

Colchester School Board

Meeting Agenda and Packet

December 19, 2017

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
December 19, 2017**

AGENDA
(Executive Session)
5:00 pm

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

AGENDA
(General Session)
7:00 pm

- II. Call to Order and Pledge of Allegiance**
- III. Citizen Participation***
- IV. Report from Building Principals Information**
- V. Second Reading of Independent Educational Evaluation Policy: F25b Action**
- VI. Second Reading of Prevention of Conflict of Interest in Procurement for Federal Dollars Policy: E8 Action**
- VII. FY19 Budget Discussion Information**
- VIII. Approval of Personnel Consent Agenda Action**
- IX. Approval of Minutes: December 5, 2017 Action**
- X. Board/Administration Communication, Correspondence, Committee Reports Information**
- XI. Possible Future Agenda Items Information**
- XII. Executive Session: ACA Negotiations and a Student Hearing Action**
- 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: 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 (IEE) 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 IEE at public expense if:

1. If the 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: December 19, 2017

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

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 5th 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 6th grade students at CMS. Currently, students receive STEM instruction in 5th grade and again in 7th and 8th grade, leaving a gap in 6th 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 18th and will report out at the December 19th 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