Colchester School Board

Meeting Agenda and Packet

October 1, 2019
AGENDA

I. Call to Order and Pledge of Allegiance

II. Citizens Participation*

III. Report from Building Principals

IV. Approval of CHS Music Department Trip to New York City

V. Annual School Report: Colchester Middle School

VI. Second and Final Reading of Continuous Improvement Plan Policy: G8

VII. Second and Final Reading of Caregiver and Community Involvement: H2

VIII. Second and Final Reading of Title I Comparability Policy: G2

IX. Approval of Personnel Consent Agenda

X. Approval of Minutes: September 17, 2019

XI. Approval of Special Meeting Minutes: September 24, 2019 6:00 PM

XII. Approval of Special Meeting Minutes: September 24, 2019 7:00 PM

XIII. Board/Administration Communication, Correspondence, Committee Reports

XIV. Future Agenda Items

XV. 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.
COLCHESTER SCHOOL DISTRICT

POLICY: CONTINUOUS 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 Continuous 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:
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 child’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.

I. DEFINITION

Caregiver: Includes a parent, legal guardian or other person who is legally responsible for the child’s welfare.

II. IMPLEMENTATION

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

A. Caregivers should be informed about their children’s educational programs and instructional methods and objectives. They should be notified directly of any significant changes.

B. Caregivers and the community should be provided with opportunities to become informed and communicate with educators on subjects such as program design, operations and evaluation.

C. 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.

D. 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.

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: October 1, 2019
E. 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.

F. Community members, caregivers, and families should have access to continuous improvement plans, school reports, and other relevant data as part of the Vermont Education Quality Standards.

III. **TITLE I**

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.
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

For the purpose of this policy, caregiver is defined as a parent, legal guardian or other person who is legally responsible for the child’s welfare. The district maintains programs, activities and procedures for the involvement of caregivers of students receiving services or enrolled in programs under Title 1, 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 District Level 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

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: October 1, 2019
shall include: a process for continually involving caregivers in its development and implementation, how caregivers, the entire school staff and students share the 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: October 1, 2019
### Licensed Employees (Teacher/Administrator)

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<th>Contract Type</th>
<th>First Name</th>
<th>Last Name</th>
<th>Category</th>
<th>Position</th>
<th>FTE/Hours</th>
<th>Building</th>
<th>Agenda Information</th>
<th>Person Replacing</th>
<th>Budgeted</th>
<th>Admin Support</th>
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<td>Swinson</td>
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### Non-Licensed Employees (Support Staff), Informational

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The Colchester Board of Education held a regular board meeting on Tuesday, September 17, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox and Lincoln White; 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: Carolyn Millham and Chris Antonicci.

I. Call to Order and Pledge of Allegiance

Board Chair Mike Rogers called the meeting to order at 7:02 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Report from Building Principals

Both principals in attendance shared that school has been operating smoothly since they welcomed everyone back. Principal Millham is looking forward to their open house on Thursday and invited the board to attend.

IV. Approval of CHS Music Department Trip to New York City

This item was held for the next meeting.

V. Annual School Report: Union Memorial School

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, behavior and academic testing data from the 2018-2019 school year.

Union Memorial School Principal, Chris Antonicci, was the first to present his school report to the board. He started by providing an overview of the school’s CIP goals. Academically, those goals were focused on developing and implementing a new science curriculum and evolving the way they provide reading instruction to improve student comprehension and test scores. From a behavioral perspective, their CIP goal was to continue to offer targeted positive interventions to students needing additional support.
The board engaged Principal Antonicci on sections of the academic data asking more specific questions about which cohorts of students were tested, what the testing looked like and how often it was administered.

VI. Second and Final Reading of Fiscal and Business Management Policy: E1

No edits requested.

Director Kieny moved to approve the second and final reading of the Fiscal and Business Management Policy: E1, seconded by Director Cox. The motion passed unanimously, 5-0.

VII. First Reading of Location Action Plan Policy: G8

This policy was brought before the board as part of the policy revision cycle. It was last reviewed in 2003. The only recommended change was to update “Local Action Plan” to “Continuous Improvement Plan” to reflect the current language used by the VT Agency of Education.

Director Cox moved to approve the first reading of the Continuous Improvement Plan Policy: G8, seconded by Director White. The motion passed unanimously, 5-0.

VIII. First Reading of Parents and Community Involvement Policy: H2

This policy was brought before the board as part of the policy revision cycle. It was last reviewed in 2007. To reflect the evolving dynamic of families in the district, the word “parent” was replaced with “caregiver”. The majority of the content was kept the same, however, the old mission statement was removed and some research-based language suggested by the Vermont School Board Association was added. Also added was a section specifically referencing the involvement of caregivers of students receiving Title 1 services. Director Cox voiced concern with the term “caregiver” as a replacement for “parent”. Although she agrees with the need to expand the exclusiveness of the term “parent”, she asked if “caregiver” could be defined as a legal guardian in the policy to make it more explicit in regards to the release of information under federal education privacy laws. Director White asked that there be added language speaking to the involvement of the community. Director Taylor requested several wording changes in the implementation section.

Director Cox moved to approve the first reading of the Caregivers and Community Involvement Policy: H2, seconded by Director Kieny. The motion passed unanimously, 5-0.

IX. First Reading of Comparability Policy: G2

This policy was brought before the board as part of the policy revision cycle. It was last reviewed in 2005. This policy is required in order for the district to receive Title funds. For that reason, it was suggested that the title of the policy include the term “Title I”. The draft policy is reformatted and has some updated content and language to better align with the Vermont School Board Association’s model policy.

Director Kieny moved to approve the first reading of the Title I Comparability Policy: G2, seconded by Director White. The motion passed unanimously, 5-0.
X. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented for September 17, 2019.
## Licensed Employees (Teacher/Administrator)

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<tr>
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<th>Admin Support</th>
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<td>Nunn</td>
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## Non-Licensed Employees (Support Staff), Informational

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

XI. Approval of Minutes: September 3, 2019

Director Cox moved to approve the minutes for September 3, 2019, seconded by Director Kieny. The motion unanimously, 5-0.

XII. Board/Administration Communication, Correspondence, Committee Reports

- Student Board Member Mitch Gadapee shared the activities occurring at Colchester High School for spirit week. He boasted that the week is a cherished tradition that brings everyone in the school together.
- Superintendent Amy Minor is meeting with the district’s hired architect this week to finalize the board retreat agenda which will focus on facility needs.

XIII. Future Agenda Items

- Continued Policy Work
- Act 173 Update
- Food Service Report
- School Report
- Early Education Center
  - Updated Demographic Report
  - Traffic Study Results
- CHS Music Trip to NYC

XIV. Adjournment

Director Cox made a motion to adjourn at 8:21 pm seconded by Director White. The motion passed unanimously, 5-0.

Recorder: Meghan Baule
Board Clerk: Lindsey Cox
The Colchester Board of Education held a Special Board Meeting on Tuesday, September 24, 2019 in the Conference Room at Central Office. Those in attendance included: Board Chair Mike Rogers; Directors: Craig Kieny and Lincoln White; Superintendent Amy Minor; Colchester Middle School Principal Michele Cote and Assistant Principal Dovid Yagoda; and the student and their family.

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 6:00 p.m.

II. Executive Session: Student Hearing

_Board Chair Rogers moved to enter executive session at 6:00 p.m. for the purpose of a student hearing, seconded by Director White. The motion passed unanimously, 3-0._

III. Adjournment

_Board Chair Rogers moved to exit executive session and adjourn at 6:31 p.m., seconded by Director White. The motion passed unanimously, 3-0._

Recorder:        Board Clerk:

________________________________________  ______________________________________
Amy Minor        Lindsey Cox
Superintendent of Schools    Board Clerk
The Colchester Board of Education held a Special Board Meeting on Tuesday, September 24, 2019 in the Conference Room at Central Office. Those in attendance included: Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, Curt Taylor and Lincoln White; Superintendent Amy Minor; Colchester High School Principal Heather Baron; and the student and their family.

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 7:00 p.m.

II. Executive Session: Student Hearing

*Board Chair Rogers moved to enter executive session at 7:00 p.m. for the purpose of a student hearing, seconded by Director White. The motion passed unanimously, 5-0.*

III. Adjournment

*Director White moved to exit executive session and adjourn at 9:30 p.m., seconded by Director Cox. The motion passed unanimously, 5-0.*

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<th>Recorder:</th>
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<tbody>
<tr>
<td>Amy Minor</td>
<td>Lindsey Cox</td>
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