

Colchester School Board

Meeting Agenda and Packet

November 20, 2018

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
November 20, 2018
7:00 PM**

AGENDA

- | | |
|--|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizen Participation* | |
| III. Report from Building Principals | Information |
| IV. Grades 6-8 School Report: CMS | Information |
| V. Second and Final Reading of Threats and Disruptions to School Operations: F7 | Action |
| VI. Approval of Personnel Consent Agenda | Action |
| VII. Approval of Minutes: November 6, 2018 | Action |
| VIII. Approval of Minutes: November 7, 2018 | Action |
| IX. Approval of Minutes: November 13, 2018 | Action |
| X. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. Possible Future Agenda Items | Information |
| XII. 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: THREATS AND DISRUPTIONS TO SCHOOL OPERATIONS

DATE ADOPTED: DRAFT

PURPOSE

It is the policy of the Colchester School District to respond promptly and appropriately to any notice of any threat to the safety of its students and staff. As a result, it has adopted the following provisions that its personnel are directed to follow in order to prepare for, respond to, and follow up on actual notice of:

- Any threat that a destructive device or any unauthorized toxic or hazardous substance or material has been or will be placed on school grounds or property;
- The placement of a hoax device on school grounds or property;
- A student that has made statements which may indicate an intent to harm students and/or staff.

I. DEFINITIONS

A. Destructive device means any

1. Explosive, incendiary or poison gas bomb;
2. Explosive, incendiary or poison gas grenade;
3. Explosive, incendiary or poison gas rocket having a propellant charge;
4. Explosive, incendiary or poison gas missile having an explosive or incendiary charge;
5. Explosive, incendiary or poison gas mine;
6. Device which consists of or includes a breakable container including a flammable or liquid compound, and a wick composed of any material which, when ignited, is capable of igniting the flammable liquid or compound, and can be carried or thrown by one individual acting alone; or
7. Device similar to those devices enumerated in paragraphs (1) through (6) of this section.

Last Adopted: June 17, 2003
 Date Warned: November 2, 2018
 First Reading: November 6, 2018
 Second Reading: November 20, 2018

- B. Hoax Device** means any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subsections (1) - (6) of section A.
- C. Toxic or hazardous substance or material** means any substance or material designated as a toxic or hazardous substance or material under the following laws and implementing regulations and successor statutes and regulations: the Toxic Substances Control Act of 1976, 15 U.S.C. § 2604 et seq; the Hazardous Materials Transportation Act, 49 App. U.S.C. § 1801 et seq; any substance in a gaseous, liquid, or solid state listed pursuant to Title III Section 313 of the Superfund Amendments and Reauthorization Act of 1986; any material or substance, or biomedical material, substance, or organism regulated by the state or federal government because it presents or will present an unreasonable risk of injury to health or the environment.
- D. The issuance or communication by any means of a threat to commit an act of violence against students and/or staff** means communications or statements regarding:
1. Intent to harm students and/or staff;
 2. Information consistent with a plan to harm students and/or staff;
 3. Information consistent with preparation for an attack on students and/or staff; or
 4. Plans or intent to bring weapon(s) to school.
- E. School grounds or property** means facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the district to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the school district.

II. CONDUCT PROHIBITED

A. Primary Offender

It is a violation of this policy for any person to make, issue, or otherwise communicate by any means, a threat to the safety of district students and/or staff. This includes but is not limited to:

1. A destructive device has been or will be placed on school grounds or property;
2. The issuance or communication by any means of a threat that any unauthorized toxic or hazardous substance or material has been placed or

will be placed on school grounds with the intent to endanger the welfare and safety of students and school personnel and/or to disrupt the operations of the school district;

3. The issuance or communication by any means of a threat to commit an act of violence against students and/or staff; or
4. For any person to knowingly place or install a hoax device on school grounds or property.

B. Aiding Offender

A student who in any way encourages or assists another student in violation of this policy also endangers the safety of others. The school district expressly prohibits any such action. Accordingly, no student shall knowingly or willfully cause, encourage, or aid any other student to:

1. Possess, handle, or transmit any hoax device on school property or grounds;
2. Make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property; or
3. Plan, prepare or commit an act of violence against students and/or staff.

III. INVESTIGATION

A. Cooperation with Law Enforcement

The superintendent, principal, and all other school personnel shall cooperate with law enforcement personnel involved in investigating threats covered by this policy.

B. Potentially Dangerous Materials

To keep school personnel from placing themselves in harm's way by potential exposure to bombs or other dangerous materials, school personnel shall not conduct any investigation regarding toxic or hazardous substance or material or destructive devices independently but rather in conjunction with law enforcement authorities.

C. Search and Seizure

It is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of

any such threat, searches of such items may occur consistent with Policy F4 in order to assure the safety and protection of people and property.

IV. SANCTIONS

Recognizing that a threat to the safety of students and staff or the intent to disrupt school operations by the conduct prohibited in this policy is commensurate with the threat to student and staff safety posed by guns or weapons prohibited by school policy and State and federal law, violations of this policy shall be treated accordingly.

A. Primary Offender

In addition to any penalty imposed by law, a student violating this policy as defined as a primary offender shall be subject to disciplinary action by the school as follows:

1. The student may be suspended until a school board hearing can be conducted (following the due process procedures as provided by the State Board of Education rules).
2. A student found by the board at a disciplinary hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. The board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
 - a. The student was unaware of their conduct;
 - b. The student is disabled and the conduct is related to the disability;
 - c. A lengthy expulsion would not serve the best interests of the student; or
 - d. The student, or their parent or guardian if a minor, voluntarily consents to undergo a comprehensive risk and threat assessment conducted by a licensed psychologist chosen and paid for by the district. In such cases, the board hearing shall be postponed and the student will remain suspended pending the processing of the assessment by the board at a disciplinary board hearing. At the hearing, the board may, at its discretion, rely upon such assessment to either limit or remove the need for further discipline of the student. The assessment may also serve as a basis for increased supervision should the student be allowed to return to school.

B. Aiding Offender

A student violating this policy as defined as an aiding offender, shall be subject to disciplinary action by the school as follows:

1. The student may be suspended until a school board hearing can be conducted (following the due process procedures as provided by the State Board of Education rules).
2. A student found by the board at a disciplinary hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. The board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
 - a. The student was unaware of their conduct;
 - b. The student is disabled and the conduct is related to the disability;
 - c. A lengthy expulsion would not serve the best interests of the student;
 - d. The student, or their parent or guardian if a minor, voluntarily consents to undergo a comprehensive risk and threat assessment conducted by a licensed psychologist chosen and paid for by the district. In such cases, the board hearing shall be postponed and the student will remain suspended pending the processing of the assessment by the board at a disciplinary board hearing. At the hearing, the board may, at its discretion, rely upon such assessment to either limit or remove the need for further discipline of the student. The assessment may also serve as a basis for increased supervision should the student be allowed to return to school; or
 - e. The student ultimately alerted school officials or staff of their knowledge of primary offender student's conduct, plans, preparation, or intent.

C. Staff Member Offender

A staff member found to have violated this policy will be subject to appropriate disciplinary action up to and including termination of employment. Disciplinary action taken in accordance with this subsection shall be consistent with collective bargaining agreements, applicable employment agreements, and/or school district policies.

D. Civil Liability

The school district reserves the right to bring a suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

V. NOTIFICATION AND TRAINING

A. Policy Dissemination

Student and family handbooks shall contain the following provision:

The Colchester School District has adopted a comprehensive policy on what to do in the event of an actual threat or a threat intended to disrupt school operations. The Threats and Disruptions to School Operations Policy can be found on the district website. While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a threat, we may have to search such items in order to assure the safety and protection of people and property.

We also want all members of the school community to know that any academic time lost as a result of a threat intended to disrupt school operations, will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.

In addition to expulsion under the school district's policy, the making of a threat is a very serious criminal offense and may also lead to civil liability.

B. Training

The superintendent shall develop a method of reviewing and discussing this policy with students and employees.

PERSONNEL CONSENT AGENDA**Board Date: November 20, 2018****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Micaela	Flagg	New Hire	Elementary Teacher, Long-Term Substitute	1.0 FTE	PPS	Request to Hire	Meg Hershman	Yes	Yes

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Co-Curricular	Gregory	Murray	New Hire	Ice Hockey Assistant Coach		CHS	Notice of Hire	Chad Dion	Yes	Yes
Support Staff	Elizabeth	Cubit	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Sonam	Gyatso	New Hire	Custodian	40.0 hr	CHS	Notice of Hire		Yes	Yes
Support Staff	Sonam	Gyatso	End of Employment	Custodian	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Emma	Hoppe	New Hire	Paraeducator - Special Education	32.5 hr	PPS	Notice of Hire	New	Yes	Yes
Support Staff	Anila	Lawrence	End of Employment	Paraeducator/Paraeducator-Special Education	16.25 hr/16.25 hr	PPS	Notice of End of Employment			Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, November 6, 2018
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, November 6, 2018, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Curt Taylor and Lindsey Cox; Student Representative Sophia Brigante; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principals Carolyn Millham and Heather Baron.

There were 3 community members in attendance.

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.

Board Chair Rogers requested to amend agenda item V from an informational item to action item.’

Director Taylor moved accept the requested agenda change, seconded by Director Cox. The motion passed unanimously, 4-0.

II. Citizen Participation

None.

III. Report from Building Principals

Information

PPS Principal Carolyn Millham said they are starting the transition from trimester 1 to trimester 2 and report cards and family conferences will occur soon. She said they are looking forward to talking with families and getting set for a great second trimester.

IV. Grades 9-12 School Report: CHS

Information

CHS Principal Heather Baron presented the school report for CHS. It included an overview of school enrollment and demographics, student climate and behavior data, as well as professional learning and continuous improvement plans.

Following the data presented for referrals to the planning room, the board asked some clarifying questions about the physical space of the room and the type of communication that takes place between students and teachers. They also discussed with Principal Baron and Director of Special Education Carrie Lutz the differences between the planning room and services that Child Protection Teams, DCF, and First Call can provide.

The board discussed data presented about dual enrollment and early college. Board Chair Rogers voiced concern that students enrolled in either of these options would miss out on the classic high school experience. Principal Baron stated that each student has individual needs and having differentiated options is important. Student Representative Sophia Brigante knows several classmates taking advantage of dual enrollment and shared that they feel fortunate to get a head start on college. She added that these students share their knowledge about college classes and culture with their friends back at CHS. She stated that those classmates are still involved in CHS by participating in sports and clubs. Director Cox pointed out that the financial benefit of taking college courses through CHS could be significant to some students.

V. Budget Discussion: Food Service

Action

As a follow up to an informational food service presentation in August, the board was asked to make some decisions regarding the program. Steve Davis, the Director of Nutrition and Food Services explained that the program is running well and participation numbers are actually up but with the rising cost of food and their aging equipment it will need funds to continue to operate. In addition to several updates and equipment replacements, the FY'19 budget is projecting a \$39,888 deficit for the year. The board talked about having an annual discussion as part of the budget timeline to review the food service budget and determine the dollar amount that will be provided to food services in the general fund. Director Davis stated it is not unusual for other area districts to fund their programs with the general budget. Director Cox emphasized the importance of the food service program and agreed that the board should make it a priority to figure out the best way to plan and fund the program in future budgets.

Director Kieny moved to approve the replacement of the CHS serving line and other small equipment at CHS as needed not to exceed \$100K, seconded by Director Cox. The motion passed unanimously, 4-0.

Director Kieny moved to approve \$50K from the general fund for FY'19 to support the CSD Food Services program, seconded by Director Cox. The motion passed unanimously, 4-0.

VI. Assessment Presentation

Information

Director of Curriculum Gwen Carmolli provided an overview of assessment for Colchester schools. Assessment in Colchester is based on the district vision that embraces high standards for all students, as well as federal and state requirements. Director Carmolli reviewed these requirements and the district vision. She also provided an overview of local assessments, kindergarten through grade 12. Results from one of the state required assessments, Smarter Balanced Assessment Consortium (SBAC), were recently made available to the district. Director Carmolli shared the results for all students and for equity groups of students in poverty or with disabilities. These results show Colchester has an average of scores above the state in English Language Arts and Math. There are achievement gaps for students in poverty and for students with disabilities. The school district and schools have plans, called Continuous Improvement Plans, to increase achievement for all students.

Director Kieny asked why grade 11 is no longer being tested statewide. Director Carmolli and Superintendent Minor explained that the Agency of Education examined all the other assessments taken at that grade level and determined it was excessive. They are instead testing in grade 9 now.

Director Kiemy also asked why the district's SBAC and ACT scores are not closely aligned. Director Carmolli explained that different assessments have different levels of rigor and subsequently produce different scores.

Board Chair Rogers questioned why the scores dip between grades 5 and 6. Director Carmolli explained that students are transiting to middle school and in addition to developmental changes, there are big shifts in rigor, standards, and content; particularly in math. She added that this trend is not specific to Colchester.

VII. Quarterly Special Education Report

Information

Director of Special Education Carrie Lutz shared an updated format of the quarterly special education report. This format further breaks down the enrollment numbers and ensures consistency in their tracking. She noted that special education enrollment continues to rise. In the last four years, the district has seen an increase of over 50 students enrolled in special education. In addition, the district is continuing to see the needs of students increase. The county and state are seeing the same enrollment and intensity trends. The alternative schools in the area all have waitlists.

Director Kiemy asked if it is common for students to progress enough to exit the special education program. Director Lutz stated this does happen and her department does track that data, including the reason why the student exited. She offered to include that data in the next quarterly report.

VIII. First Reading of the Threats and Disruptions to School Operations: F7

Action

This policy was last reviewed in 2003 and has come up in the revision cycle. Edits were made to expand the policy to more accurately reflect the type of threats occurring across the country. The policy has been reviewed by the district's attorneys. Director Taylor had two grammar edits.

Director Cox moved to approve the first reading of Threats and Disruptions to School Operations Policy, seconded by Director Taylor. The motion passed unanimously, 4-0.

IX. Approval of Personnel Consent Agenda

Action

The following Personnel Consent Agenda was presented for November 6, 2018.

PERSONNEL CONSENT AGENDA**Board Date: November 6, 2018****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Anita	Dayvie	New Hire	Physical Education Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Courtney Goetz	Yes	Yes
Teacher	Thomas	McAllister	New Hire	Grade 6 Elementary Teacher, Long-Term Substitute	1.0 FTE	CMS	Request to Hire	Kylie Nehrebauer	Yes	Yes
Teacher	Mathew	Pause	New Hire	Math Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Jamie Mulcahy	Yes	Yes

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Co-Curricular	Lindsey	Baldwin	End of Employment	Drama Coach		CMS	Notice of End of Employment			Yes
Co-Curricular	Matthew	Schofield	New Hire	Girls Hockey Assistant Coach		CHS	Notice of Hire	Josh Thibault	Yes	Yes
Co-Curricular	Robert	Toms	New Hire	Drama Coach		CMS	Notice of Hire	Lindsey Baldwin	Yes	Yes
Support Staff	Morgan	Beck	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire		Yes	Yes
Support Staff	Shauna	Knapp	New Hire	Paraeducator - Special Education/Paraeducator	16.25 hr/ 16.25 hr	PPS	Notice of Hire	Skylar Rogers	Yes	Yes
Support Staff	Allison	McCuin	New Hire	Food Service Worker	31.25 hr	CHS	Notice of Hire	Roberta Goddard	Yes	Yes

Director Cox moved to approve the personnel consent agenda as provided, seconded by Director Taylor. The motion passed unanimously, 4-0.

X. Approval of Minutes: October 16, 2018 Action

Director Kieny moved to approve the minutes of October 16, 2018, seconded by Director Cox. The motion passed unanimously, 4-0.

XI. Approval of Minutes: October 30, 2018 Action

Director Cox moved to approve the minutes of October 30, 2018, seconded by Director Taylor. The motion passed unanimously, 4-0.

XII. Board/Administration Communication, Correspondence, Committee Reports Information

- Superintendent Minor congratulated the CHS Ladies Soccer team on an impressive and hard-fought season. They fell to CVU in the Division 1 final over the weekend.

XIII. Possible Future Agenda Items Information

Future Meetings:

- Budget Discussions
- Discipline Policies
- School Reports
- District Nursing Report

XIV. Adjournment

Director Cox made a motion to adjourn at 9:14 p.m., seconded by Director Kieny. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Craig Kieny
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Central Office Conference Room

Wednesday, November 7, 2018
4:00 p.m.

MINUTES

The Colchester Board of Education held a Special Board Meeting on Wednesday November 11, 2018 in the Central Office Conference Room. Those in attendance were: Board Chair Mike Rogers; Directors: Craig Kieny, Curt Taylor and Lindsey Cox; Superintendent Amy Minor; and Heather Lynn from Lynn, Blackman, & Manitsky P.C.

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 3:58 p.m.

II. Executive Session

Director Kieny moved to enter executive session for the purpose of the school board receiving professional legal services, seconded by Director Cox. The motion passed unanimously, 4-0.

Director Cox left the meeting at 4:45 p.m.

III. Adjournment

Director Taylor moved exit executive session and adjourn at 5:23 p.m., seconded by Director Kieny. The motion passed unanimously, 3-0.

Recorder:

Amy Minor
Superintendent of Schools

Board Clerk:

Craig Kieny
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester Central Office

Tuesday, November 13, 2018
4:00 p.m.

MINUTES

The Colchester Board of Education held a meeting to prepare for contract negotiations with the Colchester Education Association on Tuesday, November 13, 2018, at the Colchester School District Central Office. Those in attendance were School Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, and Curt Taylor; and Superintendent Amy Minor;

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 3:59 p.m.

II. Executive Session: Teacher Negotiations Preparation

Director Kieny moved to enter executive session at 3:59 p.m., seconded by Director Taylor. The motion passed unanimously, 3-0.

Director Lincoln White entered at 4:05 p.m.

Director Taylor moved to exit executive session at 5:18 p.m., seconded by Director White. The motion passed unanimously, 4-0.

III. Adjournment

Director White moved to adjourn at 5:20 p.m., seconded by Taylor. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Craig Kieny
Board Clerk