

Colchester School Board

Meeting Agenda and Packet

April 6, 2021

**Colchester School District  
Board of Education Meeting  
April 6, 2021 - 7:00 P.M.  
Remote Meeting  
Citizens Participation Instructions Listed Below**

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**Agenda**

- |              |   |                      |
|--------------|---|----------------------|
| <b>I.</b>    | <b>Call to Order</b>  |                      |
| <b>II.</b>   | <b>Citizen Participation*</b>   |                      |
| <b>III.</b>  | <b>Hear Colchester School District Audit Report for FY'20</b>                         | <b>Informational</b> |
| <b>IV.</b>   | <b>COVID-19 Update</b>  | <b>Informational</b> |
| <b>V.</b>    | <b>Approval of Furniture Purchase for Colchester Middle School</b>                    | <b>Action</b>        |
| <b>VI.</b>   | <b>Summer School Update</b>   | <b>Informational</b> |
| <b>VII.</b>  | <b>Kindergarten Enrollment</b>  | <b>Informational</b> |
| <b>VIII.</b> | <b>Second and Final Reading of School Board Policy: B1</b>                            | <b>Action</b>        |
| <b>IX.</b>   | <b>Second and Final Reading of Code of Ethics for School Board Members Policy: B2</b> | <b>Action</b>        |
| <b>X.</b>    | <b>Second and Final Reading of Management of Policies: A1</b>                         | <b>Action</b>        |
| <b>XI.</b>   | <b>Second and Final Reading of Suspension of Policies: A2</b>                         | <b>Action</b>        |
| <b>XII.</b>  | <b>Approval of Personnel Consent Agenda</b>   | <b>Action</b>        |
| <b>XIII.</b> | <b>Approval of Meeting Minutes: March 16, 2021</b>                                    | <b>Action</b>        |
| <b>XIV.</b>  | <b>Board/Administration Communication, Correspondence, Committee Reports</b>          | <b>Information</b>   |
| <b>XV.</b>   | <b>Future Agenda Items</b>  | <b>Information</b>   |
| <b>XVI.</b>  | <b>Adjournment</b>  |                      |

**COVID-19 Meeting Participation**

On March 30, 2020, Governor Scott signed H.681 into law, making temporary changes to Vermont's Open Meeting Law. These changes will remain in effect during the declared state of emergency due to COVID-19. On November 13, 2020, the Governor amended the executive order as a result of an acceleration in COVID-19 transmission throughout the State. The addendum strongly discourages in-person meetings. Meetings of the Colchester School Board will be held remotely with no designated meeting location. LCATV will provide coverage through live stream which can be accessed here: <https://lcatv.org/live-stream-3>. Citizens may participate in the meeting by emailing questions or statements to [schoolboard@colchestersd.org](mailto:schoolboard@colchestersd.org) with "Citizens Participation" listed in the subject line. Please include your full name and a phone number in the email. Citizens may also call (802) 264-5990 while the meeting is in session.

## COLCHESTER SCHOOL DISTRICT

### POLICY: SCHOOL BOARD POLICY

DATE ADOPTED: **DRAFT**

### POLICY STATEMENT

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

#### I. QUALIFICATIONS (VSA Title 16 § 558)

- A. A member of the school board (hereafter referred to as "the board") must be a legal voter in the Colchester Town District.
- B. A member of the board shall not be regularly employed by the school district.

#### II. BOARD MEMBERSHIP

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

*Legal References:*

*V.S.A. Title 1 §§ 310 - 314*

*V.S.A. Title 16 § 423*

(1) *V.S.A. Title 16 § 424*

(2) *V.S.A. Title 16 § 554b*

*V.S.A. Title 16 § 558*

(3) *V.S.A. Title 16 § 561*

(4) *V.S.A. Title 16 § 563*

Last Adopted: April 2, 2019

Date Warned: March 12, 2021

First Reading: March 16, 2021

Second Reading: April 6, 2021

### **III. DUTIES AND RESPONSIBILITIES**

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

### **IV. DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE BOARD**

#### **A. Chair**

- 1. Presides over meetings of the board.
- 2. Calls special meetings.
- 3. Performs other duties as directed by the board.
- 4. In collaboration with the superintendent, establish the agenda for each meeting.

#### **B. Vice Chair**

- 1. Substitute for the chair whenever necessary.

#### **C. Clerk**

- 1. Perform all duties required by statute, VSA Title 16 § 561.

### **V. BOARD MEMBER EDUCATION**

- A. Board members will take advantage of training opportunities to learn more about their role, school programs, Vermont Agency of Education functions and legislative activities.
- B. The school district will pay the cost for these training opportunities.

### **VI. BOARD GOAL-SETTING AND EVALUATIONS**

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

**COLCHESTER SCHOOL DISTRICT****POLICY: CODE OF ETHICS FOR SCHOOL BOARD MEMBERS****DATE ADOPTED: DRAFT****POLICY STATEMENT**

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

**I. BOARD GOVERNANCE**

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

**II. BOARD/ADMINISTRATOR RELATIONS**

- A. Give school officials authority commensurate with their responsibility, work through the properly appointed school officials according to the school system's organization and policies, and support school officials in the performance of their duties.
- B. Expect the superintendent to keep the board adequately informed through regular written or oral reports and hold the superintendent accountable through an annual job performance evaluation.
- C. Refer complaints, requests, and concerns to the superintendent or other appropriate staff member.

Last Reviewed: April 2, 2019  
Date Warned: March 12, 2021  
First Reading: March 16, 2021  
Second Reading: April 6, 2021

- D. Use the chain of command and avoid making commitments or promises that compromise the board, administration or the school system.
- E. Listen to the recommendations of the superintendent and staff before making decisions and provide advice and counsel to the superintendent.
- F. Recognize that a board member's responsibility is to see that schools are well-run, but not to run them.

### **III. BOARD MEMBER RELATIONS**

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

### **IV. PERSONNEL RELATIONS**

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

### **V. COMMUNITY RELATIONS**

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

### **VI. BOARD PREPARATION AND TRAINING**

- A. Be informed about educational issues by individual study and through participating in programs providing needed information such as those sponsored by the Vermont and National School Boards Associations.

- B. Take advantage of opportunities to improve your knowledge and to build your skills as locally elected members of governing school boards.
- C. Associate with board members from other schools to discuss school problems and cooperate in the improvement of public school conditions.
- D. Provide assistance to new school board members and make sure adequate orientation and training opportunities are offered them.

## VII. CONFLICT OF INTEREST

Members of the board recognize the ethical duty of all public officers to avoid conflicts of interest. "Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by their actions as a member of the board. In the case of school board members, this duty is extended by Vermont statutory law to include a requirement that boards adopt policies and procedures to avoid the appearance of conflicts of interest. In order to comply with the obligations thus imposed, the board and its members will adhere to the following standards.

### A. RECOMMENDED STANDARDS

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

**B. AVOIDING CONFLICTS**

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

**C. COMPLAINTS OF CONFLICT OF INTEREST**

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

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



## COLCHESTER SCHOOL DISTRICT

### **POLICY: MANAGEMENT OF POLICIES**

**DATE ADOPTED: DRAFT**

### **PURPOSE**

VSA Title 16 § 563 specifies the powers of the school board and the duties of the board. The formulation and adoption of written policies is the basic method by which the board of school directors exercises its leadership in the operation of the school district.

### **I. DEFINITIONS**

- A. Policies** guide the school board, administrators and other district employees, students, parents/guardians, and community members by stating district goals and establishing parameters for administrative action.
- B. Policy or purpose statements** are written principles adopted by the school board to set basic philosophy concerning the operations of the school district. They should be brief, yet be specific enough to provide clear guidelines.
- C. Procedures** are developed by the superintendent or their designee to provide for the management of the district by describing how tasks will be carried out and board policies will be implemented.

### **II. POLICY DEVELOPMENT**

- A.** Policies shall normally be adopted at regular school board meetings. Revisions of any policy shall be treated in the same manner as the adoption of the policy.
- B.** There shall be at least two accepted readings (reviews) of each policy/revision. The policy may be adopted following the acceptance of the second reading, at the same meeting.
- C.** The school board shall provide public notice of its intent to adopt/revise any policy. This notice shall be made at least ten (10) calendar days prior to the adoption of the policy or revision. Usually, this notification will occur prior to the first reading of the policy.
- D.** The school board shall review the procedures and regulations associated with each policy upon adoption of the policy and upon revision by the superintendent.
- E.** Policies shall be codified in accordance with the Vermont School Boards Association's Model Policy Manual. All policies in effect upon the adoption of this policy shall be recoded and named to match that codification system.

Last Adopted: March 3, 2020  
 Date Warned: March 12, 2021  
 First Reading: March 16, 2021  
 Second Reading: April 6, 2021

- F. It is the board's intention to review each policy every five (5) years.

**III. ADMINISTRATIVE RESPONSIBILITIES**

- A. The superintendent or their designee shall manage the implementation of this policy. They will ensure that each policy is formatted and codified in accordance with the district format and VSBA codification.
- B. The superintendent or their designee shall maintain the master policy manual. This manual shall contain the most recent adopted version of each policy and shall be the copy referred to if questions arise.
- C. The superintendent or their designee will maintain an up-to-date copy of the policy manual for public review. Updated policies will be posted publicly within five (5) days of adoption/approval.
- D. The district's web site will contain copies of all policies.

**COLCHESTER SCHOOL DISTRICT**

**POLICY:    **SUSPENSION OF POLICIES****

**DATE ADOPTED:   **DRAFT****

**POLICY STATEMENT**

The application of any section or sections of board policies not established by law or contract may be temporarily suspended by a vote of at least four (4) board members present at a regular or special meeting called for the purpose of dealing with a problem affected by a specific section or sections of policy.

The board shall, at its next regular meeting, reconsider its suspension of any policy, using adopted procedures to permanently adjust or amend its policies.

Last Adopted:    October 28, 2005  
Date Warned:    March 12, 2021  
First Reading:   March 16, 2021  
Second Reading: April 6, 2021

**PERSONNEL CONSENT AGENDA**

**Board Meeting Date: April 6, 2021**

**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	Julie	Rutz	End of Employment	Math Teacher	1.0 FTE	CHS	Request to end Employment effective June 30, 2021			Yes
Teacher	Kaitlyn	Jewett	New Hire	Art Teacher	1.0 FTE	PPS/UMS	Request to Hire	Amanda Vella	Yes	Yes
Teacher	Katie	Haddock	New Hire	Elementary Teacher	1.0 FTE	UMS	Request to Hire	Darlene Mulcahy	Yes	Yes
Teacher	Michael	Fetters	New Hire	Special Education Teacher	1.0 FTE	CMS	Request to Hire	Deborah Gay	Yes	Yes
Teacher	Marijke	Reilly	Leave of Absence	Science Teacher	.2 FTE	CHS	Request Leave of Absence for 20/21 School Year			Yes
Teacher	Marijke	Reilly	New Hire	Instructional Coach - One Year Only	.2 FTE	CHS	Request to Hire	Erin Brady	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	James	Yarnell	New Hire	JV Softball Coach		CHS	Notice of Hire	open position	Yes	Yes
Co-Curricular	Christopher	King	New Hire	Ultimate Frisbee Coach		CHS	Notice of Hire	open position	Yes	Yes
Co-Curricular	Emily	Kopacz	New Hire	Track Coach		CMS	Notice of Hire	Sean MacArdle	Yes	Yes
Support Staff	Hunter	Stark	New Hire	Behavior Interventionist - Planning Room Coordinator	35	CMS	Notice of Hire	Michael Brown	Yes	Yes
Support Staff	Maxwell	Howard	End of Employment	Custodian	40	UMS	Notice of End of Employment			Yes
Co-Curricular	Brittany	Fenumiai	New Hire	Assistant Varsity Softball Coach		CHS	Notice of Hire	open position	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Remote Meeting

Tuesday, March 16, 2021  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, March 16, 2021. Governor Scott signed H.681 into law, making temporary changes to Vermont's Open Meeting Law. Part of those changes allow school districts to hold school board meetings remotely with no designated meeting location. LCATV provided coverage through a live stream and citizens were provided online and telephone options to participate in the meeting. Those in attendance were Directors: Craig Kieny, Lindsey Cox, Nic Longo, Laurie Kigonya, and Ben Yousey-Hindes; Student Board Member Julia Correll; Superintendent Amy Minor; Director of Curriculum Gwendolyn Carmolli; Director of Student Support Services Carrie Lutz; and Principals Heather Baron, Michele Cote, Jordan Burke, Chris Antonicci and Carolyn Millham.

### I. Call to Order

Superintendent Minor called the meeting to order at 7:00 p.m. She welcomed two new school board members, Laurie Kigonya and Ben Yousey-Hindes.

### II. Citizen Participation

None.

### III. Hear Nominations for School Board Reorganization and Approval of Newspaper of Record

Action

Nominations were held for school board chair, vice chair, and clerk, as well as the official newspaper of record.

*Director Longo moved to nominate Craig Kieny as Board Chair, seconded by Director Cox. The motion passed unanimously, 4-0.*

*Director Longo moved to nominate Lindsey Cox as Vice Chair, seconded by Director Yousey-Hindes. The motion passed unanimously, 4-0.*

*Director Cox moved to nominate Nic Long as Board Clerk, seconded by Director Kigonya. The motion passed unanimously, 4-0.*

*Director Cox moved to approve The Colchester Sun as the official newspaper for the district for legal notices, seconded by Director Longo. The motion passed unanimously, 5-0.*

### IV. First Reading of School Board Policy: B1 (Warned as item V)

Action

The district's policy manual includes 76 policies and Superintendent Amy Minor stated that the board typically looks at approximately 15 policies per year to achieve their goal of reviewing each

policy once every five years. With much focus being put on COVID-19, Superintendent Minor acknowledged that the board has been unable to review as many policies as they would in a normal year. There were four policies on this meeting's agenda and while have all been reviewed fairly recently, Superintendent Minor noted that with two new school board members it seemed timely to resume their policy work with these board-related policies.

For this policy, B1, the board's meeting schedule conflicts with the way the policy is currently written. There is always a school board meeting after the annual town meeting, however, it falls before any potential new members would be seated on the board. It was requested to change "annual meeting" to "election" in Section II-F.

*Director Cox moved to approve the first reading of the School Board Policy: B1. The motion passed unanimously.*

**V. First Reading of Code of Ethics for School Board Members Policy: B2** **Action**  
(Warned as item IV)

It was requested to remove a redundant sentence in Section II-E.

*Director Kigonya moved to approve the first reading of the Code of Ethics for School Board Members Policy: B2. The motion passed unanimously.*

**VI. First Reading of Management of Policies: A1** **Action**

It was requested to add "at least" to the number of accepted readings of each policy in Section II-B.

*Director Cox moved to approve the first reading of Management of Policies: A1. The motion passed unanimously.*

**VII. First Reading of Suspension of Policies: A2** **Action**

No changes were recommended.

*Director Longo moved to approve the first reading of Suspension of Policies. The motion passed unanimously.*

**VIII. Approval of Recommendation for Teachers Contract Renewals 2021-2022** **Action**

Superintendent Amy Minor provided the board with a memo outlining the contracts that she recommends renewing for the FY'22 school year.

*Director Longo moved to approve the recommended teacher contracts for the 2020-2021 school year. The motion passed 4-0 with Director Cox abstaining.*

**IX. Approval of School Calendar for 2021-2022** **Action**

Superintendent Amy Minor outlined the draft calendar for next school year. The calendar is based on the contract agreement which indicates there will be 176 student days, 8 in-service days, 1

teacher prep day, and 2 family conference days for a total of 187 days. Also included on the calendar were four early release days. Superintendent Minor stated the early release days continue to be a success for professional development. She also noted that Colchester Parks and Recreation agreed to continue to offer childcare for K-5 students.

Director Cox asked if having a regional calendar, which must have agreed upon common days with other districts, is an asset or a hindrance. Superintendent Minor stated that there are talks in Montpelier about a statewide calendar, but she was unsure if it would gain traction. She shared that the current process is very much collaborative amongst regional superintendents, but it does provide limitations. For example, districts have differing numbers of student and professional development days which can be challenging to align.

***Director Cox moved to approve the four early release days in the 2021-2022 calendar as presented. The motion passed unanimously.***

## **X. COVID-19 Update**

**Informational**

Superintendent Amy Minor provided the board with an update on school operations impacted by COVID-19.

The district is continuing to offer voluntary COVID-19 testing to employees, substitutes, bus drivers and ACE staff. Vaccination of school staff through the state's initiative is going well. It appears all employees who want the vaccine have been able to get an appointment. Board Chair Kieny asked if scheduling vaccinations or sick call-outs after receiving a dose have had any impact on school operations. Superintendent Minor stated that has not been an issue. In a recent newsletter, Superintendent Minor shared cumulative COVID-19 case data across the district. As a follow up to that newsletter, she was asked how many close contacts were identified and directed to quarantine as a result of each case. She shared that of the 26 total cases over the last seven months, 11 of those cases resulted in less than 10 close contacts; 10 cases identified between 11 and 20 close contacts; three cases identified 21-30 close contacts; one case identified 31-40 close contacts; and one case had more than 40 close contacts.

In other updates, the Agency of Education (AOE) and Vermont Department of Health (VDH) are continuing to work together to finalize guidance for spring sports but nothing has been released yet. Winter sports are continuing. There has been some local news coverage about hockey positive cases but it has not affected Colchester teams. The food service department is preparing for another meal distribution for the week of April Break. They are also planning for the summer meals program.

Superintendent Minor relayed that the state's Safe and Healthy Schools Guidance is the framework used by the district to provide in-person education to students this year. It was last updated in October and is currently being reviewed by the AOE and VDH. Superintendents are anticipating changes will be made in early April. Until the updated guidance is released, Colchester families can expect that all learners will continue with their current learning environment and schedule.

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

**Action**

The following Personnel Consent Agenda was reviewed by the board. Superintendent Minor noted two employees who are retiring at the end of the year, Deborah Deschamps and Darlene Mulcahy. She thanked them for the dedicated service to the district.

**PERSONNEL CONSENT AGENDA**  
**Board Meeting Date: March 16, 2021**  
**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	Deborah	Deschamps	End of Employment	Nurse Supervisor	1.0 FTE	CHS/DW	Request to end Employment effective June 30, 2021			Yes
Teacher	Darlene	Mulcahy	End of Employment	Elementary Teacher	1.0 FTE	UMS	Request to end Employment effective June 30, 2021			Yes
Teacher	Amanda	Vella	New Hire	Art Teacher	1.0 FTE	CHS	Request to Hire	Anne Cummings	Yes	Yes
Teacher	Meghan	Tiernan Fisher	End of Employment	Spanish Teacher	1.0 FTE	CMS	Request to end Employment effective June 30, 2021			Yes
Teacher	Miriam	Mahar	End of Employment	Alternative Education Teacher	1.0 FTE	CAP	Request to end Employment effective June 30, 2021			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	Joseph	Badger	End of Employment	Lead Custodian	40	UMS	Notice of End of Employment			Yes
Support Staff	Megan	Cobaugh	Leave of Absence	Paraeducator - SPED	32.5	CMS	Request Leave of Absence for the remainder of 2020/2021 SY			Yes
Support Staff	Sandra	Boyd	New Hire	Lead Custodian	40	UMS	Notice of Hire	Joseph Badger	Yes	Yes



*Director Cox moved to approve the Personnel Consent Agenda for March 16, 2021. The motion passed unanimously.*

**XII. Approval of Meeting Minutes: March 2, 2021 Action**

The board discussed the best way to share and respond to emails from the community.

*Director Longo moved to approve the minutes from the meeting held on March 2, 2021. The motion passed unanimously.*

**XIII. Approval of Special Meeting Minutes: March 9, 2021 Action**

*Director Longo moved to approve the minutes from the meeting held on March 9, 2021. The motion passed unanimously.*

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

- The board reviewed their meeting schedule for the spring and summer. There will not be a second meeting in April.
- Heather Lynn from Lynn, Lynn, Blackman & Manitsky will join an upcoming meeting to go over changes to the Title IX rules.

**XV. Future Agenda Items Informational**

- CSD Financial Audit
- Enhanced Summer School Program
- COVID-19 Updates
- Policy Work
- Kindergarten Enrollment

**XVI. Adjournment**

*Director Cox moved to adjourn at 8:13 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Meghan Baule  
Recording Secretary

\_\_\_\_\_  
Nic Longo  
Board Clerk