

Colchester School Board

Meeting Agenda and Packet

March 19, 2019

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
March 19, 2019**

AGENDA

- | | | |
|--------------|---|--------------------|
| I. | Call to Order and Pledge of Allegiance | |
| II. | Citizens Participation* | |
| III. | Hear Nominations for School Board Reorganization and Approval of Newspaper of Record | Action |
| IV. | First Reading of School Board Policy: B1 | Action |
| V. | First Reading of Code of Ethics for School Board Members Policy: B2 | Action |
| VI. | Presentation on Performing Arts Center Usage | Information |
| VII. | School Calendar for 2019-2020 | Action |
| VIII. | Approval of Personnel Consent Agenda | Action |
| IX. | Approval of Minutes: March 5, 2019 | Action |
| X. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. | Possible Future Agenda Items | Information |
| XII. | 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: SCHOOL BOARD POLICY

DATE ADOPTED: October 21, 2014

POLICY STATEMENT

VSA Title 16 § 423 stipulates that each Town School District shall have a school board. The purpose of this policy is to define the make up and some of the operating procedures that will be used by that legislative body.

- I. **Qualifications:** (VSA Title 16 § 558)
 - A. A member of the School Board (hereafter referred to as "the Board") must be a legal voter in the Colchester Town School District.
 - B. A member of the Board shall not be regularly employed by the School District.

- II. **Board Membership:**
 - A. The Board shall be comprised of five members.
 - B. The terms of office shall be for three years and two years. One member shall be elected for a three year term and one member elected for a two year term at each annual meeting of the School District. Terms shall end on the third annual and second annual meeting days following their election.
 - C. Vacancies shall be refilled in accordance with VSA Title 16 § 424.
 - D. Members of the Board must be sworn in by the Town Clerk prior to entering upon the duties of their office. (VSA Title 16 § 561)
 - E. The officers of the Board shall be a chair, vice-chair, and clerk.
 - F. The officers must be elected annually at the Board meeting, which next follows the annual meeting, and the results of this election must be filed at the office of the Town Clerk and with the Vermont Commissioner of Education. (VSA Title 16 § 561)

Legal References:

V.S.A. Title 1 §§ 310 - 314
 V.S.A. Title 16 § 423
 V.S.A. Title 16 § 424
 V.S.A. Title 16 § 554b
 V.S.A. Title 16 § 558
 V.S.A. Title 16 § 561
 V.S.A. Title 16 § 563

Last Adopted: June 21, 2000
 Date Warned: September 12, 2014
 First Reading: September 16, 2014
 Second Reading: October 21, 2014

III. Duties and Responsibilities:

- A. The powers, duties and responsibilities of the Board are defined in VSA Title 16 § 563. The Colchester School Board will comply with these legal requirements.
- B. Roberts Rules of Order as modified for small boards shall govern the conduct of Board meetings. (VSA Title 16 § 554b)
- C. All Board meeting will be conducted in accordance with Vermont Open meeting law. (VSA Title 1 §§ 310 - 314)

IV. Duties and Responsibilities of Officers of the Board:

- A. Chair
 - 1. Presides over meetings of the Board.
 - 2. Calls special meetings.
 - 3. Performs other duties as directed by the Board.
 - 4. In collaboration with the Superintendent, establish the agenda for each meeting.
- B. Vice-Chair
Substitute for the Chair whenever necessary.
- C. Clerk
Performs all duties required by statute, VSA Title 16 § 561.

V. Board Member Education:

- A. Board Member will take advantage of training opportunities to learn more about their role, school programs, State Department of Education functions and legislative activities.
- B. The School District will pay the cost for these training opportunities.

VI. Board Goal-Setting and Evaluations:

- A. The Board will participate in goal-setting and self-evaluation activities developed or recommended by the Superintendent at least annually.
- B. These goals will address areas such as (not limited to):
 - 1. Policy making,
 - 2. Policy implementation,
 - 3. Community relations,
 - 4. Board interpersonal communication skills,
 - 5. Board-Superintendent relations,
 - 6. Fiscal/budget management,
 - 7. The instructional program,
 - 8. Labor relations,
 - 9. Board in-service training and
 - 10. Government relations.

COLCHESTER SCHOOL DISTRICT

POLICY: CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

DATE ADOPTED: September 2, 2003

POLICY STATEMENT

A School Board member has no legal powers or authority unless acting at a School Board meeting or acting for the School Board after it formally grants power to act on its behalf. A School Board member should perform the duties of a School Board member in a manner consistent with this Code of Ethics.

DEFINITIONS

BOARD GOVERNANCE

1. Set goals for the school system and establish policies to direct its administration.
2. Maintain confidentiality of discussion conducted in executive session and of other privileged information.
3. Abide by Board decisions regardless of how individuals voted.
4. Act only as a member of the Board and do not assume authority as an individual in school matters when the Board is not in session.
5. Be familiar with and observe Vermont education laws.
6. Listen to legal counsel and constructive criticism to protect the Board and the school system from liability.
7. Attend all regularly scheduled Board meetings, insofar as possible, and review study materials about the issues to be considered on each agenda.

BOARD/ADMINISTRATOR RELATIONS

8. Give school officials authority commensurate with their responsibility, work through the properly appointed school officials according to the school system's organization and policies, and support school officials in the performance of their duties.
9. Expect the Superintendent to keep the Board adequately informed through regular written or oral reports and hold the Superintendent accountable through an annual job performance evaluation.
10. Refer complaints, requests, and concerns to the Superintendent or other appropriate staff member.
11. Use the chain of command and avoid making commitments or promises that compromise the Board, administration or the school system.

Date Warned: August 15, 2003
First Reading: August 19, 2003
Second Reading: September 2, 2003
Last Reviewed: March 17, 2015

12. Listen to the recommendations of the Superintendent and staff before making decisions and provide advice and counsel to the Superintendent.
13. Recognize that a Board member's responsibility is to see that schools are well-run, but not to run them.

BOARD MEMBER RELATIONS

14. Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
15. Voice opinions responsibly, maintain good relations with other Board members, respect other Board members' rights and opinions, and make no disparaging remarks, in or out of the Board meeting, about other Board members or school staff. Instead, express opinions in a professional, fair manner.
16. Accept the responsibility to secure facts before arriving at conclusions.
17. Expect more time to be spent on educational programs and procedures than on business details at Board meetings.

PERSONNEL RELATIONS

18. Support employment of the best qualified people as school staff and insist on regular, impartial evaluations of all staff.
19. Hire no Superintendent, principal or teacher already under contract with another school unless assurance is first secured from the proper authority that the person can be released from contract.

COMMUNITY RELATIONS

20. Represent the entire community and vote for what seems best for the children and youth of the school system.
21. Interpret the attitudes, wishes and needs of the community to school staff and communicate the aims, methods and goals of the schools to the community.
22. Create an environment that fosters community participation and involvement.

CONFLICT OF INTEREST

23. Refrain from using Board membership for political, personal or business advancement.
24. Recognize conflicts of interest and avoid being placed in a position of conflict of interest in hiring, letting bids, approving contracts and other financial affairs of the school system.

BOARD PREPARATION AND TRAINING

25. Be informed about educational issues by individual study and through participating in programs providing needed information such as those sponsored by the Vermont and National School Boards Associations.
26. Take advantage of opportunities to improve your knowledge and to build your skills as locally elected members of governing School Boards.

27. Associate with Board members from other schools to discuss school problems and cooperate in the improvement of public school conditions.
28. Provide assistance to new School Board members and make sure adequate orientation and training opportunities are offered them.

BOARD MEMBER CONFLICT OF INTEREST

Members of the Board recognize the ethical duty of all public officers to avoid conflicts of interest. In the case of School Board members, this duty is extended by Vermont statutory law to include a requirement that Boards adopt policies and procedures to avoid the appearance of conflicts of interest. In order to comply with the obligations thus imposed, the Board and its members will adhere to the following standards.

1. Board members will be familiar with the NSBA and VSBA Codes of Ethics, and will observe their provisions.
2. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define School Board powers and govern Board member compensation and public bidding processes.
3. A Board member will do nothing intended to give the false impression that he or she has the authority to make decisions or take action on behalf of the Board or the school administration.
4. A Board member will not take any action which is intended to give the impression that he or she would represent special interests or partisan politics for personal gain.
5. A Board member will not use his or her position on the Board in any manner intended to unfairly promote personal fiduciary interests or the fiduciary interests of family members, friends or supporters.
6. A Board member will not accept anything of value in return for taking particular positions on matters before the Board.
7. A Board member will do nothing intended to leave the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

When a Board member becomes aware of involvement in a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the Board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

When a conflict of interest claim against a Board member is brought to the Board in writing, and is signed by another Board member or a member of the public, and the Board member against whom the claim is made does not concur that a conflict in fact exists, the following Board procedures will be followed.

1. Upon a majority vote of the remaining Board members, or upon order of the chair, the Board will hold an informal hearing on the conflict of interest claim, giving both the Board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining Board members will determine by majority vote to take one of the following actions:
 - A. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed.
 - B. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the Board deliberations or decision related to that issue, as required by Vermont statute.
 - C. Issue a public finding that the conflict of interest charge is supported by the evidence and, in addition to disqualifying him or herself from voting or otherwise participating in the Board deliberations or decision, the Board member should be formally censured or subjected to such other action as may be allowed by law.

COLCHESTER SCHOOL DISTRICT

POLICY: FACILITY USAGE AND RENTAL

DATE ADOPTED: September 4, 2018

POLICY STATEMENT

The school district believes that school facilities (buildings and grounds) can and should serve as centers for educational, civic, cultural, recreational and other community events provided there is a general understanding throughout the community that:

- School and school-sponsored activities will always be given priority for use of school buildings and grounds;
- School districts cannot subsidize the use of facilities for events and activities not directly related to its primary educational mission;
- Authorization to use school facilities does not imply endorsement or approval of any group or activity;
- The superintendent, or their designee, shall be responsible for maintaining guidelines for the use of the facilities pursuant to this policy.

Based on such understanding, the public use of buildings and grounds by the community is highly encouraged.

I. APPROVED USE OF FACILITIES

Individuals or groups may use the facilities for the following purposes:

- A. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and school district;
- B. Meetings by employee professional organizations comprised of school district employees;
- C. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;
- D. Civic forums and community centers, provided the events are open to the public;
- E. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
- F. Academic tutoring or lessons;
- G. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.

Last Adopted: November 27, 2007

Date Warned: August 17, 2018

First Reading: August 21, 2018

Second Reading: September 4, 2018

Legal Reference: Title 9 § 4501, 4502

II. UNAUTHORIZED USE OF FACILITIES

The superintendent, or their designee, may deny a request for the use of facilities or terminate an individual or group's use for:

- A. Uses that are likely to cause a material and substantial disruption to the schools' operations;
- B. Uses that could affect the safety and well-being of its students and/or staff;
- C. Uses that interfere with school district maintenance and repair of the facilities;
- D. Uses that could damage special equipment in the facilities;
- E. Uses that could reasonably be expected to or do give rise to a riot or public disturbance;
- F. Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- G. Uses prohibited by law.

III. REQUIREMENTS AND PRIORITY OF USE

The superintendent, or their designee, shall set a fee structure, review it annually and administer said fee schedule in a manner that does not discriminate based on viewpoint. The school district reserves the right to require proof of liability insurance. Users shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicly that their events and activities are not sponsored by the school district. Authorization for use of school facilities and grounds shall not be considered as endorsement of or approval of the activity groups or organization nor the purpose they represent.

A. PRIORITY OF USE

1. A school's educational, co-curricular and/or extra-curricular activities targeted to **its own students and staff** shall have **priority** for use of that particular school building, grounds, and other facilities. No facility use or rental fees will be assessed.* (Appendix A)
2. **School-sponsored activities** have **second priority** for use of school facilities and/or grounds. Such activities largely involve occasional scheduled facility use by a parent or support group-each of which provides some type of direct support for students and/or the school's educational mission. No facility use or rental fee will be charged.* (Appendix B)
3. **Colchester Parks and Recreation Department** shall have **third priority** for scheduling purposes for use of school facilities and/or grounds. No facility use or rental fees will be assessed.* (Appendix C)
4. **Youth and Adult Organizations (Not-For-Profit)** which primarily serve the community of Colchester shall have **fourth priority** for scheduling purposes for use of school facilities and/or grounds. Any youth or adult community

program must be comprised primarily of Colchester residents. No facility use or rental fees will be assessed. * (Appendix D)

- 5. Other Groups:** With the exception of the groups described above, all **other groups, organizations and individuals** will be charged a facility use fee, as well as any labor costs, both calculated to reflect as accurately as possible the added cost for the district. (Appendix E)

(Unless incremental expenses are incurred as a result of the facility or grounds usage.*

IV. SUPERINTENDENT'S ROLE

The superintendent, or their designee, has the responsibility to:

- A.** Approve or deny use of school facilities and grounds;
- B.** Charge facilities-use fees, services, penalties and restrictions for such fairly and in strict accordance with the school board-approved guidelines provided in this policy;
- C.** Rescind previously approved requests for use of buildings and/or grounds that in their judgment is in the best interests of the school district provided they promptly informs the organizations/individuals of the action.

V. IN-KIND SERVICES

The school board shall authorize the superintendent, or their designee, to determine whether in-kind service will be allowed in lieu of the facility user fee. (Example: Repair to the baseball field, building of dugouts, etc.).

VI. GROUP DETERMINATION

The school board shall authorize the superintendent, or their designee, to determine which priority group an organization falls within. The school district may request membership information, residency status, nation/state/local affiliations, or other information related to their organization's purpose and connection to the community.

VII. GUIDELINES

The following guidelines shall be administered:

- A.** Complete a facilities use application through the district website before any and all access to the facilities.
- B.** Receive approval/denial of the facility use application through the web-based system. No verbal or hand written approvals constitutes district approval.

- C.** School activities always take precedence over any other use of school facilities. The condition of the facilities and the schedule for maintenance also takes precedence over other uses of the facilities.
- D.** No events will be approved that violate any federal, state or local laws or regulations and licensing requirements.
- E.** Facility use is limited to the function and area described on the facilities use application. Changes in plans or usage will constitute a separate request. There shall be no third-party use of the facilities.
- F.** Payment in advance is expected and due when the event is scheduled. If the activity is cancelled at least forty-eight (48) hours in advance of the scheduled building/facility use, the user will receive a full refund of their payment less any related expenses incurred by the school district. If the activity is cancelled with less than forty-eight (48) hours remaining before the scheduled building/facility use, the user will receive a half refund of their payment less any related expenses incurred by the school district.
- G.** In compliance with school district policies, smoking on school grounds and possession or consumption of alcoholic beverages are strictly prohibited at all times. The renting organization is responsible for complying with this policy.
- H.** Americans with Disabilities Act accommodations, and legal costs associated with non-compliance, will be the responsibility of the using organization or group.
- I.** Decorations must be used in such a manner not destructive to school property. Decorations are subject to the approval of the principal or their designated representative. Approval may be denied based on content as well as structure of the decorations including banners and pennants.
- J.** The use of any materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the district maintenance foreman.
- K.** The user will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees, during the time the building is in use.
- L.** All equipment and facilities to be used must be listed on the application and left in the same condition as found.
- M.** The user shall ensure the number of attendees does not exceed the authorized capacity of the facility.
- N.** Set-up and clean-up may be performed by members of the group using the facility, provided it is approved in advance by the principal or designated representative. Custodial services will be paid by the using group for work not done satisfactorily.

- O.** The user shall ensure that participants' vehicles are parked only in areas designated for parking.
- P.** Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is building service personnel available for supervision.
- Q.** The person in charge as noted on the facilities application shall be present during the scheduled event. The application may be denied if, in the opinion of the principal, there is insufficient supervision, or the event exceeds the capacity of the facility.
- R.** A school custodian will be on duty whenever a facility is being used except as exempted by the principal and so noted on the application. The custodian will provide assistance in handling furniture and equipment and will be responsible for seeing that the facility is left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged to the group or organization at an overtime rate set annually by the business and operations manager.
- S.** Corridors, exits, and stairways must be free of obstructions at all times.
- T.** Facilities will normally be opened ½ hour before the schedule program time and close ½ hour after the scheduled end of the program unless other arrangements are requested and approved on the application.
- U.** The school district reserves the right to require proof of liability insurance for any organization using the facility. The using organization shall hold the school district harmless with respect to any claim of loss, injury or damage because of negligence of the user or user's employees or agents, including damage to school district property or property for which the school district is liable.
- V.** Any infraction of the above rules, or violations of common behavioral decorum consistent with the approved event, may be grounds for immediate dismissal of the group or organization and for refusing to grant subsequent requests for use of school facilities.
- W.** If security or police coverage is required, the applicant shall make such arrangements at their expense. The applicant shall inform the Colchester Police Department (264-5556), the principal of the building/facility being used, and the maintenance foreman of the details of the security arrangement.

APPENDIX A:

- A classroom, cafeteria, and/or other room by a student club or student organization such as math, drama, student council, etc.
- The gymnasium for interscholastic and intra-mural athletics
- The Performing Arts Center or music room(s) by various student musical ensembles, choral groups, bands, and orchestras
- The cafeteria for student dances
- The cafeteria, library or Performing Arts Center for faculty meetings, plays, school report nights, staff trainings, board meetings, committees, school sponsored public forums
- All homework clubs

APPENDIX B:

- A classroom, cafeteria or library by Parent Teacher Organization (PTO)
- A classroom, cafeteria or library by the CHS Athletic Boosters or Athletic Clubs
- A cafeteria or library by the CMS Parent Forum

APPENDIX C:

- Only Colchester Town Recreation Department sponsored activities and programs

APPENDIX D:

- Use of fields and gymnasiums by Colchester athletic programs (youth Soccer, basketball, lacrosse, baseball)
- Use of art rooms, music rooms or cafeteria by Boy Scout, Girl Scout and 4-H programs
- Use of music rooms by the choral group from Colchester

APPENDIX E:

- Use of fields by area (non-Colchester) athletic programs (baseball, soccer, basketball)
- Use of cafeteria, Performing Arts Center by a for-profit business or group
- Use of classrooms, library, Performing Arts Center by religious affiliated organization

BUILDING AND GROUNDS RATES AND FEES

CLASSIFICATION OF USE:

Group I All student activities, teacher groups, PTO, the Town or any other agency of government or any voluntary non-sectarian and non-political organization directly contributing to education, or fund raising for the Colchester School District and non-fund-raising events of senior citizen groups.

Group II Town non-profit community organizations including political groups comprised primarily of Colchester residents, teaching staff, or residents offering instruction to Colchester residents for a fee.

Group III Out-of-town non-profit organizations.

Group IV Commercial groups, except those hired by the School District.

SCHEDULE OF RATES AND FEES

In addition to the amount charged in accordance with the following rate schedule, groups will be charged expenses incurred by the district for overtime and any other expense caused by the building usage. Note that for any support staff member (custodian, maintenance, cafeteria worker, etc.) to come in on a weekend or holiday requires wages at the overtime rate for a minimum of four (4) hours. Therefore, the minimum weekend/holiday charge is for four (4) hours at the rate of \$25.00 per support staff person, a minimum of \$100.00 per day for any group.

PER HOUR	GROUP I	GROUP II	GROUP III	GROUP IV
Classroom	\$0.00	\$5.00	\$10.00	\$15.00
CHS/CMS/MBS Cafeteria	\$0.00	\$20.00	\$40.00	\$60.00
PPS/UMS/CMS/MBS Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Mini-Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Gym	\$0.00	\$25.00	\$50.00	\$75.00
Performance Art Center w/ Tech	\$0.00	\$100.00	\$150.00	\$200.00
Performance Art Center w/o Tech	\$0.00	\$25.00	\$75.00	\$125.00
Concession Stand	\$0.00	\$10.00	\$20.00	\$40.00
Athletic Field	\$0.00	\$10.00	\$30.00	\$50.00
Computer Devices (per device/per hour)	\$2.50	\$5.00	\$7.50	\$10.00



COLCHESTER SCHOOL DISTRICT CALENDAR – SY 2019-2020 (GRADES PK-12)



August 2019					February 2020														
M	T	W	Th	F	M	T	W	Th	F	3	4	5	6	7	Feb 5: Early Release Day (grades K-12)				
			1	2						10	11	12	13	14	Feb 5: No School for MBS Preschool Students				
5	6	7	8	9	Aug 22, 26-27: Professional Development	17	18	19	20	21	24	25	26	27	28	Feb 24-28: School Recess			
12	13	14	15	16	Aug 23: Teacher Prep Day														
19	20	21	22	23	Aug 27: Smart Start/Orientation for K, 3, 6 & 9														
26	27	28	29	30	Aug 28: 1st Day of School (grades K-12)														
Student Days: 3					Cumulative: 3					Student Days: 15					Cumulative: 111				
September 2019					March 2020														
M	T	W	Th	F	M	T	W	Th	F	2	3	4	5	6	March 2: Professional Dev. 8 am – 11:30 am & Conferences 12 pm – 4 pm (grades PK-5)				
2	3*	4	5	6	Sept 2: Labor Day	9	10	11	12	13	16	17	18	19	20	March 2: Professional Development (grades 6-12)			
9	10	11	12	13	Sept 3: 1st Day of Preschool*	23	24	25	26	27	30	31				March 3: Conferences 10:30 am – 6:30 pm (grs PK-12)			
16	17	18	19	20	Sept 25: Early Release Day (grades K-12)											March 20: Professional Development			
23	24	25	26	27	Sept 25: No School for MBS Preschool Students														
30																			
Student Days: 20					Cumulative: 23					Student Days: 19					Cumulative: 130				
October 2019					April 2020														
M	T	W	Th	F	M	T	W	Th	F	6	7	8	9	10	April 8: Early Release Day (grades K-12)				
	1	2	3	4			1	2	3	13	14	15	16	17	April 8: No School for MBS Preschool Students				
7	8	9	10	11	Oct 17: Professional Development (grades PK-5)	20	21	22	23	24	27	28	29	30		April 20-24: School Recess			
14	15	16	17	18	Oct 17: Conferences 10:30 am – 6:30 pm (grs. 6-12)														
21	22	23	24	25	Oct 18: School Recess														
28	29	30	31																
Student Days: 21					Cumulative: 44					Student Days: 17					Cumulative: 147				
November 2019					May 2020														
M	T	W	Th	F	M	T	W	Th	F	4	5	6	7	8					
				1	Nov 25: Conferences 10:30 am – 6:30 pm (grs. PK-5)	11	12	13	14	15	18	19	20	21	22				
4	5	6	7	8	Nov 25: Professional Development (grades 6-12)	25	26	27	28	29						May 25: Memorial Day			
11	12	13	14	15	Nov 26: Conferences 8 am – 12 pm (grades PK-5)														
18	19	20	21	22	Nov 26: Professional Development (grades 6-12)														
25	26	27	28	29	Nov 27-29: School Recess														
Student Days: 16					Cumulative: 60					Student Days: 20					Cumulative: 167				
December 2019					June 2020														
M	T	W	Th	F	M	T	W	Th	F	1	2	3	4	5	June 11: Earliest Possible Closing				
2	3	4	5	6	Dec 4: Early Release Day (grades K-12)	8	9	10	11	12	15	16	17	18	19	June 12-18: Make-up Days (for emergency closings)			
9	10	11	12	13	Dec 4: No School for MBS Preschool Students	22	23	24	25	26	29	30				June 12: Professional Development (PK-12 staff)*			
16	17	18	19	20	Dec 23-31: School Recess											June 15: Prof. Dev. 8 am – 12 pm (PK-5 staff)*			
23	24	25	26	27											June ____: CHS Graduation Day				
30	31																		
Student Days: 15					Cumulative: 75					Student Days: 9					Cumulative: 176				
January 2020					Fall 2019 Open House Dates														
M	T	W	Th	F	M	T	W	Th	F						Professional Development Day or Conferences – No School				
		1	2	3	Jan 1: School Recess	PPS:										School Recess or Holiday – No School			
6	7	8	9	10	Jan 20: MLK Holiday	UMS:										Early Release Day – Dismissal at 12:00 noon (grades 6-12) and 12:45 PM (grades K-5). No preschool on these days.			
13	14	15	16	17		MBS:										Emergency Closing/Snow Day - No School			
20	21	22	23	24		CMS:										Potential Make-Up Days for Emergency Closings			
27	28	29	30	31		CHS:													
Student Days: 21					Cumulative: 96														
Approved: _____															Students in Colchester attend school 176 days				

*Professional Development will be held on the first two days following the close of school. The second day is for PK-5 staff only (this is a half day).

PERSONNEL CONSENT AGENDA

Board Date: March 19, 2019

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Christiana	Carmichael	End of Employment	Elementary Teacher	1.0 FTE	MBS	Request to end Employment effective June 30, 2019			Yes
Teacher	Nadine	Zane	End of Employment	Special Education Teacher	1.0 FTE	MBS	Request to end Employment effective June 30, 2019			Yes
Teacher	Hilary	Carter	Leave of Absence	English Teacher	1.0 FTE	CHS	Leave of Absence Request for 2019-2020 School Year			
Teacher	Debra	DeMulder	New Hire	504 Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Jessica Murray	Yes	Yes
Teacher	Katie	McIntyre	New Hire	Special Education Teacher	1.0 FTE	UMS	Request to Hire	Joshua Yosucico	Yes	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	Colby	Blondin	New Hire	JV Boys Lacrosse Coach		CHS	Notice of Hire	Nick Snelling	Yes	Yes
Support Staff	Emily	Colby	End of Employment	Technology Helpdesk Specialist	40.0 hr	DW	Notice of End of Employment			Yes
Support Staff	Linda	Gregoire	End of Employment	Administrative Assistant-Guidance Registrar	40.0 hr	CMS	Notice of End of Employment			Yes
Support Staff	Allison	Middleton	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Natasha Halverson	Yes	Yes
Support Staff	Derek	Spear	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Jody Wright	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, March 5, 2019
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, March 5, 2019, 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 Representative Sophia Brigante; 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 Jordan Burke.

There were 2 audience members.

I. Call 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. Hear Colchester School District Audit Report for FY'18 Information

Fred Duplessis, CPA from Sullivan, Powers and Co., provided the board and community with an overview of their audit report and findings for FY' 18. A copy of the report is available on the district website. The audit was clear and the district was found to be in full compliance.

IV. Hear and Discuss FY'20 Budget Results Information

The school article regarding the FY'20 school budget passed with 1,582 votes in favor and 1,036 votes against. Following the announcement of the results, the board members and Superintendent Amy Minor thanked the community for their support.

V. Approval of Recommendation for Administrator Contract Renewals 2019-2020 Action

Superintendent Amy Minor provided the board with a memo outlining the contracts that she recommends to renew for the FY'20 school year.

Director White moved to approve the recommended Administrator Contracts for the 2019-2020 school year, seconded by Director Cox. The motion passed unanimously, 5-0.

VI. Approval of Recommendation for Teacher Contract Renewals 2019-2020 Action

Superintendent Amy Minor outlined the contracts that she and the rest of the administrative team recommend to renew for the FY'20 school year.

Director Kieny moved to approve the superintendent's recommendations for teacher contract renewals for FY'20 as provided, seconded by Director Taylor. The motion passed unanimously, 5-0.

VII. Approval of Personnel Consent Agenda

Action

The following Personnel Consent Agenda was presented for March 5, 2019.

PERSONNEL CONSENT AGENDA

Board Date: March 5, 2019

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Lois	Whitney	End of Employment	Mathematics Teacher	1.0 FTE	CMS	Request to end Employment effective June 30, 2019			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	Connie	Sheets	New Hire	Softball, Varsity Assistant Coach		CHS	Notice of Hire	Emily Eakin	Yes	Yes

Director Kieny moved to approve the Personnel Consent Agenda as provided, seconded by Director Taylor. The motion passed unanimously, 5-0.

VIII. Approval of Minutes: February 19, 2019 Action

Director Kieny moved to approve the minutes of February 19, 2019, seconded by Director Taylor. The motion unanimously, 5-0.

IX. Board/Administration Communication, Correspondence, Committee Reports Information

- Outright Vermont is giving two community presentations in March and April. Notice of the events will go out to families soon.
- Feedback on the draft mission and vision statements was solicited from the community at the Town Meeting and the polls. The same survey will also go out to employees, families, and students.

X. Possible Future Agenda Items Information

- CSD Calendar 2019-2020
- PAC Usage Presentation
- Strategic Plan
- eFinance Update

XI. Executive Session

Director Cox moved to enter executive session to discuss a student matter at 7:34 p.m., seconded by Director White. The motion passed unanimously, 5-0.

Director White moved to exit executive session at 7:48 p.m., seconded by Director Taylor. The motion passed unanimously, 5-0.

XII. Adjournment

Director Cox made a motion to adjourn at 7:49 p.m., seconded by Director White. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Craig Kieny
Board Clerk