

Colchester School Board

Meeting Agenda and Packet

April 17, 2018

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
April 17, 2018**

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**AGENDA**

- |  |                    |
|--|--------------------|
| <b>I. Call to Order and Pledge of Allegiance</b>                                     |                    |
| <b>II. Citizens Participation*</b>   |                    |
| <b>III. Report from Building Principals</b>  | <b>Information</b> |
| <b>IV. Presentation on Low Socio-Economic Status</b>                                 | <b>Information</b> |
| <b>V. Hear Quarterly Special Education and Financial Reports</b>                     | <b>Information</b> |
| <b>VI. Second and Final Reading of Students Who Are English Learners Policy: F22</b> | <b>Action</b>      |
| <b>VII. First Reading of Non-Resident Students Policy: F17</b>                       | <b>Action</b>      |
| <b>VIII. Approval of Personnel Consent Agenda</b>                                    | <b>Action</b>      |
| <b>IX. Approval of Minutes: April 3, 2018</b>  | <b>Action</b>      |
| <b>X. Board/Administration Communication, Correspondence, Committee Reports</b>      | <b>Information</b> |
| <b>XI. Possible Future Agenda Items</b>  | <b>Information</b> |
| <b>XII. Executive Session to Discuss Support Staff Negotiations</b>                  | <b>Action</b>      |
| <b>XIII. Adjournment</b>   |                    |

**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](mailto:SchoolBoard@colchestersd.org). Note: All submissions must be received before noon on the third Tuesday of every month.



# COLCHESTER SCHOOL DISTRICT

Amy Minor, Superintendent of Schools  
George A. Trieb, Jr., Business Manager  
Carrie A. Lutz, Director of Special Education  
Gwendolyn Carmolli, Director of Curriculum  
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## MEMO

**To:** School Board Directors  
**CC:** Amy Minor  
**From:** George A. Trieb, Jr. *gat*  
**Date:** April 13, 2018  
**Subject:** Year-To-Date Financial Report – March 2018

The table below shows the total budget and actual revenue and expense figures for the period ending March 2018. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue the district would expect a slight surplus of \$73,613.

	Budget	Forecast	% of Budget	Variance
Revenue	\$38,032,767	\$38,180,080	100.39%	\$147,313
Expenses	\$38,032,767	\$38,106,467	100.19%	(\$73,700)
<i>Surplus/(Deficit)</i>				\$73,613

Attached to this memo is further detail about both the revenue and expenses through March. The district has spent 68.21% of the budget versus spending 67.93% last year at this time. The district's total commitments to date are 86.60% versus 85.71% last year. Below are some items worth noting.

- ❖ General state aid revenue was reduced by \$47.5K, as this is the amount the state will withhold in connection with the estimated health care savings due to moving to the new plans.
- ❖ SPED reimbursement revenue is expected to come in over budget by \$158.2K due to increase SPED spending.
- ❖ Health care insurance expenditures are expected to come in under budget due to lower premiums and HRA residual amounts (unspent district committed dollars).
- ❖ Tuition to private schools will likely come in significantly over budget. The current forecast is approximately \$495.1K over budget.

The table below shows expenses paid in Q3 through either board orders or payroll warrants.

Transaction Type	Date	Amount
Board Orders	1/4/18	\$204,750.84
Payroll Warrant	1/12/18	\$912,818.41
Board Orders	1/17/18	\$240,726.88
Payroll Warrant	1/26/18	\$959,484.34
Board Orders	1/31/18	\$869,012.41
<b>Total Expenditures</b>		<b>\$3,186,792.88</b>

<b>Transaction Type</b>	<b>Date</b>	<b>Amount</b>
<b>Payroll Warrant</b>	<b>2/9/18</b>	<b>\$997,822.34</b>
<b>Board Orders</b>	<b>2/14/18</b>	<b>\$308,332.30</b>
<b>Payroll Warrant</b>	<b>2/23/18</b>	<b>\$928,642.11</b>
<b>Board Orders</b>	<b>2/28/18</b>	<b>\$771,499.81</b>
<b>Total Expenditures</b>		<b>\$3,006,296.56</b>

<b>Transaction Type</b>	<b>Date</b>	<b>Amount</b>
<b>Payroll Warrant</b>	<b>3/9/18</b>	<b>\$865,213.81</b>
<b>Board Orders</b>	<b>3/14/18</b>	<b>\$436,982.35</b>
<b>Payroll Warrant</b>	<b>3/23/18</b>	<b>\$891,989.54</b>
<b>Board Orders</b>	<b>3/28/18</b>	<b>\$922,305.96</b>
<b>Total Expenditures</b>		<b>\$3,116,491.66</b>

**Colchester School District**  
**Year-to-date Budget Report - Voted Budget Revenue**

*As of March 31, 2018*

Description	FY2018 Budget	FY2018 Forecast	Revenue Received	Percent Received	Variance Favorable/(Unfavorable)
<b>LOCAL</b>					
Fund Balance	\$600,000	\$600,000	\$600,000	100.00%	\$0
Tuition	\$570,000	\$570,000	\$469,245	82.32%	\$0
Interest Earnings	\$75,000	\$90,000	\$81,005	90.01%	\$15,000
Facility Rentals/Miscellaneous Revenue	\$15,000	\$15,000	\$12,088	80.58%	\$0
Impact Fees	\$100,000	\$100,000	\$0	0.00%	\$0
Miscellaneous	\$0	\$20,465	\$20,465	N/A	\$20,465
Act 176 Funds - High School Completion	\$0	\$13,629	\$13,629	N/A	\$13,629
<b>TOTAL LOCAL</b>	<b>\$1,360,000</b>	<b>\$1,409,094</b>	<b>\$1,196,432</b>	<b>84.91%</b>	<b>\$49,094</b>
<b>STATE</b>					
General State Aid	\$31,441,642	\$31,394,176	\$20,666,790	65.83%	(\$47,466)
Transportation Aid	\$335,000	\$322,458	\$214,972	66.67%	(\$12,542)
Voc. Ed. Transportation Reimb.	\$27,000	\$27,000	\$11,433	42.34%	\$0
Driver Education Reimbursement	\$20,000	\$20,000	\$8,630	43.15%	\$0
<b>TOTAL STATE NON SPECIAL EDUCATION</b>	<b>\$31,823,642</b>	<b>\$31,763,634</b>	<b>\$20,901,825</b>	<b>65.80%</b>	<b>(\$60,008)</b>
<b>SPECIAL EDUCATION</b>					
Special Education Block Grant	\$834,134	\$834,134	\$834,134	100.00%	\$0
Expenditure Reimbursement	\$3,241,773	\$3,400,000	\$1,811,052	53.27%	\$158,227
EEE Program	\$181,512	\$181,512	\$181,512	100.00%	\$0
<b>TOTAL SPECIAL EDUCATION</b>	<b>\$4,257,419</b>	<b>\$4,415,646</b>	<b>\$2,826,698</b>	<b>64.02%</b>	<b>\$158,227</b>
<b>FEDERAL</b>					
SpEd/Title IVB IDEA	\$584,840	\$584,840	\$370,495	63.35%	\$0
SpEd/EEE IDEA Pre-School	\$6,866	\$6,866	\$4,806	70.00%	\$0
<b>TOTAL FEDERAL</b>	<b>\$591,706</b>	<b>\$591,706</b>	<b>\$375,301</b>	<b>63.43%</b>	<b>\$0</b>
<b>TOTAL REVENUE</b>	<b>\$38,032,767</b>	<b>\$38,180,080</b>	<b>\$25,300,256</b>	<b>66.27%</b>	<b>\$147,313</b>

**Colchester School District**  
**Year-to-date Budget Report - Voted Budget Expenditures (by Object)**

*As of March 31, 2018*

Object	Description	FY2018 Budget	FY2018 Forecast	Expenditures YTD	Encumbered	Available Budget	% of Budget Utilized	Variance Favorable/(Unfavorable)
0110	Teachers Salaries	\$14,644,665	\$14,544,665	\$9,113,236	\$5,409,088	\$122,341	99.2%	\$100,000
0111	Administrator's Salaries	\$1,648,276	\$1,638,276	\$1,190,411	\$438,972	\$18,892	98.9%	\$10,000
0112	Support Staff	\$4,236,859	\$4,216,859	\$2,976,341	\$134,791	\$1,125,728	73.4%	\$20,000
0113	SS Custodial/Maintenance	\$998,295	\$973,295	\$674,172	\$19,332	\$304,792	69.5%	\$25,000
0115	Health Insurance Buy-out	\$340,000	\$340,000	\$179,655	\$0	\$160,345	52.8%	\$0
0116	Payment in lieu of sick time	\$1,250	\$1,500	\$1,635	\$0	(\$385)	130.8%	(\$250)
0120	Substitutes	\$405,000	\$405,000	\$237,128	\$0	\$167,872	58.6%	\$0
0125	Stipends	\$738,681	\$750,000	\$512,582	\$0	\$226,099	69.4%	(\$11,319)
0211	Health Insurance	\$3,562,477	\$3,100,000	\$2,613,674	\$0	\$948,803	73.4%	\$462,477
0212	Dental Insurance	\$294,797	\$279,797	\$227,964	\$0	\$66,833	77.3%	\$15,000
0213	Health Care Contribution	\$5,000	\$5,557	\$5,557	\$0	(\$557)	111.1%	(\$557)
0215	Health Reimbursement Arrangement	\$0	\$350,000	\$250,502	\$0	(\$250,502)	N/A	(\$350,000)
0220	Social Security	\$1,708,458	\$1,678,458	\$1,088,054	\$0	\$620,404	63.7%	\$30,000
0230	Life Insurance	\$18,653	\$18,653	\$17,839	\$0	\$814	95.6%	\$0
0232	VSTRS OPEB Payment	\$40,000	\$40,000	\$32,578	\$0	\$7,422	81.4%	\$0
0240	Municipal Retirement	\$234,542	\$234,542	\$172,989	\$0	\$61,554	73.8%	\$0
0250	Worker's Compensation Ins.	\$203,185	\$234,118	\$234,118	\$0	(\$30,933)	115.2%	(\$30,933)
0260	Un-employment Compensation	\$25,000	\$7,500	\$1,356	\$0	\$23,644	5.4%	\$17,500
0270	Teachers Tuition Reimbursement	\$145,000	\$145,000	\$111,641	\$0	\$33,359	77.0%	\$0
0271	SS Tuition Reimbursement	\$37,000	\$37,000	\$11,382	\$0	\$25,618	30.8%	\$0
0272	Conference/Workshops	\$23,000	\$23,000	\$7,360	\$0	\$15,640	32.0%	\$0
0273	Admin Tuition Reimbursement	\$26,500	\$26,500	\$10,655	\$0	\$15,845	40.2%	\$0
0290	Other Employee Benefits	\$62,795	\$62,795	\$51,419	\$0	\$11,376	81.9%	\$0
0320	Professional educational services	\$408,086	\$453,285	\$348,365	\$104,921	(\$45,199)	111.1%	(\$45,199)
0330	Other Professional Services	\$1,063,799	\$1,063,799	\$756,098	\$38,890	\$268,811	74.7%	\$0
0341	Audit Services	\$29,000	\$29,000	\$25,020	\$0	\$3,980	86.3%	\$0
0411	Water and Sewage	\$42,000	\$53,000	\$45,802	\$0	(\$3,802)	109.1%	(\$11,000)
0421	Disposal Services	\$45,000	\$45,000	\$27,709	\$0	\$17,291	61.6%	\$0
0430	Repair and Maintenance	\$735,000	\$735,000	\$746,226	\$20,296	(\$31,522)	104.3%	\$0
0440	Rentals & Leases	\$116,000	\$90,000	\$56,123	\$22,347	\$37,530	67.6%	\$26,000
0441	Rental of Land and Building	\$55,000	\$56,400	\$47,000	\$9,400	(\$1,400)	102.5%	(\$1,400)
0490	Other Purchased Property Services	\$43,000	\$43,000	\$38,391	\$0	\$4,609	89.3%	\$0
0510	Transportation Services	\$1,177,758	\$1,177,758	\$806,646	\$304,424	\$66,688	94.3%	\$0
0519	Transportation Field Trips/Athletics	\$103,500	\$103,500	\$66,812	\$0	\$36,688	64.6%	\$0
0521	Property Insurance	\$46,920	\$45,653	\$45,653	\$0	\$1,267	97.3%	\$1,267
0522	Liability Insurance	\$68,340	\$66,523	\$66,523	\$0	\$1,817	97.3%	\$1,817
0530	Communications	\$95,000	\$95,000	\$71,857	\$0	\$23,143	75.6%	\$0
0531	Telephone	\$27,000	\$27,000	\$16,443	\$0	\$10,557	60.9%	\$0
0532	Postage	\$30,000	\$30,000	\$14,833	\$0	\$15,167	49.4%	\$0
0540	Advertising	\$12,500	\$12,500	\$5,812	\$0	\$6,688	46.5%	\$0
0550	Printing and Binding	\$15,300	\$15,300	\$6,219	\$0	\$9,081	40.6%	\$0
0560	Tuition	\$3,000	\$3,000	\$592	\$0	\$2,408	19.7%	\$0
0561	Tuition to Vermont Schools	\$60,000	\$40,000	\$0	\$0	\$60,000	0.0%	\$20,000
0566	Tuition to Private Schools	\$695,275	\$1,190,387	\$778,084	\$412,302	(\$495,112)	171.2%	(\$495,112)
0568	Participating Tuition - JTP	\$444,402	\$420,000	\$0	\$0	\$444,402	0.0%	\$24,402
0569	Tuition to Vocational Centers	\$494,501	\$460,000	\$306,288	\$0	\$188,213	61.9%	\$34,501
0580	Travel	\$46,350	\$46,350	\$29,755	\$0	\$16,595	64.2%	\$0
0594	SPED Costs Paid to	\$0	\$27,693	\$13,847	\$13,847	(\$27,693)	N/A	(\$27,693)
0610	Supplies	\$751,650	\$751,650	\$551,082	\$32,667	\$167,901	77.7%	\$0
0621	Natural Gas	\$234,000	\$190,000	\$110,889	\$0	\$123,111	47.4%	\$44,000
0622	Electricity	\$397,000	\$380,000	\$253,713	\$0	\$143,287	63.9%	\$17,000
0626	Gasoline	\$29,500	\$29,500	\$9,918	\$0	\$19,582	33.6%	\$0
0640	Books	\$104,100	\$85,000	\$50,904	\$3,156	\$50,040	51.9%	\$19,100
0641	Periodicals	\$15,285	\$15,285	\$9,256	\$559	\$5,469	64.2%	\$0
0642	E-Books	\$500	\$500	\$0	\$0	\$500	0.0%	\$0
0650	AV Materials	\$2,750	\$2,750	\$249	\$0	\$2,501	9.1%	\$0
0670	Software	\$128,000	\$128,000	\$94,322	\$1,405	\$32,274	74.8%	\$0
0690	Other Supplies/Materials	\$7,700	\$1,000	\$226	\$0	\$7,474	2.9%	\$6,700
0730	Equipment	\$505,000	\$505,000	\$181,765	\$27,571	\$295,664	41.5%	\$0
0810	Dues and Fees	\$44,500	\$44,500	\$45,544	\$583	(\$1,027)	103.7%	\$0
0830	Interest on Debts	\$250,000	\$225,000	\$168,952	\$0	\$81,048	67.6%	\$25,000
0890	Miscellaneous	\$12,000	\$12,000	\$5,794	\$0	\$6,206	48.3%	\$0
0910	Principal on debt	\$294,118	\$294,118	\$294,118	\$0	\$0	100.0%	\$0
		\$38,032,767	\$38,106,467	\$25,943,457	\$6,994,551	\$5,094,760	86.6%	(\$73,700)

## COLCHESTER SCHOOL DISTRICT

### **POLICY: STUDENTS WHO ARE ENGLISH LEARNERS**

**DATE ADOPTED: DRAFT**

### **POLICY STATEMENT**

The School Board recognizes that students with non-English language backgrounds bring diverse cultural, educational, and linguistic background experiences to our schools. The Colchester School District enrolls all students residing in Colchester, without regard to their or their parents' actual or perceived citizenship status. The District has an obligation to identify the English learners in our system and provide them with equal educational opportunities.

It is the policy of the Colchester School District to ensure that all students who are English learners receive the supports and services necessary to provide them an equal and meaningful opportunity to participate in the District's educational programs and services. This includes but is not limited to services from appropriately trained and experienced staff for consistent identification, appropriate assessment, and effective programming that supports progress toward English language proficiency and evaluation of and accountability for student progress toward English proficiency.

### **I. DEFINITIONS AND COMMONLY USED ACRONYMS**

For purposes of this policy, the term English Learner (EL) is defined as a student with a home language other than English and who has limited English language proficiency based on results from an English language proficiency assessment approved by the state of Vermont.

Historically, a variety of terms have been used to describe EL students. The term EL is inclusive of students who fall into all of these categories.

- A. English as a Second Language (ESL)
- B. English Language Learner (ELL)
- C. Limited English Proficiency (LEP)

### **II. IMPLEMENTATION**

The Superintendent or their designee will develop and maintain an English Language Program which complies with state and federal laws. This program will be periodically evaluated to make modifications when necessary. The EL Program will be adequately staffed with licensed personnel who have regular access to further professional training in order to implement EL programming. The Superintendent or their designee will develop procedures relating to EL students, including those established to:

Last Adopted: February 3, 2004  
 Date Warned: March 30, 2018  
 First Reading: April 3, 2018  
 Second Reading: April 17, 2018

- A.** Administer state required EL assessments in order to identify and assesses students whose primary language is not English, and are in need of language assistance, in a timely, valid and reliable manner.
- B.** Refer EL students with suspected disabilities to special education or a 504 team for disability-related identification, evaluation, and where indicated, services, and provide language support in evaluation, programming, and service delivery.
- C.** Evaluate and monitor EL students for progress toward English language proficiency and grade level content. Maintain records of progress and make records available to appropriate staff and to EL students' parents.
- D.** Objectively assess the progress of EL students in order to track and respond to the results of EL services, to ensure that language barriers are being overcome within a reasonable period of time, and to determine when transfer to fully English proficient programs is appropriate. Exit standards should be objectively based and should be designed to determine whether EL students are able to read, write, and comprehend English well enough to participate meaningfully in the district's programs.
- E.** Monitor EL students after they exit EL services, to ensure that they did not exit prematurely.
- F.** Provide support to meet the educational needs of an EL student if the student opts not to participate in offered EL services.
- G.** Ensure that EL students will be provided equal opportunity for participation in curricular and co-curricular activities, including core curriculum, graduation requirements, specialized and advanced courses and programs, sports and clubs. No student shall be excluded from, or not be admitted to, any CSD program on the basis of their English language proficiency.
- H.** Ensure that EL programming is designed to avoid unnecessary separation of EL students from the general student body. The District will take appropriate affirmative steps to rectify the English language deficiency in order to open the educational programs to these students.
- I.** Ensure that there is ongoing meaningful communication with all EL parents in a language they can understand. The District provides translation services for families to support access to their child's educational program.



**COLCHESTER SCHOOL DISTRICT**

**POLICY:** NON-RESIDENT STUDENTS

**DATE ADOPTED:** July 21, 1999

**POLICY STATEMENT**

The Colchester School District may accept non-resident students grades EEE-12 when such placement is deemed to be in the best interest of the student, the district, and/or the family. No non-resident student will be denied admission as a tuition student on the basis of race, color, national origin, sex, disability, marital status or sexual orientation.

**PROCEDURES**

Parents of non-resident students seeking permission to attend the Colchester School District must address the following:

1. Make a written request to the Superintendent of Schools.
2. Agree to provide transportation to and from school when appropriate.
3. Agree that the student will follow all rules and regulations of the school.
4. Request permission annually to attend school in the Colchester School District.
5. Understand that the school district will consider the following criteria when making the decision to approve or deny a request:
  - Admission will not adversely impact on class size, available facilities or existing staff.
  - The student is in good standing at the school or schools most recently attended. “Good standing” means: (i) the student has not been legally suspended for more than ten (10) days during the preceding twelve months for disciplinary reasons; (ii) the student has not been legally dismissed or expelled from any educational institution within the preceding five (5) years; and (iii) the student is making satisfactory progress toward the completion of an approved school or home school program.

First Reading: June 10, 1992  
Second Reading: June 24, 1992  
Revised: July 21, 1999  
Last Reviewed: November 4, 2003

Tuition rates will be established in accordance with the applicable provisions of Title 16 Vermont Statutes Annotated, and regulations of the State Board of education. Separate tuition rates may be established for elementary and secondary students, and for students who are eligible and receive services under either the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 as amended.

Tuition payments for non-resident students may be paid by one of three methods: annually, with one payment being made by October 1; bi-annually, first payment on October 1 and the second payment of February 1; or quarterly, with payments due on October 1, December 1, February 1 and April 1. Tuition for non-resident students may be waived by the Superintendent for up to 30 school days to accommodate children whose parents are moving into or leaving the Colchester School District. To obtain a waiver, parents or guardians must apply in writing stating the reasons for a waiver. The Superintendent will consider the special circumstances of the parents and the needs of the school district.

High School seniors whose parents move from Colchester after the end of the first half of the school year may be permitted to attend Colchester public schools on a tuition-free basis until the end of the current school year. The Board may grant a tuition waiver in such circumstances provided the student is in good standing and is making normal academic progress towards graduation. All requests seeking a tuition waiver shall be submitted in writing to the Board prior to student's enrollment or continued enrollment in school. The student, or the student's parent or guardian is responsible for providing transportation to and from school.

The Superintendent shall develop procedures and forms necessary for the effective implementation and administration of this policy.

## COLCHESTER SCHOOL DISTRICT

**POLICY:** NON-RESIDENT STUDENTS

**DATE ADOPTED:** DRAFT

### **POLICY STATEMENT**

The Colchester School District may accept non-resident students grades preschool to 12 when such placement is deemed to be in the best interest of the student, the district, and/or the family. The Colchester School District will assure that non-resident students are admitted to the schools of the district, when space is available, in compliance with federal and state laws and regulations governing tuition payment and non-discrimination.

This policy shall not apply to students who are enrolled through the public high school choice program created by ACT 129 of 2011 (Adj. Sess.).

### **IMPLEMENTATION**

#### **I. CRITERIA FOR ADMISSION**

No non-resident will be denied admission as a tuition student if the reason for denial is that the student is disabled as defined in section 504 of the Rehabilitation Act of 1973 as amended or that the student is in need of special education services. Nor will any child be denied admission on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sexual orientation, gender identity, disability, age, marital status, or any other classification protected by federal or state law.

Parents of non-resident students seeking permission to attend the Colchester School District must address the following:

- A.** Make a written request to the Superintendent of Schools.
- B.** Agree to provide transportation to and from school when appropriate.
- C.** Agree that the student will follow all rules and regulations of the school.
- D.** Request permission annually to attend school in the Colchester School District.

The school district will consider the following criteria when making the decision to approve or deny a request:

- A.** Admission will not adversely impact class size, available facilities or existing staff.

Last Adopted: November 4, 2003

Date Warned: April 13, 2018

First Reading: April 17, 2018

Second Reading:

- B.** The student is in good standing at the school or schools most recently attended. “Good standing” means:
- 1.** The student has not been legally dismissed or suspended for more than ten (10) days during the preceding twelve months for disciplinary reasons;
  - 2.** The student has not been legally dismissed or expelled from any educational institution within the preceding five (5) years; and
  - 3.** The student is making satisfactory progress toward the completion of an approved school or home school program.

## **II. TUITION**

Each year, the district shall establish non-resident tuition rates for the next school year and shall notify the school board of all sending school districts and the Secretary of Education of any proposed increase in tuition rates. Separate tuition rates may be established for elementary and secondary students, and for students who are eligible to participate in special education programs. Tuition rates will be established in accord with Chapter 21 of Title 16 of the Vermont Statutes Annotated, and regulations of the State Board of Education.

Tuition payments for non-resident students may be paid by one of three methods: annually, with one payment being made by October 1; bi-annually, first payment on October 1 and the second payment of February 1; or quarterly, with payments due on October 1, December 1, February 1 and April 1. Tuition for non-resident students may be waived by the Superintendent for up to 30 school days to accommodate children whose parents are moving into or leaving the Colchester School District. To obtain a waiver, parents or guardians must apply in writing stating the reasons for a waiver. The Superintendent will consider the special circumstances of the parents and the needs of the school district.

High School seniors whose parents move from Colchester after the end of the first half of the school year may be permitted to attend Colchester public schools on a tuition-free basis until the end of the current school year. The Board may grant a tuition waiver in such circumstances provided the student is in good standing and is making normal academic progress towards graduation. All requests seeking a tuition waiver shall be submitted in writing to the Board prior to student's enrollment or continued enrollment in school. The student, or the student's parent or guardian is responsible for providing transportation to and from school.

The Superintendent, or their designee, shall develop procedures and forms necessary for the effective implementation and administration of this policy.

**PERSONNEL CONSENT AGENDA**

**Board Date: April 17, 2018**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Administrator	Chad	DeMagistris	New Hire	Assistant Principal		CHS	Request to Hire	Timothy Emery	Yes	Yes
Administrator	Melissa	King	New Hire	Assistant Principal		MBS	Request to Hire	Jordan Burke	Yes	Yes
Teacher	Katherine	Decoff	Leave of Absence	Art Teacher	1.0 FTE	MBS	Request Leave of Absence for the 2018-2019 School Year			
Teacher	Elizabeth	Sato	End of Employment	Elementary Teacher	1.0 FTE	MBS	Request to end Employment effective June 30, 2018			Yes
Teacher	Patricia	Schiller	End of Employment	Business Education Teacher	0.2 FTE	CHS	Request to end Employment effective June 30, 2018			Yes
Teacher	Robert	Toms	New Hire	Technology Education Teacher, Long-Term Substitute	1.0 FTE	CMS	Request to Hire	Bjorn Norstrom	Yes	Yes
Teacher	Robert	Traquair	End of Employment	Physical Education Teacher	1.0 FTE	UMS	Request to end Employment effective June 30, 2018			Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Co-Curricular	Christopher	King	New Hire	Assistant Track Coach		CMS	Notice of Hire	Erika Ekstrom	Yes	Yes
Support Staff	Erin	Frost	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Hailey	Libbey	End of Employment	Autism Interventionist	35.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Brittany	Moore	New Hire	Paraeducator-Special Education	32.5 hr	UMS	Notice of Hire	Jennifer Berard	Yes	Yes
Support Staff	Sarah	van Nostrand	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	Hailey Libbey	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, April 3, 2018  
7:00 p.m. (General Session)

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, April 3, 2018, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, Curt Taylor and Lindsey Cox; 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, Julie Benay and Carolyn Millham.

There were 9 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**

PPS Principal Carolyn Millham expanded on the mascot exchange that just wrapped up between her building and UMS. She stated has been a great opportunity for students to explore similarities and differences between the two schools. MBS Principal Julie Benay said her school is also joining in. They are going to use the PPS and UMS mascots along with the MBS mascot to make some videos and other documents in an effort to help ease the transition the current second-grade students will make into third grade at MBS. Principal Millham also shared that the school is in a very busy season right now; they are gearing up for the next early release day where the preschool-grade 5 teachers will continue to focus on Next Generation Science Standards and the paraeducators will continue their work on prompting students and helping them to become independent learners. Principal Benay stated MBS is getting ready for the Smarter Balance Assessment Consortium (SBAC) which is a huge logistical task. They are receiving substantial help from the district curriculum team which is working to develop the schedule among other things.

### **IV. Presentation on ISTEAM at MBS**

MBS Principal Julie Benay along with teachers Aimee Boucher and Ann Rayner-Cyr provided the board with a presentation showing how they are innovating to including science, technology, engineering, the arts, and mathematics (iSTEAM) into the student experience. iSTEAM aligns with the Next Generation Science Standards (NGSS) while also providing students the opportunity to personalize their learning and gain transferable skills. Although technology is used in many facets throughout the school day, the teachers at MBS specifically set aside time on Friday afternoons for students to explore iSTEAM related projects in a passion based setting. This allows and encourages students to further explore what interests them.

A member of the audience asked how iSTEAM activities connect with the curriculum and the new NGSS requirements. The presentation team said solid connections to the curriculum is the next step to implement, however, many teachers are already naturally making those connections.

Board Chair Rogers asked how the board could continue to support iSTEAM and if it would require time or additional costs. Director of Curriculum Gwen Carmolli shared that it does not take a huge amount of money but it does take intentional planning and focus to embed it into the curriculum. She also stated that supporting professional development opportunities has helped to make it successful. Principal Benay agreed and stated they were able to use their building budget to purchase the supplies they needed without compromising other necessities.

Student Board Member Robbie Davis asked if MBS would ever consider making connections with high school classes. He envisioned students coming over to work with CHS physics classes for when they build rockets or atmospheric balloons. Principal Benay loved the idea and said they would be thrilled to start that conversation with CHS administration.

#### **V. Approval of Laptop and Chromebook Purchase for CHS and CMS**

Business and Operations Manager George Trieb outlined a memo to the board requesting approval to purchase laptops for CHS and Chromebooks for CMS. This purchase is a budgeted expenditure and will annually occur in the spring so the CSD IT Department has time to complete device set up prior to the start of the next school year. The district will be purchasing the electronics from the State of Vermont contract.

*Director Kieny moved to authorize the Business and Operations Manager to purchase IT equipment as requested, seconded by Director Taylor. The motion passed unanimously, 5-0.*

#### **VI. First Reading of Students with Limited English Proficiency Policy: F22**

This policy was last reviewed in 2004 and has come up as part of the district's policy revision cycle. Superintendent Amy Minor and Special Education Director Carrie Lutz worked with the district attorney to update the language and terms used in the policy. It has been revised to be more reflective of district practices as well as the current laws regarding English Language (EL) students. Director Kieny clarified that the implementation section contains actions the district is already doing. The board then engaged in a discussion surrounding the EL Program in general, not specific to the policy, such as long term planning around an increase student enrollment and the potential for expanding due to the need for support.

*Director Taylor moved to approve the first reading of the Students with Limited English Proficiency policy, seconded by Director White. The motion passed unanimously, 5-0.*

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

The following Personnel Consent Agenda was presented for April 3, 2018.

**PERSONNEL CONSENT AGENDA**

**Board Date: April 3, 2018**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Simrat	Peltier	New Hire	Guidance Counselor	1.0 FTE	MBS	Request to Hire	Luba Routsong	Yes	Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Co-Curricular	Thomas	Baggott III	New Hire	Softball "B" Coach		CMS	Notice of Hire		Yes	Yes
Support Staff	Emily	Colby	New Hire	Technology Help Desk Specialist	40.0 hr	DW	Notice of Hire	Brian Curley	Yes	Yes
Support Staff	Danielle	Cote	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Jacqueline Hughes	Yes	Yes
Support Staff	Peter	Govoni	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Karen Sikorski	Yes	Yes
Support Staff	Carolyn	Sawin	New Hire	Paraeducator - 504	32.5 hr	CHS	Notice of Hire	Gaelan Chutter-Ames	Yes	Yes
Support Staff	Paul	Shaw	End of Employment	Custodian	40.0 hr	CHS	Notice of End of Employment			Yes



*Director Cox moved to approve the Personnel Consent Agenda as presented, seconded by Director Kiemy. The motion passed, 5-0.*

**VIII. Approval of Minutes: March 20, 2018**

Two grammatical changes were made.

*Director Kiemy moved to approve the amended minutes of March 20, 2018, seconded by Director White. The motion passed unanimously, 5-0.*

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

- Bryan Osborn with the Town will come to a meeting in May to present the Malletts Bay Sewer Project Proposal.
- Superintendent Minor gave an update on the assistant principal hiring process at CHS and MBS.
- The board set their Spring Retreat Work Session for May 21<sup>st</sup> from 4:00 pm to 8:00 pm.

**X. Possible Future Agenda Items**

- Quarterly Financial Reports
- Presentation on poverty in the district
- Continued policy work.

**XI. Adjournment**

*Director White moved to adjourn at 8:18 p.m., seconded by Director Taylor. The motion passed unanimously, 5-0.*

Recorder:

Board Clerk:

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Meghan Baule  
Communications Specialist

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Craig Kiemy  
Board Clerk