

Colchester School Board

Meeting Agenda and Packet

March 5, 2019

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
March 5, 2019**

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**AGENDA**

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| <b>I. Call to Order and Pledge of Allegiance</b>                                   |                    |
| <b>II. Citizens Participation*</b>   |                    |
| <b>III. Hear Colchester School District Audit Report for FY'18</b>                 | <b>Information</b> |
| <b>IV. Hear and Discuss FY'20 Budget Results</b>                                   | <b>Information</b> |
| <b>V. Approval of Recommendation for Administrator Contract Renewals 2019-2020</b> | <b>Action</b>      |
| <b>VI. Approval of Recommendation for Teacher Contract Renewals 2019-2020</b>      | <b>Action</b>      |
| <b>VII. Approval of Personnel Consent Agenda</b>                                   | <b>Action</b>      |
| <b>VIII. Approval of Minutes: February 19, 2019</b>                                | <b>Action</b>      |
| <b>IX. Board/Administration Communication, Correspondence, Committee Reports</b>   | <b>Information</b> |
| <b>X. Possible Future Agenda Items</b>   | <b>Information</b> |
| <b>XI. 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.

**PERSONNEL CONSENT AGENDA**

**Board Date: March 5, 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	Lois	Whitney	End of Employment	Mathematics Teacher	1.0 FTE	CMS	Request to end Employment effective June 30, 2019			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	Connie	Sheets	New Hire	Softball, Varsity Assistant Coach		CHS	Notice of Hire	Emily Eakin	Yes	Yes

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, February 19, 2019  
7:00 p.m.

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, February 19, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, Curt Taylor, and Lindsey Cox; Superintendent Amy Minor; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principals Michele Cote, Carolyn Millham, and Chris Antonicci.

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. Positive Behavior Interventions and Support (PBIS) Presentation Part III Information**

This presentation was the final segment of a three-part series about the use of Positive Behavior Interventions and Supports (PBIS) at the elementary schools in the district. Union Memorial School Principal Chris Antonicci along with behavior specialist, Tisa Begnoche, highlighted how adults in the schools respond to unexpected behavior of students using the PBIS model. They went over how they collect data of these behaviors to see trends and how that data is then used to shape adult responses. Principal Antonicci explained that they use form referrals which are completed by teachers and include information such as time of day, location, the intervention used and if it was successful. The data from form referrals and other sources gets uploaded into a database. The administration and leadership team will review that data and make necessary changes on both an individual student level and a whole school level. They shared an example where the data showed a spike in unwanted behavior during lunch. The leadership team tried several approaches before landing on one that showed a significant improvement and they have since put that change in place permanently. In the classroom, teachers have an extensive list of interventions that they can use to respond to both minor and major unexpected and unwanted behavior such as redirection, time away, an apology of action, and parent communication.

Special Education Director Carrie Lutz highlighted the ongoing professional development between all three schools that promotes consistency and fidelity with the program. She went on to say that all three schools have had success rolling out the different phases of PBIS and received awards at the PBIS conference held this past fall.

#### **IV. Family Communication Survey Results**

**Information**

Superintendent Amy Minor presented a brief overview of a district-wide survey that was sent out to all families in December. The survey included 18 questions covering a variety of topics regarding frequency, quality, and preferences of families for non-emergent communication from the district. There were 875 responses. Each building principal received disaggregated data with school-specific information for them to review what is working well in their building and areas where they could make some changes. Superintendent Minor showed the board some of the results from the broader, district-level questions. These results will be used to shape how information is disseminated in the future. The data showed that an overwhelming amount (93%) of families prefer text and email communication over phone calls; over 75% of families access district communication using their cellphones as opposed to computers and other devices; 82% of families would describe the frequency of communication coming from their school as good or perfect whereas 13% felt it was infrequent; and nearly 50% of families said they get most of their school news from the newsletter with other options being the website, or directly from their teacher or child. Moving forward, building principals will ensure what they are sending out is mobile friendly and will continue to distribute high-quality newsletters.

#### **V. Third and Final Reading of Student Conduct and Discipline Policy: F1**

**Action**

The board reviewed the final version of the new Student Conduct and Discipline Policy which now encompasses the Student Suspension Policy (F33).

*Director Kieny moved to eliminate the Student Suspension Policy, F33, and to approve the third and final reading of the Student Conduct and Discipline Policy: F1, seconded by Director Cox. The motion passed unanimously, 5-0.*

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

**Action**

The following Personnel Consent Agenda was presented for February 19, 2019.

**PERSONNEL CONSENT AGENDA**

**Board Date: February 19, 2019 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	Joshua	Yosuico	End of Employment	Special Education Teacher	1.0 FTE	UMS	Request to end Employment effective June 30, 2019			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	Robert	Toms	End of Employment	Drama Coach		CMS	Notice of End of Employment			Yes
Support Staff	Bernard	Cieplicki	End of Employment	Athletic Director	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Michelle	Devino	End of Employment	Data Manager	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Timothy	Hayes	New Hire	Custodian	40.0 hr	CHS	Notice of Hire	Purnawati Poudyel	Yes	Yes

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

**VII. Approval of Minutes: February 5, 2019 Action**

*Director Taylor moved to approve the minutes of February 5, 2019, seconded by Director White. The motion passed unanimously, 5-0.*

**VIII. Approval of Minutes: February 11, 2019 Action**

*Director Taylor moved to approve the minutes of February 11, 2019, seconded by Director White. The motion passed unanimously, 5-0.*

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

- Budget Presentation for both the school district and the town is on Monday, March 5<sup>th</sup> at 6:30 p.m. at CHS. Come early for a free community dinner starting at 5:30 p.m.
- The CSD 2019 Annual Report was delivered to all households in Colchester over the weekend.
- The AOE performed a Food Service Program Audit and the results were positive. More details will be presented at an upcoming meeting.
- The board will aim to ratify a contract with the teachers after February break.
- Outright Vermont is giving two community presentations in March and April. More details will be forthcoming.
- Director Taylor as Superintendent Minor to gather some information on how much the Performing Arts Center is used in the evenings.

**X. Possible Future Agenda Items Information**

**Future Meetings:**

- eFinance Update
- CSD Calendar 2019-2020
- Financial Audit Presentation
- Strategic Plan

**XI. Adjournment**

*Director Cox made a motion to adjourn at 8:09 p.m., seconded by Director Kieny. The motion passed unanimously, 5-0.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Craig Kieny  
Board Clerk