

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, January 21, 2020  
7:00 p.m.

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, January 21, 2020, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Lindsey Cox, and Lincoln White; Director Taylor attended via phone. Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz; Principals: Carolyn Millham and Jordan Burke. There were no audience members.

#### **I. Call to Order and Pledge of Allegiance**

Board Chair Mike Rogers called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance.

#### **II. Citizen Participation**

None.

#### **III. Report from Building Principals**

**Informational**

Porters Point School Principal Millham shared that students came back from winter break ready to learn and she's seeing burst of learning at every grade level. At the most recent staff meeting, both the longtime school nurse and librarian announced their plans to retire at the end of the school year. Principal Millham touted their service to students in the district and their support and collaboration with colleagues. She expressed that they will be deeply missed.

Malletts Bay School Principal Jordan Burke echoed Principal Millham's statements about the heavy learning taking place in January. Students are focused on making academic gains; several classes have gone on field trips to the Flynn and the 3<sup>rd</sup> grade went to Shelburne Farms recently. She also listed several community events planned for February including concerts, a food drive, and World Read Aloud Day.

#### **IV. FY'21 Budget Presentation and Discussion**

**Informational**

Superintendent Amy Minor provided the board with another summary of enrollment numbers, class sizes, and projections for next school year. Enrollment is currently strong and steady. She then spent the rest of the presentation elaborating on the district's top priorities for the 2020-21 school year along with the rationale and the estimated tax impact if the board were to choose to add any to the FY'21 budget.

The top priority is to round out the English Learning (EL) faculty by adding .5 FTE to an existing EL teaching position. Over the years, the district has seen increased enrollment and needs of students who are learning English and the department was severely understaffed. In the past two budget cycles the district has added a total of 1 FTE and this final .5 FTE addition would fill out the

department to a total of 3.5 FTEs. This addition would be based at the middle school where the current caseload is 18 students but is anticipated to rise to 30 students next year.

Another top priority is to improve literacy outcomes in the district's early elementary grades. Data shows that 59% of students in grades K-2 are meeting the literacy standard; which equates to 882 students who have been identified as struggling readers. To improve student literacy outcomes, Superintendent Minor recommends adding 2 FTEs for reading teachers, one at UMS and PPS. Many classrooms are at or slightly above the state's recommended size of 20 students which means that group work consists of more students than what best practice recommends. Current reading teachers have a high caseload and limited time to work on comprehension. The high caseload also means that only first and second graders receive literacy services. Adding an additional reading teacher in each building would allow kindergarteners to also receive services. Systemically providing literacy interventions early on would help close the achievement gap. Literacy is a foundational skill that students need to access other content areas such as science and social studies. Research shows that students who are not on grade level for reading by grade 3 will continue to struggle in school across all content areas.

Another priority is in the special education department. General and special education enrollment has increased at the middle school, which led to the addition of two general education teachers during the last budget cycle. With the additional students, also comes an increase in student needs and the intensity of those needs. Over the next three to four years, the number of students who qualify for special education services at CMS is expected to rise. Currently, CMS has the highest special educator density of any school in the district at 101; the goal is 80. Special educator density measures the ratio of total school population per special educator. With the combination of increased student need and the model of service being focused around collaborative teaching in addition to case management, administrators are recommending the addition of 1 FTE for a special educator at CMS.

Superintendent Minor then provided the board with five scenarios with varying levels of additions to illustrate how those additions would impact the budget and what the subsequent estimated tax increase would be. The scenarios ranged from no additions which would result in a 3.94% budget increase and an estimated tax increase of 2.20%, to the addition of 3.5 FTEs which would result in a 4.76% budget increase and an estimated tax increase of 3.21%.

Board Chair Rogers expressed support for the priority requests made by administrators. He stated that the requests provided have been made for several years and the rationale and discussions have been the same each year. He stated that it is imperative that the board address these needs now so the district can move forward.

The board will choose and warn a budget for FY'21 on Tuesday, January 28, 2020.

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

## **Action**

The following Personnel Consent Agenda was presented for January 21, 2020.

**PERSONNEL CONSENT AGENDA****Board Date: January 21, 2020****REVISED****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	Mary	Axworthy	End of Employment	Nurse	40	PPS	Request to end Employment effective June 30, 2020			Yes
Teacher	Ryan	O'Hara	New Hire	7/8 Math Teacher, Long Term Substitute	1.0 FTE	CMS	Request to Hire	John Helme	Yes	Yes
Teacher	Jennifer	Richter	New Hire	Middle School Guidance Counselor, Long Term Substitute	1.0 FTE	CMS	Request to Hire	Kara Pawlusiak	Yes	Yes
Teacher	Sandra	Bochanski	End of Employment	Librarian	40	PPS	Request to end Employment effective June 30, 2020			Yes
Teacher	Megan	Coubaugh	New Hire	Elementary Teacher Humanities, Long Term Substitute	1.0 FTE	CMS	Request to Hire	Kyle Marlow	Yes	Yes
Teacher	MaryAnn	Fisher	New Hire	Elementary Guidance Counselor, Long Term Substitute	1.0 FTE	PPS	Request to Hire	Kim Thibodeau	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>
Support Staff	Jared	Brunelle	New Hire	Technology Specialist II	40	CHS	Notice of Hire	Austin Bullock	Yes	Yes
Support Staff	Jenna	Mashtare	New Hire	Paraeducator - Bus	15	MBS	Notice of Hire	Sophie Gregg	Yes	Yes
Support Staff	Dominique	Herbert	New Hire	Paraeducator - Sped	40	CMS	Notice of Hire	Ben Mitchell	Yes	Yes
Support Staff	Kyle	Laterell	New Hire	Maintenance Worker	40	DW	Notice of Hire	Steve Real	Yes	Yes

*Director Cox moved to approve the Personnel Consent Agenda for January 21, 2020, seconded by Director White. The motion passed unanimously, 4-0.*

**VI. Approval of Special Meeting Minutes: January 7, 2020 (4:30 p.m.) Action**

*Director Cox moved to approve the minutes from the special meeting held on January 7, 2020 at 4:30 p.m. seconded by Director White. The motion passed unanimously, 4-0.*

**VII. Approval of General Meeting Minutes: January 7, 2020 (7:00 p.m.) Action**

*Director Cox moved to approve the minutes from the general meeting held on January 7, 2020 at 7:00 p.m., seconded by Director White. The motion passed unanimously, 4-0.*

**VIII. Approval of Special Meeting Minutes: January 14, 2020 (7:00 p.m.) Action**

*Director White moved to approve the meeting minutes from the special meeting held on January 14, 2020 seconded by Director Cox. The motion passed unanimously, 4-0.*

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

- Superintendent Minor gave an update on the testing dates and logistics for lead testing in each of the school buildings.

**X. Future Agenda Items Informational**

- Continued Policy Work
- PPS School Report
- FY'21 Budget Warning

**XI. Executive Session to Discuss Superintendent's Contract & Support Staff Contract in Reference to a Letter Sent to the Board from the CEA Action**

*Director Cox made a motion to enter executive session at 7:29 p.m. for the purpose of discussing the superintendent's contract and a letter sent to the board, seconded by Director White. The motion passed unanimously, 4-0.*

Director Kieny joined the executive session at 7:35 via phone.

*Director White moved to exit executive session at 8:45 p.m., seconded by Director Cox. The motion passed unanimously, 5-0.*


**XII. Adjournment**

*Director White made a motion to adjourn at 8:46 p.m. seconded by Director Cox. The motion passed unanimously, 5-0.*

Recorder:

  
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Meghan Baule  
Recording Secretary

Board Clerk:

  
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Lindsey Cox  
Board Clerk