

Colchester School Board

Meeting Agenda and Packet

July 9, 2019

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
July 9, 2019
7:00 P.M.**

AGENDA

- | | |
|--|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizens Participation* | |
| III. Presentation by the Winooski Valley Park District | Information |
| IV. Approval of Tax Anticipation Note | Action |
| V. Approval of Personnel Consent Agenda | Action |
| VI. Approval of Minutes: June 4, 2019 | Action |
| VII. Approval of Minutes: June 11, 2019 | Action |
| VIII. Approval of Minutes: July 3, 2019 | Action |
| IX. Board/Administration Communication, Correspondence, Committee Reports | Information |
| X. 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.



Government Banking & Finance

Two Burlington Square
Burlington, Vermont 05401

T: 802.660.1358 F: 844.885.3580 Toll Free: 800.367.6711

June 28, 2019

Mr. George Trieb
Business & Operation's Manager
Colchester Town School District
P.O. Box 27
Colchester, VT 05446

Dear George:

People's United Bank is pleased to offer the following financing terms for the District's tax anticipation borrowing for the 2019-20 fiscal year. Based on the cash flow statement submitted, we offer the following:

Amount:	\$2,000,000
Purpose:	In anticipation of taxes for the 2019-20 FY
Loan Structure	Line of Credit
Issue Date:	July 12, 2019
Maturity Date:	June 28, 2020
Interest Rate:	2.60%
Interest Payable:	At Maturity
Prepayment Ability:	Prepayment is allowed in whole, or in part, prior to maturity.
Advances:	Advances will be limited to two monthly with minimum draws of \$50,000.00.

Please note the above line of credit is offered to the District as a non-revolving line of credit, and the individual advances taken during the term of the line cannot exceed the total dollar amount of the line. For example, on a line of \$1,000,000, and the first advance equals \$600,000, the District would have only \$400,000 available during the remainder of the term even if the initial \$600,000 advance is repaid during the term of the line.

Mr. John Trieb
Page 2
June 28, 2019

Investment of Funds:

We offer the District a guaranteed annualized investment yield of 1.41% (actual rate of 1.40%) until June 30, 2020 on all operating funds of the District. For operating funds of the District, those deposits will be placed in the District's existing sweep account, and the maximum amount under the guaranteed rates is limited to operating funds for the District, and is for the period of July 12, 2019 through June 28, 2020.

The above offer also includes collateralizing the District's funds for amounts in excess of the \$250,000 FDIC maximum coverage amount. Excess deposits for the District will continue to be part of the existing pool collateral agreements which are held by our Trust Department who is acting as custodian for the District. Under the existing formal agreement, U.S. Treasury Securities, Agencies and short-term Municipal Notes are used as collateral for deposits. On a monthly basis, the Custodian will continue to determine the value of all pledged securities compared to the amount of bank deposits being covered under this program, and send a statement to the District.

George, should you have any questions regarding our offer, please call me at 660-1356. I look forward to hearing from you.

Cordially,



David E. Olson
Senior Vice President
Government Banking

I agree to the terms and conditions as stated in the above proposal.

Signed By:


George Trieb, Business & Operation's Manager


Date

PERSONNEL CONSENT AGENDA

Board Date: July 9, 2019

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Courtney	Thomas	Leave of Absence	Elementary Teacher	1.0 FTE	UMS	Request Leave of Absence from approximately 12/9/19 to 3/16/20			
Teacher	Frances	Binder	New Hire	School Librarian	1.0 FTE	CHS	Request to Hire	Christine Eldred	Yes	Yes
Teacher	Katherine	Brown	New Hire	English Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Megan Gagne	Yes	Yes
Teacher	Susan	St. Pierre	New Hire	Early Childhood Education Teacher, Long-Term Substitute	1.0 FTE	MBS	Request to Hire	Taylor Gamache	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	Jaclyn	Dixon	New Hire	Assistant Girls' Cross Country Coach		CHS	Notice of Hire		Yes	Yes
Co-Curricular	George	Trieb, Jr.	New Hire	Girls' Varsity Basketball Coach		CHS	Notice of Hire	Jason Desjardin	Yes	Yes
Support Staff	Louis	Merola	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Jason	Singh	End of Employment	Assistant Network Engineer	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Derek	Spear	End of Employment	Paraeducator - Special Education	32.5 hr	CHS	Notice of End of Employment			Yes
Support Staff	Ellen	Tetrick	End of Employment	Paraeducator	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Diane	Bessette	New Hire	Paraeducator	32.5 hr	UMS	Notice of Hire	Ellen Tetrick	Yes	Yes
Support Staff	Elizabeth	Clapp	New Hire	Behavior Interventionist	16.25	CMS	Notice of Hire	Morgan McNall	Yes	Yes
Support Staff	Andrew	Hedden	New Hire	Behavior Interventionist	40.0 hr	CMS	Notice of Hire	Michael Brown	Yes	Yes
Support Staff	Alison	O'Brien	New Hire	Paraeducator - ELL	32.5 hr	CMS	Notice of Hire	Joanne Beaubien	Yes	Yes
Support Staff	Shauna	Rooney	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire	Francesca Martinelli	Yes	Yes
Support Staff	Heidi	Echo	Transfer	Bookkeeper	40.0 hr	CHS	Notice of Transfer	Mark Ellingson	Yes	Yes
Support Staff	Meghan	Mead	Transfer	Special Education Building Secretary	35.0 hr	CMS	Notice of Transfer	Tina Carroll	Yes	Yes
Support Staff	Angela	Plumb	Transfer	Building Secretary	37.5 hr	CMS	Notice of Transfer	Penny Dodson	Yes	Yes
Support Staff	Jonathan	Thompson	Transfer	Paraeducator - Math Center	32.5 hr	CHS	Notice of Transfer	Bonnie Domachowski	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, June 4, 2019
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, June 4, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, Lincoln White and Curt Taylor; Student Representative Sophia Brigante; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Curriculum and Instruction Gwen Carmolli; Director of Special Education Carrie Lutz; and Principals Heather Baron, Michele Cote, Jordan Burke, Chris Antonicci, and Carolyn Millham. There 3 people in the audience.

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. CHS Trip to France Recap Presentation

Information

CHS French Teacher, Jennifer Loiseau along with six French IV students who traveled to France shared photos and stories of their travels. They emphasized the fact that it was very impactful to visit places that they had learned about in class. Board Chair Rogers asked the students how the trip contributed to their overall education. Several of the students remarked that the experience of immersing themselves in the culture and language was unforgettable and has advanced their language skills. The students also spoke to the importance of the opportunity as a whole. Several said they would have never been able to travel to France financially without the affordability provided through fundraising, group discounts, and planning.

IV. Summer Reading Program at Colchester Middle School

Information

Colchester Middle School Library Media Specialist, Rebecca Sofferman and 7th grade student Elizabeth Shirk provided the board with an overview of the summer reading program. The program is modeled after a traditional book club and is in its third year at CMS. All students choose one book from a list of over 30 options to read over the summer. Once students return to school in August, they break into groups with faculty members and fellow students who read the same book. The groups allow students and faculty members from different grade levels to come together to discuss a book that they truly enjoyed reading. There is significant research highlighting the importance of summer reading for students. Summer reading loss has been found to be a major contributor of academic achievement gaps. Annually, our school library media specialists across the district provide families with information regarding the importance of reading and book selection over the summer months. CMS student, Elizabeth Shirk who is an avid reader, explained how students can further challenge themselves to read numerous books through a scavenger hunt.

V. Approval of Continuous Improvement Plan Submission **Action**

The Vermont Accountability Plan requires each district to develop a Continuous Improvement Plan that uses data and goals to increase achievement for all students. Director of Curriculum and Instruction Gwen Carmolli gave a presentation highlighting the district's work and requested approval to submit the plan to the Vermont Agency of Education

Director Cox moved to approve the submission of the district's Continuous Improvement Plan to the Vermont Agency of Education, seconded by Director Kienny. The motion passed unanimously, 5-0.

VI. Literacy Instruction at Union Memorial School Presentation **Information**

This past school year, Union Memorial School Principal Chris Antonicci focused his faculty on increasing classroom teacher knowledge of interactive strategies to support struggling readers. They consulted with an outside expert Dr. Marjorie Lipson who is nationally and internationally known for her research in the areas of reading and literacy. Principal Antonicci's presentation informed the board on how UMS is measuring and achieving their literacy goals since starting their work. He showed the positive results they are seeing both instructionally and in their student performance data.

VII. First Reading of Donations and Scholarships Policy: E10 **Action**

Business and Operations Manager George Trieb provided the board with an overview of the current policy and a couple proposed changes. One of which is to remove "scholarships" from the title since the policy is primarily about donations. The second proposed edit was to add that donations may also be invested with minimal risk instruments such as a well diversified mutual fund portfolio. The board voiced concerns on the impact of variable markets and potential financial liability. Director White suggested that there be a second layer of oversight for the person responsible for investing the donation. Director Taylor also asked for the policy to be clear that money cannot be moved from a zero risk investment to a minimal risk. For the second reading, Manager Trieb will bring back revised language and further information on the district's current investments.

Director White moved to approve the first reading of Donations and Scholarships Policy, seconded by Director Cox. The motion passed unanimously, 5-0.

VIII. Strategic Plan Update: Vision and Mission Statements **Information**

Superintendent Amy Minor shared the current draft version of the district's new vision and mission statements. The district as solicited feedback over several months from community members, families in the district, and employees. There have been several variations of each draft to get to the current versions and Superintendent Minor asked the board to take some time to review the two statements and provide feedback at later date.

IX. Approval of Personnel Consent Agenda **Action**

The following Personnel Consent Agenda was presented for June 4, 2019.

PERSONNEL CONSENT AGENDA

Board Date: June 4, 2019 Revised

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Natalie	Burgess	New Hire	Social Studies Teacher, One-Year Only	0.8 FTE	CHS	Request to Hire	Rachel Cohen	Yes	Yes
Teacher	Miriam	Mahar	New Hire	Alternative Education Teacher	1.0 FTE	CAP	Request to Hire	Megan Gagne	Yes	Yes
Teacher	Hannah	Terracino	New Hire	Art Teacher	1.0 FTE	MBS	Request to Hire	Katherine DeCoff	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
Support Staff	Heidi	Amlaw	End of Employment	Food Service Worker	17.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Miranda	Axworthy	End of Employment	Paraeducator/Paraeducator-Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Justin	Bissonette	End of Employment	Paraeducator/Paraeducator-Special Education	17.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Nichole	Fitzgerald	End of Employment	Paraeducator/Paraeducator-Special Education	32.5 hr	UMS	Notice if End of Employment			Yes
Support Staff	Meagan	Holland	End of Employment	Paraeducator-Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Francesca	Martinelli	End of Employment	Paraeducator	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Morgan	McNall	End of Employment	Behavior Interventionist	35.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Ben	Mitchell	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Emilie	Schweikert	End of Employment	Paraeducator - Special Education	32.5 hr	MBS	Notice of End of Employment			Yes
Support Staff	Philip	Smith	End of Employment	Paraeducator - Special Education	32.5 hr	MBS	Notice of End of Employment			Yes
Support Staff	Pamela	Wadsworth	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Kristin	Watson	End of Employment	Paraeducator	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Kristin	Funsten	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire	Kristin Watson	Yes	Yes
Support Staff	Brittany	Langevin	New Hire	Staff Accountant/Payroll	40.0 hr	CO	Notice of Hire	Jessica Phelan	Yes	Yes

Director Cox moved to approve the Personnel Consent Agenda, seconded by Director Kienny. The motion passed unanimously, 5-0.

X. Approval of Minutes: May 21, 2019 Action

Director Cox moved to approve the amended minutes of May 21, 2019, seconded by Director Kienny. The motion unanimously, 5-0.

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

- CMS is hosting a Community Learning Event on Monday at 6:30 pm.
- The Board retreat will take place on Tuesday, June 11th at 5:30.
- The Central Office Team recently attended a leadership retreat specifically designed for central office administrators.
- Board Chair Mike Rogers and Superintendent Amy Minor presented Student Representative Sophia Brigante with a bouquet of flowers and shared some words of appreciation for her dedication this school year. This was her last meeting prior to her graduation from CHS.

XII. Possible Future Agenda Items Information

- CHS Debate Team Resolution Presentation

XIII. Adjournment

Director Taylor made a motion to adjourn at 8:49 p.m., seconded by Director white. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Central Office Conference Room

Tuesday, June 11, 2019
5:30 p.m.

MINUTES

The Colchester Board of Education held a Special Board Meeting on Tuesday, June 11, 2019 in the Central Office Conference Room. Those in attendance were: Board Chair Mike Rogers; Directors Craig Kieny, Curt Taylor and Lindsey Cox; Superintendent Amy Minor, Business Manager George Trieb, and Director of Student Support Services Carrie Lutz. Director Lincoln White participated by phone. Also, in attendance for the retreat portion of the agenda was John Hemmelgarn from Black River Design.

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 5:41p.m.

II. Approval of Individuals with Disabilities Education Improvement Act-B Assurances (IDEA-B) Action

In order to apply for these grant dollars, the district has to provide assurance that will comply with all federal regulations in this area. The board needs to authorize the superintendent and the board chair to sign the assurances for IDEA Act-B which include the use of the National Instruction Material Access Center, complete federal record keeping, fulfilling Child Find obligations, and to provide special education service and comply with state regulations.

Director Taylor moved to authorize the superintendent to sign the assurances for IDEA-Part B for the 2019-2020 grant application, seconded by Director Kieny. The motion passed unanimously, 5-0.

III. Approval for Purchase of Playground Equipment for Preschool at MBS Action

Director of Student Support Services, Carrie Lutz, requested the board's approval to purchase new preschool playground equipment. The current playground is too small, the structure has been deemed unsafe and it is not handicapped accessible. Director Taylor asked about the type of fencing material used for the playground. Director Kieny wanted to know what would happen if we did not upgrade the equipment. Ms. Lutz shared that there could be negative impacts on our preschool accreditation.

Director Kieny moved to approve the preschool playground purchase as presented authorized the business manager to sign the necessary documents to make that happen, seconded by Director Cox. The motion passed unanimously, 5-0.

IV. Board of Education Retreat

The board discussed the need to find a permanent location for the Colchester Alternative Program. Currently the district is renting a space until 2022, and Superintendent Minor outlined that her goal is to have a permanent home for CAP before our current lease is up. Superintendent Minor shared three possibilities for a permanent space for CAP and the board

provided direction on the next steps that need to be completed before the board is ready to make a decision.

The school board discussed the long term needs for a facility that will provide enough space and flexibility to meet the learning needs of all students in grades PreK – 2. The board is aware that the current learning space for preschool is inadequate and PPS and UMS are overdue for significant renovations.

John Hemmelgarn, an architect from Black River Design attended the retreat to share his assessment of the building and necessary renovations that are needed at UMS and PPS to ensure that we have an adequate learning space for all students. As a next step, the board has directed Business Manager George Trieb and Superintendent Amy Minor to have a traffic study done, begin developing site plans, investigate if a second entrance/exit to the CHS property is possible, to determine if a potential new school building could be placed on the backside of the CHS campus, begin to develop a communication plan regarding the status of UMS/PPS, and to work with building principals to champion this project in their building and in the community.

Director Rogers moved to enter executive session at 8:50 p.m. for the purpose of discussing the Superintendent's evaluation seconded by Director Kieny. The motion passed unanimously, 5-0.

V. Adjournment

Director Kieny moved to exit executive session and adjourn at 9:09 p.m. seconded by Director Cox. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Lindsey Cox
Board Clerk

COLCHESTER SCHOOL DISTRICT

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

Wednesday, July 3, 2019
9:00 a.m. (Executive Session)

MINUTES

The Colchester Board of Education held a Special Board Meeting on Wednesday, July 3, 2019 in the Conference Room at Central Office. Those in attendance included: Board Chair Mike Rogers; Directors: Craig Kieny, Lincoln White and Curt Taylor; Superintendent Amy Minor; Principal Heather Baron; and the student and their family.

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 8:55 a.m.

II. Executive Session: Student Hearing

Director Kieny moved to enter executive session at 8:56 for the purpose of a student hearing, seconded by Director White. The motion passed unanimously, 4-0.

III. Adjournment

Director Kieny moved to exit executive session and adjourn at 10:00 a.m. seconded by Director White. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Craig Kieny
Board Clerk