

Colchester School Board

Meeting Agenda and Packet

November 5, 2019

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
November 5, 2019  
7:00 P.M.**

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**AGENDA**

- |   |                      |
|---|----------------------|
| <b>I. Call to Order and Pledge of Allegiance</b>                                  |                      |
| <b>II. Citizens Participation*</b>  |                      |
| <b>III. Report from Building Principals</b>                                       | <b>Informational</b> |
| <b>IV. Food Services Report</b>   | <b>Action</b>        |
| <b>V. Second and Final Reading of Educational Support System Policy: G7</b>       | <b>Action</b>        |
| <b>VI. First Reading of Child Protection Policy: F10</b>                          | <b>Action</b>        |
| <b>VII. First Reading of Annual School Report Policy: H6</b>                      | <b>Action</b>        |
| <b>VIII. First Reading of Board Relations with School Employees Policy: C5</b>    | <b>Action</b>        |
| <b>IX. FY'21 Budget Timeline</b>  | <b>Informational</b> |
| <b>X. Approval of Personnel Consent Agenda</b>                                    | <b>Action</b>        |
| <b>XI. Approval of Meeting Minutes: October 15, 2019</b>                          | <b>Action</b>        |
| <b>XII. Board/Administration Communication, Correspondence, Committee Reports</b> | <b>Information</b>   |
| <b>XIII. Future Agenda Items</b>  | <b>Information</b>   |
| <b>XIV. Adjournment</b>   |                      |

**On the Third Tuesday of Each Month\***

During the meeting, the school board will review the top questions and themes submitted to them via email to [SchoolBoard@colchestersd.org](mailto:SchoolBoard@colchestersd.org). Note: All submissions must be received before noon on the third Tuesday of every month.

Colchester School District						
Food Service Fiscal 2020 Budget						
			Actual	Budget		
	Food Service		FY'19	FY'20	% Change	
1510	Invest Earn- Interest		\$85	\$86	1.00%	
1610	Sales to Stude		\$372,465	\$381,776	2.50%	
1610	Sales to Students	BRKFST	\$46,539	\$47,004	1.00%	
1620	Sales to Adult		\$14,149	\$14,290	1.00%	
1620	Sales to Adult	BRKFST	\$963	\$972	1.00%	
1630	Outside Sales		\$23,680	\$23,917	1.00%	
1690	Sales Ala Cart		\$152,828	\$156,648	2.50%	
1690	Sales Ala Cart	BRKFST	\$66,746	\$68,415	2.50%	
1695	Miscellaneous		\$5,238	\$5,291	1.00%	
1920	Coke Contribution		\$8,000	\$8,000	0.00%	
3450	School Lunch S		\$8,706	\$8,793	1.00%	
3452	School Brkfst		\$2,248	\$2,271	1.00%	
3453	Brkfst incentive		\$2,827	\$2,855	1.00%	
3455	Summer Meals		\$1,045	\$1,055	1.00%	
3474	Lunch incentive		\$6,220	\$6,283	1.00%	
4450	School Lunch F		\$311,537	\$319,325	2.50%	
4455	Summer Meals		\$32,621	\$33,437	2.50%	
4452	School Brkfst		\$112,771	\$115,590	2.50%	
4456	Commodities		\$53,903	\$54,442	1.00%	
	From General Fund		\$50,000	\$0	N/A	
	Total Revenue		\$1,272,570	\$1,250,450	(\$22,120)	-1.738%
	Total Expenses		\$1,256,549	\$1,306,466	\$49,917	3.973%
	<b>Surplus/Deficit</b>		<b>\$16,021</b>	<b>(\$56,016)</b>		

**COLCHESTER SCHOOL DISTRICT****POLICY: EDUCATIONAL SUPPORT SYSTEM****DATE ADOPTED: DRAFT****POLICY STATEMENT**

A comprehensive system of educational services is provided in each school for students who require additional assistance in order to succeed or be challenged in the general education environment. This multi-tier system of supports (MTSS) shall, at a minimum, include an educational support team and a range of support and remedial services, including instructional and behavioral interventions and accommodations. Responsibility for developing and maintaining the Educational Support Systems in each school is assigned to the superintendent and the building principals. This policy creates no individual entitlement or private right of action.

**The Educational Support System shall:**

1. Be integrated to the extent appropriate with the general education curriculum.
2. Have districtwide written procedures, timelines and assigned responsibilities for the Educational Support Teams.
3. Be designed to increase the ability of the general education system to meet the needs of all students.
4. Be designed and promoted to encourage students to advocate for their own needs.
5. Be designed to provide students the supports needed regardless of eligibility for categorical programs.
6. Provide clear procedures and methods for handling a student who is disruptive to the learning environment and shall include provision of educational options, support services and consultation or training for staff where appropriate. Procedures may include the removal of the student from the classroom for as long as appropriate, consistent with state and federal law and the District's policy on discipline and after reasonable effort has been made to support the student in the regular classroom.
7. Ensure collaboration with families, community supports and the system of health and human services.
8. Provide regular and ongoing training for all school staff supporting students in the classroom.

Date Warned: October 11, 2019  
First Reading: October 15, 2019  
Second Reading: November 5, 2019

## COLCHESTER SCHOOL DISTRICT

### **POLICY: CHILD PROTECTION**

**DATE ADOPTED:** February 22, 1995

### **PHILOSOPHY**

Because of their sustained contact with children, school employees are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

According to Chapter 49, Subchapter 2, of VSA Title 33, any school employee, physician, or concerned person who has reasonable cause to believe a child has been abused or neglected must report their suspicions regarding this abuse in accordance with the provisions of this statute (Section 4914). Also protected under this policy are disabled adults included in Chapter 69, Subchapter 1, of VSA Title 33 (Section 6902).

### **DEFINITIONS**

1. **Child** means an individual under the age of majority; **Disabled Adult** means a person eighteen years of age or older who has a diagnosed physical or mental impairment.
2. **Abused or neglected child** means a child whose physical health, psychological growth/development, or welfare is harmed or is at substantial risk of harm by the acts or omissions of adults responsible for the child's welfare. This definition also includes a child who is sexually abused or at substantial risk of sexual abuse by any person.
3. **Harm** is defined as: a) physical injury or emotional maltreatment; b) failure to supply the child with adequate food, clothing, shelter, or health care; and/or c) abandonment of the child. A parent or other person responsible for a child who does not provide specified medical treatment for a child because of religious beliefs shall not be considered neglectful for that reason alone.
4. **Risk of harm** means a danger that a child will be harmed by other than accidental means resulting in possible death, serious disfigurement, and/or the protracted impairment of physical health, psychological development, or the normal functioning of any bodily organ.
5. **A person responsible for a child's welfare** includes the child's parent/guardian; foster parent; any other adult residing in the home who serves in a parental role; any employee of a public or private residential home, institution or agency; or any person responsible for the child's welfare in a residential or day care setting.

Date Warned: February 3, 1995  
 First Reading: February 8, 1995  
 Second Reading: February 22, 1995  
 Last Reviewed: October 21, 2003

6. **Physical injury** means death, permanent or temporary disfigurement, or impairment of any bodily organ or function by other than accidental means.
7. **Emotional maltreatment** means malicious behavior which results in impaired psychological growth and development.
8. **Sexual abuse** consists of any act or acts by any person involving sexual molestation or exploitation of a child including but not limited to incest, prostitution, rape, sodomy, or any lewd and lascivious conduct involving a child. Sexual abuse also includes the aiding, abetting, counseling, hiring, or procuring of a child to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation which, in whole or in part, depicts sexual conduct.
9. **Multi-disciplinary team** means a group of professionals, para-professionals, and/or other appropriate individuals who gather for the purpose of assisting in the identification and investigation of cases of child abuse and neglect, coordinating treatment services for abused and neglected children and their families, and promoting child abuse prevention.
10. **Substantiated report** means that an investigation has determined that such a report is based upon accurate and reliable information which would lead a reasonable person to believe that the child has been abused or neglected.

### **CHILD PROTECTION TEAMS**

Each school will organize and maintain a Child Protection Team. Such teams will include but not be limited to a building administrator, nurse, guidance counselor, the child's teacher and the reporting person if he/she is not a regular member of this team. Minutes of each team meeting will be taken and maintained in a confidential file within the school. A copy of these minutes, stamped CONFIDENTIAL, will also be sent to the Central Office administration.

### **REPORTING PROCEDURES**

In reporting a case of suspected child abuse or neglect, district procedures do not negate any employee's right or responsibility to make an independent, confidential report to SRS. A Child Protection Team cannot substitute its judgment for that of the reporter. If the Child Protection Team does not make a report to SRS, any employee who has reasonable cause to believe that a child has been abused or neglected retains the right and responsibility to make such a report. In accordance with Section 4913 of VSA Title 33, Chapter 49: "Any person who makes a report to SRS shall be immune from any civil or criminal liability which might otherwise be incurred as imposed." District procedures for reporting abuse and/or neglect include:

1. The employee reports the suspected case of abuse or neglect to the principal and the chair of the school's Child Protection Team.
2. In consultation with other members of the Child Protection Team, the employee considers whether there is reasonable cause for suspicion of neglect or abuse. SRS may be consulted regarding "reasonable cause" before any reporting decision is made.

3. The chair of the school's Child Protection Team and/or a team designee will make an oral report to the Department of Social and Rehabilitative Services within 24 hours if there is a reasonable cause for suspicion of abuse or neglect. The Central Office administration will be notified when such a report is made.
4. Reports to SRS will include the following information:
  - Name and address of reporter/team representative.
  - Name, address, and age of child.
  - Name and address of parents or other persons responsible for the child's care.
  - The nature and extent of the child's injuries together with any evidence of previous abuse or neglect of the child or sibling.
  - Any other information that might be useful in protecting the child and in establishing the cause of the injuries or reasons for the neglect.
5. It is not the responsibility of the Child Protection Team or other school employees to investigate or prove that any child has been abused or neglected, or to determine whether the child is in need of protection. Any person who fails to report a case of suspected child abuse or neglect as required by law, however, may be fined not more than \$500.

### **STAFF TRAINING**

The Child Protection Team of each school is responsible for orienting its respective staff members to the provisions of this policy. This team will also serve as a resource in preventing child abuse or neglect by consulting with school employees regarding the identification of abuse/neglect and our district procedures for reporting such abuse or neglect.

### **COMMUNITY AWARENESS**

Community members will be informed of the Colchester School District policy on child protection through school handbooks, newsletters, parent meetings, and/or other documents disseminated by the district. Both the district office and individual schools will maintain copies of Title 33 Vermont Statutes Annotated in their respective offices accessible to community members.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

**DATE ADOPTED:** DRAFT

### **POLICY STATEMENT**

It is the policy of the Colchester School District to ensure that all employees report suspected child abuse and/or neglect as required by law.

#### **I. PURPOSE**

The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect. It is further the purpose of this policy to make clear to all district employees and school officials that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect. Rather, it is the role of district employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators. According to Chapter 49, Subchapter 2, of VSA Title 33, any school employee, physician, or concerned person who has reasonable cause to believe a child has been abused or neglected must report their suspicions regarding this abuse in accordance with the provisions of this statute (Section 4914). Also protected under this policy are disabled adults included in Chapter 69, Subchapter 1, of VSA Title 33 (Section 6902).

#### **II. RELATIVE TERMS**

- A. Mandatory Reporter** is any individual who is employed by the school district or who is contracted and paid by the school district to provide student services, including but not limited to any superintendent, principal, teacher, student teacher, librarian, school counselor, social worker, mental health professional, or school resource officer. Any mandated reporter who reasonably suspects abuse or neglect of a child shall report it to a building level administrator within 24 hours of the time the information regarding the suspected abuse or neglect was first received or observed. A Child Protection Team will be convened.
- B.** Each school will organize and maintain a **Child Protection Team (CPT)**. The CPT will include, but not be limited to, a building administrator, nurse, guidance counselor, the child's teacher and the reporting person if they are not a regular member of this team. Minutes of each CPT meeting will be taken and maintained in a confidential file within the school. The CPT's role is to determine if there is a reasonable cause for suspicion of abuse or neglect and make a report to the Department of Children and Families (DCF) within 24 hours. In reporting a case of suspected child abuse or neglect, district procedures do not negate any employee's right or responsibility to make an independent, confidential report to DCF. A Child Protection Team cannot substitute its judgment for that of the reporter. If the Child Protection Team does not make a report to DCF, any employee who has reasonable cause to believe that a child has been abused or neglected retains the right and responsibility to make such a report.

Last Reviewed: October 21, 2003  
 Date Warned: October 11, 2019  
 First Reading: October 15, 2019  
 Second Reading:



- C. Suspected** means the school district employee reasonably suspects abuse or neglect occurred. This does not mean that the employee must be convinced the abuse or neglect occurred. Further, the employee shall not refrain from making a report under this policy for the reason that there may be retaliation against the child because the employee has a confidential relationship with the child, or for any other reason no matter how well-intentioned.
- D. Report** means an oral or written description of the suspected abuse or neglect. If the report is made orally, the reporter should note in writing the person to whom the report was made and when the report was made.
- E. Abused or neglected child** means a child under the age of eighteen whose physical or mental health, or welfare is harmed or at substantial risk of harm by the acts or omissions of the child's parent or other individual who may be responsible for the child's welfare (e.g. guardian, foster parent, stepparent, teacher, etc.), or in the case of sexual abuse, of any individual. Harm can be caused by physical injury or emotional maltreatment, by allowing such harm to occur, by failing to provide the child with adequate food, clothing, shelter or health care, or by abandonment of the child.
- F. Sexual abuse** means any act by a person involving sexual molestation or exploitation of a child including but not limited to incest, prostitution, rape, sodomy, or any lewd and lascivious conduct involving a child. Sexual abuse also includes the aiding, abetting, counseling, hiring, or procuring of a child to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation which, in whole or in part, depicts sexual conduct, sexual excitement or sadomasochistic abuse involving a child.

### III. IMPLEMENTATION

Any school district employee or school official, regardless of whether they are a mandated reporter, under Vermont law shall report suspected child abuse or neglect to the building principal or their designee and then to DCF as required by state law. If the building principal or designee is the person suspected of child abuse or the person who suspects the abuse or neglect, the report shall be made to the superintendent of schools.

### IV. TRAINING

Once each school year, all employees shall receive training in reporting suspected child abuse and neglect. Such training shall include assistance in recognizing the signs and symptoms of abuse and neglect.

### V. ADDITIONAL INFORMATION AND RESOURCES

Those looking for additional information on mandated reporters should visit the Department of Children and Families (DCF) website. Specifically, the following sites:  
[http://dcf.vermont.gov/fsd/reporting\\_child\\_abuse/mandated\\_reporters](http://dcf.vermont.gov/fsd/reporting_child_abuse/mandated_reporters)  
[http://dcf.vermont.gov/sites/dcf/files/pdf/fsd/Reporting\\_Child\\_Abuse.pdf](http://dcf.vermont.gov/sites/dcf/files/pdf/fsd/Reporting_Child_Abuse.pdf)

To make a report, call DCF at (800) 649-5285, 24 hours a day – 7 days a week. If the child is in immediate danger, call 9-1-1 or your local police first, then call DCF to make a report.

**COLCHESTER SCHOOL DISTRICT****POLICY: ANNUAL SCHOOL REPORT****DATE ADOPTED:** August 19, 2003**POLICY STATEMENT**

It is the policy of the Colchester School District to develop and use the annual school report to communicate with the public about the effectiveness of educational programs and about how resources are utilized to improve student achievement. The annual report is intended to be an accountability instrument and a communication tool for delivering factual information broadly throughout the community and to initiate formal and informal opportunities for community members to become involved with their local schools.

Date Warned: August 1, 2003  
First Reading: August 5, 2003  
Second Reading: August 19, 2003

**COLCHESTER SCHOOL DISTRICT****POLICY: ANNUAL SCHOOL REPORT****DATE ADOPTED: DRAFT****POLICY STATEMENT**

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Last Adopted: August 19, 2003  
Date Warned: November 1, 2019  
First Reading: November 5, 2019  
Second Reading:

**COLCHESTER SCHOOL DISTRICT****POLICY: BOARD RELATIONS WITH SCHOOL EMPLOYEES****DATE ADOPTED:** August 19, 2003**POLICY STATEMENT**

It is the policy of Colchester School District to encourage School Board interactions with school personnel while respecting appropriate reporting relationships.

**AT SCHOOL BOARD MEETINGS**

The Board will request the Superintendent to invite school personnel to School Board meetings regularly to discuss student achievement relative to their programs.

**RELATIONS WITH THE PRINCIPAL**

The Superintendent will develop guidelines for Board relations with Principals and other administrators. Guidelines for Board relations with Principals should take into account:

- the responsibility of the Superintendent to direct the administration and coordination of educational programs in the District;
- the periodic need of Board members for information most readily available from school Principals; and
- the need to maintain a distinction between the administrative role of the Principal and the policy making role of the Board.

**RELATIONS WITH OTHER SCHOOL STAFF**

1. Individual Board members will communicate with staff members on matters of school-board business only at the direction of the Board as a whole.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the Board.
3. Board members will adhere to procedures required by Board policy and Vermont law related to collective bargaining and teacher evaluation.

Date Warned: August 1, 2003  
First Reading: August 5, 2003  
Second Reading: August 19, 2003

**COLCHESTER SCHOOL DISTRICT****POLICY: BOARD RELATIONS WITH SCHOOL EMPLOYEES****DATE ADOPTED:** DRAFT**POLICY STATEMENT**

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**I. SCHOOL BOARD MEETINGS**

The board will request the superintendent to invite school personnel to school board meetings regularly to discuss student achievement relative to their programs.

**II. RELATIONS WITH PRINCIPALS**

The superintendent will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

- A. The responsibility of the superintendent to direct the administration and coordination of educational programs in the district;
- B. The periodic need of board members for information most readily available from school principals; and
- C. The need to maintain a distinction between the administrative role of the principal and the policy making role of the board.

**III. RELATIONS WITH SCHOOL STAFF**

- A. Individual board members will communicate with staff members on matters of school-board business only at the direction of the board as a whole.
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Last Adopted: August 19, 2003  
Date Warned: November 1, 2019  
First Reading: November 5, 2019  
Second Reading:



# Colchester School District

Administrative Offices, 125 Laker Lane, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • [www.csdvt.org](http://www.csdvt.org) • Fax: (802) 863-4774

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.  
**Subject:** FY'21 Budget Timeline  
**Date:** November 5, 2019

Attached is the proposed budget development timeline for FY'21. Similar to last year, it should provide us with ample time to: (1) review and discuss all expenditure and revenue items internally, (2) prepare the expenditures baseline budget, (3) thoroughly discuss the baseline budget with the school board, employees and community, (4) prepare and discuss the superintendent's budget, and, (5) finalize a budget for the school board's approval and timely warning.

All of the dates noted fall on the scheduled school board meeting nights.

Please review and provide me with any feedback that you might have.

Thanks.

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**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

<b>Board Meeting Dates</b>	<b>Budget Topic</b>	<b>Specific Budget Items</b>
11/5/19	Expenditures/Strategy	<ul style="list-style-type: none"> <li>● Review budget timeline/process – general budget discussion</li> <li>● Review Budget Assumptions</li> <li>● General budget discussion – prioritize key budget items (strategy driven process)</li> <li>● Building Operational Budgets- PPS, UMS, MBS, CMS, CHS.</li> </ul>
11/19/19	Expenditures	<ul style="list-style-type: none"> <li>● Enrollment history and projections</li> <li>● Class size numbers – K-8 / FTE’s instructional</li> <li>● Principal Recommendations</li> <li>● Grant/Medicaid funded programs and personnel</li> <li>● Review and discuss baseline expenditure budget</li> <li>● Discuss new/discontinued programs – Impact</li> </ul>
12/3/19	Expenditures	<ul style="list-style-type: none"> <li>● Continue to review &amp; discuss expenditures</li> </ul>
12/17/19	Expenditures	<ul style="list-style-type: none"> <li>● Continue to review &amp; discuss expenditures</li> </ul>
1/7/20	Revenue	<ul style="list-style-type: none"> <li>● Present Superintendent’s recommended budget</li> <li>● Discuss all potential sources of revenue – local, state, federal and SPED</li> </ul>
1/21/20	General	<ul style="list-style-type: none"> <li>● Discuss the proposed Superintendent’s recommended budget impact on the education tax</li> <li>● School Board approves budget and warning</li> </ul>
2/4/20	Budget Discussions	<ul style="list-style-type: none"> <li>● Discuss and promote budget</li> </ul>
2/18/20	Budget Discussions	<ul style="list-style-type: none"> <li>● Discuss and promote budget</li> </ul>
3/2/20	Town Meeting	<ul style="list-style-type: none"> <li>● Town Meeting/School Report Night</li> </ul>
3/3/20	Meeting/Vote	<ul style="list-style-type: none"> <li>● Obtain approval for school budget</li> </ul>



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## MEMO

**To:** School Board Directors  
**CC:** Amy Minor  
**From:** George A. Trieb, Jr.  
**Subject:** Core Budget Assumptions  
**Date:** November 5, 2019

The following cost increase assumptions will be used to generate the 2020-2021 baseline budget.

Salaries:	Administrators:	2.90% per contract
	Support Staff:	3.30% per contract
	Teachers:	TBD
Health Insurance:		12.9% increase over current VEHI rates
Dental Insurance:		No change in rates
Life Insurance:		No change in rates
Disability Insurance:		No change in rates
Workers Compensation:		2.25% increase over 2019-2020 budget
Other Insurance (Liab., Auto, Prop.)		2.25% increase over 2019-2020 budget
Electricity:		3.00% increase over 2019-2020 budget
Disposal Services:		2.25% increase over 2019-2020 budget
General Transportation:		10% increase over 2019-2020 budget
Inflation:		2.25%

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**Amy Minor**  
Superintendent  
of Schools

**George A. Trieb, Jr.**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction



Water:	2.25% increase over 2019-2020 budget
VT Gas:	0% increase over 2019-2020 budget
Interest Rates:	3.00% debt (TAN)
School Operating Budgets:	2.25% increase over 2019-2020 budget



## FY21 Budget Communications Plan

### In-Person

- PTO meetings
  - UMS 2/18 6:30, MBS 2/20 6:00, PPS 1/14 or 2/18
- Faculty meetings
- Town meeting night
- Winter carnival
  - February

### Video

- Your Vote Matters Series
  - Three episodes released on Mondays: 2/3, 2/10, 2/17
- Student's voice video from board member Mitch Gadapee
  - Will be posted the week before the vote Monday 2/24
- LCATV round table discussion

### Written

- Annual Report
- Letter to families via School Messenger
- Building & Superintendent newsletters
- Letter to The Sun
- Social media graphics posted on pages throughout February
- Email and text reminder the night before and the morning of Town Meeting Day

**PERSONNEL CONSENT AGENDA**

**Board Date: November 05, 2019**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Heather	Fischer	New Hire	Elementary, Long-Term Substitute	1.0 FTE	MBS	Request to Hire	Ashley Marlow	Yes	Yes
Teacher	Kimberly	Thibodeau	Leave of Absence	Guidance Counselor	1.0 FTE	PPS	Request Leave of Absence from approximately 06/12/20-End of School year			
Teacher	Ryan	Gambero	New Hire	Science Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Kara Lenorovitz	Yes	Yes
Teacher	Amy	Contesti	New Hire	Alternative Education Teacher	1.0 FTE	CMS	Notice of Hire	Perry Nunn	Yes	Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Co-Curricular	Christian	Pickwell	New Hire	Drama Accompanist		CHS	Notice of Hire	Mei Endo	Yes	Yes
Co-Curricular	Hannah	Trieb	New Hire	Girls Varsity Basketball Assistant Coach		CHS	Notice of Hire		Yes	Yes
Co-Curricular	Jeremy	Hammond	New Hire	Varsity Track Coach		CHS	Notice of Hire	Cheryl Aley	Yes	Yes
Support Staff	Amissi	Munyugu	New Hire	Custodian	40	MBS	Notice of Hire	Sandy Boyd	Yes	Yes
Support Staff	Jessica	Swan	End of Employment	Paraeducator - Preschool	32.5	MBS	Notice of End of Employment			Yes
Support Staff	Korin	Rideout	End of Employment	Paraeducator - SPED	32.5	MBS	Notice of End of Employment			Yes
Support Staff	Tamara	Tobin	New Hire	Lunch/Reces Monitor - NIA	15	CMS	Notice of Hire	Renee McLaughlin	Yes	Yes

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, October 15, 2019  
7:00 p.m.

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, October 15, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, Curt Taylor and Lincoln White; Student Representative Mitch Gadapee; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz; Principals Carolyn Millham, Jordan Burke, and Assistant Principal Brooke King. There were nine 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

Stephanie Miller, co-president of Colchester Education Association (CEA), along with nine CEA members asked the school board to write a letter to the Vermont School Board Association's (VSBA) negotiation team advocating on behalf of district employees and union members in regards to the statewide health insurance negotiations. The VSBA and Vermont NEA are currently in mediation and will move to arbitration on November 1<sup>st</sup> if they cannot reach a compromise. The Colchester School Board is not directly involved in the negotiations. The board asked some clarifying questions regarding the current status of negotiations and plans up for consideration. The board thanked them for coming to the meeting and sharing their concerns.

#### III. Solar Project Update

**Informational**

In February of 2018, the district entered into a contract with Green Lantern Solar to receive net metering credits. There have been several delays with the project and Sam Carlson from Green Lantern Solar provided an update to the board. After several bureaucratic hurdles, site work is now underway and Green Mountain Power is on-site putting in their power poles and conductor wire. He estimates the school district will start getting the net metering credits in mid-December of 2019. He also presented another opportunity for the district to get an additional 500KW of solar net metering which would generate an additional \$18,000 per year in electricity savings over the next 20-25 years at no cost to the district. Unlike the first project that has experienced delays, this project already has all the necessary permits and should be completed by May of 2020. The board did not make any decisions and will discuss the topic further at a future meeting.

#### IV. Annual School Report: Malletts Bay School

**Informational**

This year, the schools are debuting a new format for their annual reports. Their presentations to the board will focus on goals outlined in their Continuous Improvement Plans (CIP) and they will supply an accompanying fact sheet which will include information such as enrollment, demographics, and behavior and academic testing data from the 2018-2019 school year.

Malletts Bay School Principal Jordan Burke and Assistant Principal Brooke King provided an overview of the school's CIP goals. Academically, the school is focused on two areas; creating consistency with best practices across classrooms and grade levels to unpack learning trajectories and success criteria and continuing to implement inquiry-based NGSS Science curriculum which promotes discovery. Behaviorally speaking, their CIP goals are focused around Positive Behavior Interventions and Supports (PBIS). New this year, every classroom engages in a morning meeting to help foster social and emotional learning within the smaller classroom community. Students and staff greet each other, participate in an activity, and share news and announcements. Also connected to PBIS, they looked at the data on how they respond to low-level behavior and found some inconsistencies. After soliciting input from classroom teachers and the leadership team, they drafted a list of unified responses to promote fidelity for response to low-level disruptive behavior. Lastly, they highlighted the equity work they are engaged in with the staff through professional development. Director Kienny asked if they have been able to assess if morning meeting is having a positive impact. Principal King said so far, the feedback from teachers has been overwhelmingly positive. In unspecific terms, Board Chair Rogers asked how the administration can continue to fit more into the school day. Principal Burke stated they often prioritize specific areas and make them as efficient as possible. She remarked that it can definitely be a challenge and that time is a precious resource. In regards to the information fact sheet, Director Kienny asked the administration to look into the testing scores of students in poverty who are meeting the standard to see if there are any identifying factors of their resiliency. Principal Burke stated they are doing significant work to close the gap for students experiencing poverty and she would be interested to see that data as well.

**V. First Reading of Educational Support System Policy: G7** **Action**

This policy was last reviewed in 2004 and is a recommended policy by the Vermont School Board Association. The draft version updated some terms to make them current but otherwise kept the existing language. The second page of the policy speaks to individual support teams and although an important list, it is considered procedural and was relocated from the policy into its own supplemental document.

*Director Cox moved to approve the first reading of the Educational Support System Policy: G7, seconded by Director Kienny. The motion passed unanimously, 5-0.*

**VI. Financial and Special Education Reports** **Informational**

Business and Operations Manager George Trieb presented both the year-end and quarterly financial reports. In summation, the district ended the year with an unexpected surplus of \$1,308,364. Contributing factors included additional tuition from regular and special education enrollment and higher than anticipated extraordinary special education reimbursement revenue. Special Education Director Carrie Lutz gave an overview of her department's quarterly report. She is continuing to monitor the needs of students requiring out of district placements. As a whole, enrollment of special education students is up 12 students since June of 2019.

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

The following Personnel Consent Agenda was presented for October 15, 2019.

**PERSONNEL CONSENT AGENDA**

**Board Date: October 15, 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	Kelly	Ryan	Leave of Absence	Elementary Teacher	1.0 FTE	PPS	Request Leave of Absence from approximately 05/01/20-End of School year			

**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	Erica	Lovejoy	New Hire	Paraeducator-Special Education	32.5	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Robert	Phipps	New Hire	Custodian	40	CMS	Notice of Hire	Timothy Hayes	Yes	Yes
Support Staff	Timothy	Hayes	Transfer	Custodian	40	MBS	Notice of Transfer	Martin Welsh	Yes	Yes
Support Staff	Amy	Silverston	New Hire	HR Coordinator	40	CO	Notice of Hire	Erin Dye	Yes	Yes
Support Staff	Austin	Bulluck	End of Employment	Technology Specialist III	40	CHS	Notice of End of Employment			yes
Support Staff	Toni	Josey	New Hire	Paraeducator-Special Education	32.5	UMS	Notice of Hire	New	yes	yes

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

**VIII. Approval of Special Meeting Minutes: October 1, 2019, 4:30 PM** **Action**

*Director Taylor moved to approve the special meeting minutes for October 1, 2019, 4:30 PM seconded by Director Kienny. The motion passed unanimously, 5-0.*

**IX. Approval of Minutes: October 1, 2019** **Action**

Director Taylor noted 3 edits.

*Director Kienny moved to approve the amended minutes for October 1, 2019 seconded by Director Taylor. The motion passed unanimously, 5-0.*

**X. Board/Administration Communication, Correspondence, Committee Reports** **Informational**

- Superintendent Amy Minor and Colchester Police Lieutenant Peter Hull attended the Statewide School Safety Conference. They participated in tabletop exercises to practice skills in a mock situation and reviewed the district's safety procedures and protocols. All are in alignment with best practices provided by the state.
- The district is still waiting for our lead testing kits from VT Department of Health. They are testing schools on a rollout basis.
- The Traffic Study should be completed by the end of the week and will be forwarded to the board for review.
- Another board work session is needed to discuss the early education center and contract negotiations. Possibly November 5<sup>th</sup> and 19<sup>th</sup> at 4:30 pm.

**XI. Future Agenda Items** **Informational**

- Continued Policy Work
- Act 173 Update
- Food Service Report
- School Reports
- Science Test Scores
- Early Education Center
  - Updated Demographic Report
  - Traffic Study Results

**XII. Executive Session**

After hearing the CEA's request during the public comment agenda item, the board agreed to go into executive session related to contract negotiations to discuss a potential response.

*Director Cox moved to enter executive session at 8:53 p.m. for the purpose of discussing a topic related to contract negotiations, seconded by Director Kienny. The motion passed unanimously, 5-0.*

*Director Cox moved to exit executive session at 9:14 p.m., seconded by Directory Taylor. The motion passed unanimously, 5-0.*

It was decided that Board Chair Rogers will communicate with the CEA directly regarding their decision.

**XIII. Adjournment**

*Director Cox made a motion to adjourn at 9:15 p.m. seconded by Director Taylor. The motion passed unanimously, 5-0.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Lindsey Cox  
Board Clerk

DRAFT