approve the Personnel Consent Agenda as presented, seconded by Director Kieny. The motion passed, 4-0.*

**IX. Approval of Minutes: December 5, 2017**

*Director Taylor moved to approve the minutes of December 5, 2017, seconded by Director Kieny. The motion passed unanimously, 4-0.*

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

- Superintendent Amy Minor and Board Chair Mike Rogers attended the Governor's Education Summit on December 18<sup>th</sup> and reported what was discussed.
- As a reminder, due to the New Year holiday, CSD Board meetings will be held on the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday of January (1/9 & 1/16). The board also discussed the possibility of adding a third meeting to ensure the community has enough time to review the budget and provide input. **A third board meeting on Monday, January 22<sup>nd</sup> has been added to the schedule.**

**XI. Possible Future Agenda Items**

- Continued FY19 budget discussions

**XII. Executive Session**

*Director Cox moved to enter executive session at 8:04 p.m. to discuss ACA negotiations and hold a student hearing, seconded by Director Kieny. The motion passed unanimously, 4-0.*


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

*Director Kieny moved to approve the recommendation from the Superintendent regarding the student hearing, seconded by Director Cox. The motion passed unanimously, 4-0.*

**XIII. Adjournment**

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

Recorder:

  
Meghan Baule  
Communications Specialist

Board Clerk:

  
Craig Kieny  
Board Clerk