

Colchester School Board

Meeting Agenda and Packet

September 17, 2019

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
September 17, 2019
7:00 P.M.**

AGENDA

- | | |
|---|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizens Participation* | |
| III. Report from Building Principals | Information |
| IV. Approval of CHS Music Department Trip to New York City | Action |
| V. Annual School Report: Union Memorial School | Information |
| VI. Second and Final Reading of Fiscal and Business Management Policy: E1 | Action |
| VII. First Reading of Local Action Plan Policy: G8 | Action |
| VIII. First Reading of Parents and Community Involvement: H2 | Action |
| IX. First Reading of Comparability Policy: G2 | Action |
| X. Approval of Personnel Consent Agenda | Action |
| XI. Approval of Minutes: September 3, 2019 | Action |
| XII. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XIII. Future Agenda Items | Information |
| XIV. 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.



UNION MEMORIAL SCHOOL

School Report 2018-2019 School Year

ENROLLMENT		
Grade Level	Students	Class Size
Kindergarten	88 students	22.0 students
First Grade	85 students	21.3 students
Second Grade	80 students	20.0 students
TOTAL	253 students	21.1 students

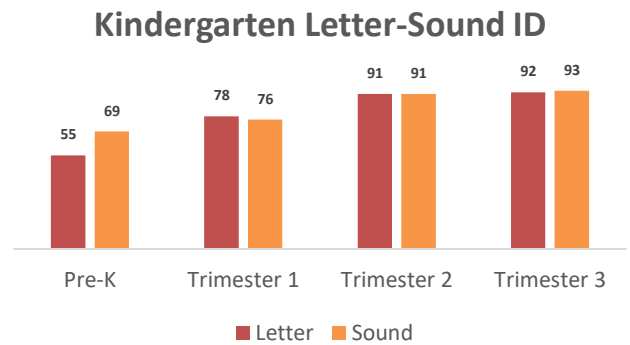
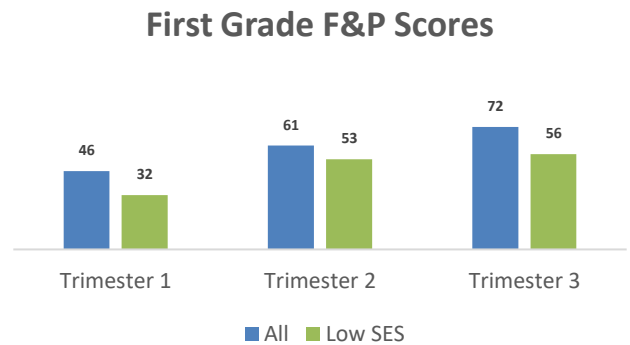
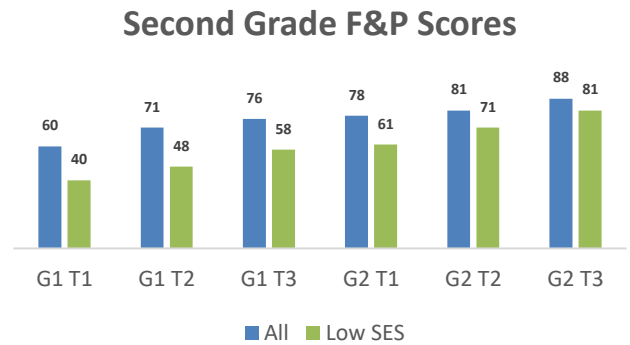
DEMOGRAPHICS
35 students (14.1%) were on an IEP or §504 plan
97 students (38.3%) received free lunch
13 students (5.2%) received English Language (EL) services

IMMUNIZATION		
Vaccine	UMS Rate	VT Rate
DTaP/Tdap	98.8%	92.9%
Polio	98.4%	92.5%
MMR	98.8%	93.0%
Hep B	98.4%	94.6%
Varicella	98.0%	92.3%
Fully Immunized	97.2%	90.4%

100% of our teachers are Highly Qualified

Our Average Daily Attendance is 96%

DISCIPLINE	
Number of Days of Suspension	3.5 days
Number of Students Suspended	3 students
Average length of Suspension	1.2 days
Number of Bullying Incidents	0 incidents
Number of Harassment Incidents	0 incidents
Number of Hazing incidents	0 incidents



FIRST GRADE MATHEMATICS														
EDM Units									Addition Facts			Subtraction Facts		
Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	T1	T2	T3	T1	T2	T3
87	91	85	85	78	85	88	85	84	95	90	87	81	66	69

SECOND GRADE MATHEMATICS														
EDM Units									Addition Facts			Subtraction Facts		
Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	T1	T2	T3	T1	T2	T3
91	94	90	90	91	87	95	90	90	95	91	91	85	70	79

Continuous Improvement Plan Highlights

88% of our second graders met or exceeded the reading standard by the end of the school year.

We were recognized as an Exemplar School by Vermont PBIS for implementing PBIS with fidelity at the universal level.

Classroom teachers adopted and implemented the first of three new science units that are aligned to NGSS.

COLCHESTER SCHOOL DISTRICT

POLICY: FISCAL AND BUSINESS MANAGEMENT POLICY

DATE ADOPTED: DRAFT

PURPOSE

In accordance with Title 16 V.S.A. § 563, the School Board is responsible for the School District's fiscal and business management. This policy defines the School Board's compliance with that responsibility.

POLICY STATEMENTS

I. GENERAL

The Superintendent, or their designee, shall establish, develop and maintain a system or systems to ensure the compliance with the financial and auditing requirements of Title 16 V.S.A. § 563. This includes and is not limited to:

- A. Timely and accurate financial information for decision making.
- B. Ability to meet reporting requirements of the School Board, State and Federal Governments as well as other grantors.
- C. Annual audit requirements.
- D. Budget development, implementation and management.
- E. Ensure that financial payments made by the School District are legal, appropriate and in accordance with the budget adopted by the School Board or in accordance with the requirements of a grant accepted by the School District.

All expenses shall be recorded in accordance with Handbook for Financial Accounting of Vermont School Systems: Financial Code Classification System (Handbook II). The fiscal year shall be July 1st to June 30th.

The Superintendent, or their designee, will establish a system for managing miscellaneous accounts as may be necessary to comply with appropriate statutes, regulations, and requirements.

The Superintendent, or their designee, will establish a system for managing all federal, state or local grant funds. Such funds will not be placed in Student Activity Accounts.

Legal Reference(s): 1 V.S.A. § 31316 V.S.A. § 562 and § 563
24 V.S.A. § 1571, § 1681 § 1682, and § 1683

Last Adopted: August 1, 2017
Date Warned: August 30, 2019
First Reading: September 3, 2019
Second Reading:

II. BUDGET

A. General

1. The annual budget of the school system shall reflect the needs and goals of the school system.
2. The Superintendent's Office shall be responsible for the process used to collect all data needed for the preparation of the budget.
3. The budget shall meet the requirements of Title 16 V.S.A. and the regulations of the State Board of Education.
4. The School Board shall develop a budget at regular or special meetings.

B. Budget Preparation

Each year the Superintendent, or their designee, shall develop a budget plan based on ongoing consultations with school employees, parents, students and other citizens. Public hearings and informational meetings will take place prior to formal adoption of the budget proposal. The objective of this plan is to provide the School Board with a proposed district budget that is in line with the School District's Vision Plan.

III. BUDGET APPROVAL

The School District's proposed budget will be presented by the School Board for approval by voters at the annual School District meeting. The budget presentation format shall include clarifying the budget priorities adopted by the School Board, the sources and amounts of revenues and expenditures, program changes and school board strategies.

IV. BUDGET MANAGEMENT

The School District's voter approved budget defines its spending plan for each fiscal year. Consistent with state education laws and regulations, it is the responsibility of the Superintendent to implement and manage the School District's budget.

Changes to the budget allocations will be reported to the School Board as a part of the Quarterly Financial Report described in Section V of this policy.

V. FINANCIAL REPORTS

The Superintendent, or their designee, shall ensure that the School Board is provided with quarterly financial reports which detail budgeted/forecasted revenues and expenditures, as well as financial commitments of the School District.

- A. The Superintendent, or their designee, shall provide the School Board with a quarterly report for review of the financial status of the School District (Quarterly Financial Report).
- B. The Superintendent, or their designee, will ensure that all state, federal and other (grantor) reports are filed in accordance with the requirements of the various grantors, state and federal governments.
- C. The Superintendent, or their designee, will cooperate with the annual independent audit to ensure the internal controls are in place and functioning effectively to safeguard the funds and assets of the School District.

VI. ANNUAL AUDIT

As required by Title 16 V.S.A., the School District will be audited annually by an independent certified public accounting firm.

Annually, the School Board shall meet with the auditor to review the audit report and recommendations and, in conjunction with the Superintendent, evaluate the School District's accounting practices, internal controls, and procedures based upon performance standards.

VII. RISK MANAGEMENT

The Superintendent, or their designee, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the operations of the School District. The risk management and insurance program shall include means for identifying, eliminating, reducing, retaining, or transferring risk. When the School District cannot feasibly eliminate or retain a particular risk, it shall be transferred by the purchase of insurance.

- A. The School District will comply with state statute and maintain an insurance program to protect it against actions, including fraud, mistakes, and errors of omission by employees.
- B. The School Board shall maintain an adequate insurance program to protect the School District against loss, which may occur due to the many normal and usual hazards which a public school system faces.
- C. The School District will also carry additional insurance, when needed, to protect the School District against specific and unusual hazards which may occur, from time to time, in the various operations of the School District.
- D. The insurance program shall include, but not be limited to:
 1. Fire and Damage Insurance (buildings and equipment)
 2. Fire and Property Damage Insurance (vehicles)

3. Workers Compensation Insurance
4. Fidelity Bond Insurance, Liability Insurance, including School Leaders Errors and Omissions

E. Bonding

1. The School Board recognizes that prudent trusteeship of the resources of the School District dictates that employees responsible for the safe keeping of the School District's monies and property be bonded.
2. The School District shall be indemnified against loss of money and property by bonding of employees holding positions, which have access to property and monies.
3. Such bonds shall be subsumed under a blanket bond. The School Board shall bear the cost of bonding each employee required to be bonded by this policy.

VIII. INVESTMENT MANAGEMENT

The primary objectives of School District's investment activities are as follows:

- A. To conform with all federal, state and other legal requirements;
- B. To adequately safeguard principal;
- C. To provide sufficient liquidity to meet all operating requirements; and
- D. To obtain a reasonable rate of return.

All funds shall be invested at the direction of the Superintendent, or their designee. The School District's investments will be limited to low risk investments to include Certificates of Deposit, Money Market Accounts, Sweep Accounts or other like investments.

IX. CASH AND CHECKING ACCOUNTS

A. Petty Cash

In certain situations, the cost of processing a purchase order could exceed the cost of a single purchase. In order to remain cost effective, small purchases are occasionally paid for in cash. To facilitate these small expenditures, and to meet emergency needs for cash, a petty cash revolving fund is annually authorized to a school and the Superintendent's Office for purchases.

This is sometimes called a "revolving fund" since it always equals the same dollar amount comprised of cash and/or detailed receipts. Petty cash should not be used to thwart or circumvent established purchasing procedures; instead, it is a

convenient accommodation to facilitate immediate necessary acquisition of local low-cost goods and services in an efficient manner.

The School Board authorizes but does not require, the following petty cash drawn from the General Fund.

Schools:	High School	\$50
	Middle School	\$50
	Malletts Bay School	\$50
	Union Memorial School	\$50
	Porters Point School	\$50
	Special Education	\$200

1. Petty Cash Checking Account

In addition to the foregoing, Petty Cash Checking Account is authorized as follows:

Central Office: \$4,500

B. Deposits and Checking Accounts Using the District Federal Tax Identification Number

All funds deposited in accounts using the School District's Federal Tax Identification or in the name of the School District or its component programs are the responsibility of the School Board. Organizations who wish to retain control of their funds cannot use the School District's Federal Tax Identification and retain control over the money on deposit.

No accounts will be established without the written authorization of the Superintendent. Annually, the Superintendent shall create a listing of accounts using this identification and report this to both the School Board and the School District Treasurer. This report shall include the owners and the purpose of each account. In every case, the School District Treasurer shall be an authorized signatory on such accounts.

X. PURCHASING

The School District's procedure for soliciting and awarding business shall conform to all applicable federal and/or state laws, in particular, Title 16 V.S.A., Section 559 (Public Bids).

For each bid process, when the amount is in excess of \$15,000, the Superintendent shall present the bid results along with a description of the bid process and a recommendation to the School Board for award of the bid.

The School Board reserves the right to reject any or all of the bids and to invite other bids on any proposed transaction.

Any spending of federal funds should follow the “Federal Procurement Procedures” document and should utilize the related “Procurement Documentation Form”.

Purchase orders are the preferred method of making obligations for the School District. When purchase orders are not an option or when savings are gained through electronic/internet purchases, a district issued credit card can be used. The use of a district credit card is not intended to circumvent the district’s policy of purchasing. Use of the district credit card should not be used when a purchase order is acceptable.

Often obligations are created and the invoice issued in such a way as to make the Purchase Order process redundant. Examples include and are not limited to: mileage reimbursement, purchases made by employees away from the School District (with approval) or emergency repairs. Additionally, food services, maintenance, and custodial services often are required to make purchases where the Purchase Order system would create a more cumbersome and expensive process. Such “payments from invoices” can be made provided the appropriate authorization is documented and attached with the invoice for inclusion in the Board Orders. For payment to a vendor, there needs to be an invoice that includes the requested payment with administrative approval to make the payment. In the case of mileage reimbursement, there needs to be a signature of the person requesting reimbursement and administrative signature verifying that the payment is proper and legal.

XI. APPROVAL OF BOARD ORDERS

The School Board will comply with the review requirements of Title 16 V.S.A. § 563 (8). The review process is intended to ensure that all payments are lawful and in accordance with the budget adopted by the School District.

Pursuant to state statute, the School Board has authorized the Business and Operations Manager to examine claims against the district for school expenses and draw orders for such as shall be allowed, payable to the party entitled.

An account payable warrant report is prepared and distributed electronically to all School Board Directors, the Superintendent, and the School District Treasurer. Prior to distribution, the warrant report and all supporting documentation are thoroughly reviewed and approved by the Business and Operations Manager.

XII. DISPOSITION OF SURPLUS PROPERTY

The Board may dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

- A.** The building Principal or person in charge of the department where school property is located and is to be disposed of will inform the Superintendent, or their designee, of the availability of the property.
- B.** The Superintendent, or their designee, shall inform all administrators throughout the School District of all property available for disposal. Any department that can

use such equipment or supplies may so inform the Superintendent. The property will then be reassigned.

- C. If there is no School District use for the equipment, the Superintendent, or their designee, will contact the Town Manager to see if there is a need in the Town for such equipment.

Surplus items will be classified and disposed of as follows:

- A. Items determined to have no resale value may be disposed of by the most efficient method by the Superintendent or their designee.
- B. Items determined to have resale value:
 - 1. The Superintendent, or their designee, may dispose of those items having a fair market value of less than \$2,500 per item by private sale. A fair process will be followed for such sale. This process will include posting within the School District and on the District's website that an item is for sale and provide an opportunity to bid on the purchase.
 - 2. Items having a fair market value of \$2,500 per item or more will be advertised for sale, upon School Board's approval, and sold to the highest qualified bidder.
 - 3. The Board will reserve the right to reject any and all bids.

All money received from the sale of property will be deposited in the general revenue fund of the School District.

COLCHESTER SCHOOL DISTRICT

POLICY: LOCAL ACTION PLAN

DATE ADOPTED: October 21, 2003

POLICY STATEMENT

In accordance with state law, it is the policy of the Colchester School District to establish annually a local action plan, based on student achievement data, that sets forth goals and associated resources needed to improve student performance.

The Superintendent shall develop and maintain procedural guidelines relative to this policy.

Legal References:

V.S.A. Title 16 § 165

VT State Board of Education Manual of Rules and Practices § 2120.1

Date Warned: August 1, 2003

First Reading: August 5, 2003

Second Reading: August 19, 2003

Third Reading: October 21, 2003

COLCHESTER SCHOOL DISTRICT**POLICY: COMPREHENSIVE IMPROVEMENT PLAN****DATE ADOPTED: DRAFT****POLICY STATEMENT**

In accordance with state law, it is the policy of the Colchester School District to establish annually a Comprehensive Improvement Plan (CIP) for the district as a whole, as well as individual CIPs for each school located in the district. These plans must be based on student achievement data and shall set forth goals and associated resources needed to improve student performance.

*Legal References:**V.S.A. 16 § 165**Vermont State Board of Education Manual of Rules and Practices § 2125*

Last Adopted: October 21, 2003
Date Warned: September 13, 2019
First Reading: September 17, 2019
Second Reading:

COLCHESTER SCHOOL DISTRICT

POLICY: PARENT AND COMMUNITY INVOLVEMENT POLICY

DATE ADOPTED: September 18, 2007

PHILOSOPHY

Colchester School District supports comprehensive parent and community involvement which includes the engagement of parents and community members in a variety of different partnership roles as supporters, advocates, decision makers, learners, and teachers. This Parent/Community Involvement Policy encourages parents, educators and other citizens to refine their current partnership efforts and to create new ways to initiate complementary school and home environments which will optimally support the success of each child in Colchester.

“The mission of the Colchester School District – proud of its respect for individual needs and its commitment to integrated learning - is to ensure that all students will develop the academic proficiency, social skill, and character to be fulfilled, responsible, and involved citizens; we will accomplish this by providing diverse, challenging educational experiences in **partnership with families and the community.**”

Implementation: The superintendent shall develop and implement programs and procedures to accomplish the following objectives:

1. Include parents, teachers, students and community members in the development, implementation and annual update of the district’s comprehensive action plan to improve student performance within the school.
2. Report to community members and parents the results of student performance on local, state and national assessments and tests.
3. Provide to the community information relevant to the health and social well-being status of children in the school district.
4. Make known to the community and parents support available to families (educational, physical and mental health).
5. Provide opportunities for parents and community members to become informed about educational programs and allow for their participation in program evaluation.

CSD Vision Plan: Mission Statement

Legal Reference: 16 V.S.A. § 165 Standards of quality for public schools; equal educational opportunities (School Quality Standards)

Date Warned: August 31, 2007
 First Reading: September 4, 2007
 Second Reading: September 18, 2007

COLCHESTER SCHOOL DISTRICT

POLICY: CAREGIVER AND COMMUNITY INVOLVEMENT POLICY

DATE ADOPTED: DRAFT

PURPOSE

It is the policy of the Colchester School District to encourage and support the involvement of caregivers in their children's education. Research has shown that caregiver involvement is a key factor in the academic and social success of students. The board believes it is important that caregivers are involved in their child's education at home, in school and within the larger community. New educational initiatives mandate or encourage the strengthening of relationships between the caregiver, community and school.

IMPLEMENTATION

To facilitate involvement, the superintendent or their designee shall develop programs and procedures to accomplish the following objectives.

1. Caregivers should be informed about their children's educational programs and instructional methods and objectives. They should be notified directly of any significant changes.
2. Caregivers should be provided with opportunities to become informed and communicate with educators on subjects such as program design, operations and evaluation.
3. Caregivers should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in improvement efforts and to give recommendations to school staff, administration and board members.
4. Caregivers should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school and to build partnerships between homes and schools.
5. Faculty, staff, administrators, school board members and school-community partners should be offered training opportunities intended to improve their abilities to build and maintain effective relationships with caregivers.

TITLE 1

The district maintains programs, activities and procedures for the involvement of caregivers of students receiving services or enrolled in programs under Title I, Part A.

Legal Reference:

16 V.S.A. § 165

Elementary and Secondary Act, Title 1, Part A; 20 USC 1118 § 1120

Last Adopted: September 18, 2007

Date Warned: September 13, 2019

First Reading: September 17, 2019

Second Reading:

COLCHESTER SCHOOL DISTRICT

POLICY: COMPARABILITY POLICY

DATE ADOPTED: July 5, 2005

REQUIREMENT STATEMENT

To be eligible to receive Title I, Part A funds, A School District must use state and local funds to provide services that, taken as a whole, are substantially comparable in each school. A school district with only one school building per grade is not subject to this requirement. Therefore this requirement exists for Porters Point and Union Memorial School. Comparability requirements are measured on a grade span-by-grade span basis or a school-by-school basis.

POLICY STATEMENT

Colchester School District meets the state and federal requirements assuring comparable services, staffing levels and curriculum materials and supplies at both title eligible and non-title eligible schools.

PROCEDURES

A Supervisory Union/District shall be considered to have met this requirement if it has filed a written assurance that it has established and implemented:

- a LEA-wide salary schedule; and
- a policy to ensure equivalence (staffing level equivalence) among schools in teachers, administrators, and other staff; and
- a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

Colchester School District has districtwide salary schedules for all employees. These schedules are different between the Teaching Staff and the Support Staff. Employees are paid based on experience, education and task assignment. There are no different pay schedules for different sites.

Staffing levels, including but not limited to class size, will be planned during each budget cycle as equivalent as possible and adjusted from year to year.

Supplies are planned and purchased at the same cost per student for each site for which this policy applies.

Colchester School District has a centrally controlled curriculum plan. This plan is managed by the Curriculum Coordinator. The curriculum plan includes materials and instructional supplies. Accordingly, plans are consistent and equivalent between sites with the same grades.

Date Warned: June 17, 2005
 First Reading: June 21, 2005
 Second Reading: July 5, 2005

COLCHESTER SCHOOL DISTRICT

POLICY: TITLE I COMPARABILITY

DATE ADOPTED: DRAFT

POLICY STATEMENT

The Colchester School District shall use local and state funds to ensure equivalence among schools. All students, regardless of which school they attend, shall have access to comparable programs and supplemental supports. If a school in the district becomes eligible to receive Title I funds, the district shall provide comparable services, staffing levels, curriculum materials and instructional supplies to both the Title I eligible school and non-Title I eligible schools.

The superintendent, or their designee, shall develop procedures for compliance with this policy to include utilizing the district-wide salary schedules, implementing a centrally controlled curriculum plan, ensuring parental/caregiver involvement compacts and maintaining and updating records that demonstrate compliance.

CAREGIVER INVOLVEMENT

The district maintains programs, activities and procedures for the involvement of parents and students receiving services or enrolled in programs under Title I, Part A. These programs, activities and procedures are described in district and school level compacts.

I. District Level Caregiver Involvement Compact

The superintendent, or their designee, shall develop a Caregiver Involvement Compact according to Title I, Part A requirements. The compact shall include: the school district's expectations for caregiver involvement, specific strategies for effective caregiver involvement activities to improve student academic achievement and school performance, and other provisions required by law. The superintendent or designee shall ensure that the compact is distributed to caregivers of students receiving services, or enrolled in programs, under Title I, Part A

II. School Level Caregiver Involvement Compact

Each building principal, or their designee, shall develop a School-Level Caregiver Involvement Compact in accord with Title I, Part A requirements. The compact shall include: a process for continually involving caregivers in its development and implementation, how caregivers, the entire school staff and students share the

Legal Reference:

20 USCA § 6321 (c) and 20 USC § 7801 (26)

16 V.S.A. § 43

Last Adopted: July 5, 2005

Date Warned: September 13, 2019

First Reading: September 17, 2019

Second Reading:

responsibility for improved academic achievement, the means by which the school and caregivers build and develop a partnership to help students achieve the State's standards, and other provisions as required by law. Each principal or designee shall ensure that the compact is distributed to caregivers of students receiving services, or enrolled in programs under Title I, Part A.

Legal Reference:

20 USCA § 6321 (c) and 20 USC § 7801 (26)

16 V.S.A. § 43

Last Adopted: July 5, 2005

Date Warned: September 13, 2019

First Reading: September 17, 2019

Second Reading:

PERSONNEL CONSENT AGENDA

Board Date: September 17, 2019

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Perry	Nunn	End of Employment	Alternative Education Teacher	1.0 FTE	CMS	Notice of End of Employment			Yes

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Stacey	Tufts	New Hire	Paraeducator- Bus Rider	8	MBS	Notice of Hire	Heather Sumner	Yes	Yes
Support Staff	Kelsey	Sadewicz	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Lindsey Lesage	Yes	Yes
Support Staff	Sara	Mckay	New Hire	Paraeducator- Special Education	32.5	CMS	Notice of Hire	Megan Holland	Yes	Yes
Support Staff	Jeremie	Paquette	New Hire	Technology Specialist I	40	CHS	Notice of Hire	Jason Singh	Yes	Yes
Support Staff	Renee	McLaughlin	End of Employment	Lunch/Reces Monitor - NIA	15	CMS	Notice of End of Employment			Yes
Support Staff	Sophie	Gregg	New Hire	Paraeducator- Bus Rider	15	MBS	Notice of Hire	Megan Mead	Yes	Yes
Support Staff	Sara	Mckay	End of Employment	Paraeducator- Special Education	32.5	CMS	Notice of End of Employment			Yes
Support Staff	Jessica	Swan	New Hire	Paraeducator- Preschool	32.5	MBS	Notice of Hire	Hilarie Jones		Yes
Support Staff	Derek	Sanderson	New Hire	Paraeducator- Special Education	32.5	MBS	Notice of Hire	Philip Smith	Yes	Yes
Support Staff	Megan	Tighe	New Hire	Paraeducator- Special Education	32.5	CMS	Notice of Hire	Megan Holland	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, September 3, 2019
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, September 3, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, and Lindsey Cox; Director Curt Taylor attended via phone; Student Representative Mitch Gadapee; Superintendent Amy Minor; Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz; Principals: Michele Cote and Jordan Burke.

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. He then held a moment of silence in honor of Perry Nunn, a Colchester Middle School teacher who passed away the week prior.

II. Citizen Participation

None.

III. Report from Building Principals

Information

Colchester Middle School Principal, Michele Cote, shared that they changed the format of the school's open house this year and so far, they have received positive feedback. They held it the night before school started and it was very well attended. They also changed the structure to allow more families to meet their student's advisor.

Mallett's Bay School Principal, Jordan Burke, stated they enjoyed a smooth opening of school for all grades including preschool which opened that day. She also shared that she completely renovated the bi-weekly family newsletter. The changes she made were in response to feedback gathered during a district-wide communication survey. The newly revamped newsletter went out on Sunday and families seem pleased with the changes.

Colchester High School Principal, Heather Baron, shared some ways the faculty, staff and students are working to make new ninth graders feel welcomed in the building. A group of seniors made the rounds through the freshman humanities classes to share what it means to be a Laker by giving some advice and talking about their high school experiences.

IV. Second and Final Reading of Bloodborne Pathogens Policy: F11

Action

No further edits were requested.

Director Cox moved to approve second and final reading of the Bloodborne Pathogens Policy: F11, seconded by Director Kieny. The motion passed unanimously, 4-0.

V. First Reading of Fiscal and Business Management Policy: E1 **Action**

In light of reviewing the Donations Policy: E10 at the August 20th meeting, the board engaged in a discussion about investments. Specifically, the decision making, management and oversight of investment portfolios; all of which, are included in this policy. At that meeting, much of the conversation centered around a single donation that, at the time of the donation, was suggested to be kept in a mutual fund. Since that meeting, Director Kieny met with the donor on behalf of the board and shared the board's discomfort with the risk involved in managing a mutual fund investment. The donor supported the board's decision to move the money into a low-risk investment and subsequently the board is updating this policy to remove the two sentences in section VIII that speak specifically to that donation.

Director Kieny moved to authorize the Business and Operations Manager to move the donor's investment from a mutual fund account to a low risk investment, seconded by Director Cox. The motion passed unanimously, 4-0.

Director Cox moved to approve the first reading of the Fiscal and Business Management Policy: E1, seconded by Director Kieny. The motion passed unanimously, 4-0.

VI. Strategic Plan Update: Vision and Mission Statement **Information**

Superintendent Amy Minor unveiled the district's draft vision and mission statements.

Vision Statement: We strive to prepare each student for success in life by providing an enriching, welcoming and safe environment.

Mission Statement: Colchester Schools offer diverse educational experiences filled with rigorous and responsive teaching practices. In our collaborative learning community, students are inspired to think critically, act responsibly, communicate effectively and learn continuously to achieve their fullest potential.

The new statements are part of the work happening to create the district's next strategic plan. Over the past year, employees, community members, families and students have provided input and feedback on several draft of these statements. Mrs. Minor also led the board through the three foundational goal areas of the strategic plan which include fostering successful learners, connected communities, and coherent systems. The board was supportive of the new statements.

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

The following Personnel Consent Agenda was presented for September 3, 2019.

PERSONNEL CONSENT AGENDA

Board Date: September 03, 2019

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Andrew	Hedden	New Hire	Alternative Education- Long Term Substitute	1.0 FTE	CMS	Request to Hire	Perry Nunn	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	Ben	Mitchell	New Hire	Paraeducator - Special Education	32.5	CMS	Notice of Hire	Ben Mitchell (previously resigned)	Yes	Yes
Support Staff	Jason	Washginton	End of Employment	Autism Interventionsit	35	PPS	Notice of End of Employment			Yes
Support Staff	Hilarie	Jones	New Hire	Paraeducator - Special Education	32.5	PPS	Notice of Hire	Kelley DesLauriers	Yes	Yes
Support Staff	Logan	Lemnah	New Hire	Paraeducator - Special Education	32.5	UMS	Notice of Hire	Nichole DeOrsey	Yes	Yes
Support Staff	Korin	Rideout	New Hire	Paraeducator- Special Education	32.5	MBS	Notice of Hire	Melissa Labrie	Yes	Yes
Support Staff	Steven	Galente	End of Employment	Technology Specialist I	40	CHS	Notice of End of Employment			Yes
Support Staff	Gregg	Galati	New Hire	Paraeducator- Special Education	32.5	MBS	Notice of Hire	Katharine Bilodeau	Yes	Yes
Support Staff	Sophie	Gregg	New Hire	Paraeducator- Bus Rider	15	MBS	Notice of Hire	Megan Mead	Yes	Yes
Support Staff	Patrick	Candon	End of Employment	Paraeducator- Special Education	32.5	CHS	Notice of End of Employment			Yes
Support Staff	Kelley	DesLauriers	End of Employment	Paraeducator- Special Education	32.5	PPS	Notice of End of Employment			Yes

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

VIII. Approval of Minutes: August 20, 2019

Action

Director Taylor noted 2 edits.

Director Kieny moved to approve the amended minutes for August 20, 2019, seconded by Director Cox. The motion unanimously, 4-0.

IX. Board/Administration Communication, Correspondence, Committee Reports

Information

- Superintendent Minor shared several updates:
 - Student enrollment is up slightly for this school year.
 - The Vermont Athletic Committee and Vermont American Legion expressed their thanks for the use of the district's facilities for their state tournament. They said the facilities and grounds were well maintained and the employees they interacted with displayed a high level of professionalism.
 - The district is hiring a company to conduct a traffic study as part of the research stage for a new early education center on Blakely Road. Data will be collected from Blakely Road, Main Street, and Porters Point Road between 7am – 9am; 2pm – 3:30pm; and 4pm – 6pm. The company estimates it should be completed by October 11th.
- The board discussed potential retreat dates to convene and talk further about the updates surrounding the district's facilities.

X. Future Agenda Items

Information

- Continued Policy Work
- Strategic Plan
- CHS Music Trip to NYC
- Early Education Center

XI. Adjournment

Director Cox made a motion to adjourn at 7:48 pm seconded by Director Kieny. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk