

Colchester School Board

Meeting Agenda and Packet

April 3, 2018

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
April 3, 2018**

AGENDA

- | | |
|---|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizens Participation* | |
| III. Report from Building Principals | Information |
| IV. Presentation on ISTEAM at MBS | Information |
| V. Approval of Laptop and Chromebook Purchase for CHS and CMS | Action |
| VI. First Reading of Students with Limited English Proficiency (LEP) Policy: F22 | Action |
| VII. Approval of Personnel Consent Agenda | Action |
| VIII. Approval of Minutes: March 20, 2018 | Action |
| IX. Board/Administration Communication, Correspondence, Committee Reports | Information |
| X. Possible Future Agenda Items | Information |
| XI. 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

*Amy Minor, Superintendent of Schools
George A. Trieb, Jr., Business Manager
Carrie A. Lutz, Director of Special Education
Gwendolyn Carmolli, Director of Curriculum
Internet Address: www.csdvt.org*

Administrative Offices, 125 Laker Lane • P.O. Box 27, Colchester, VT 05446-0027 • Phone (802) 264-5999 • Fax (802) 863-4774

MEMO

To: School Board Directors
From: George A. Trieb, Jr. *GAT*
Subject: Purchase of IT Equipment
Date: March 28, 2018

The purpose of this memorandum is to obtain approval from the school board for the planned and budgeted expenditure of \$179,592 for the acquisition of one hundred seventy-five (175) HP ProBook 430 G5 Notebooks (\$126,672) and one hundred eighty (180) CTL NL61TX Chromebooks (\$52,920). This purchase is part of the district's annual replacement plan for CHS and CMS.

The quotes for the devices are attached. The district would be purchasing off from the State of Vermont contract, and therefore, does not need to solicit three bids.

An appropriate motion would be: ***"I move to authorize the Business and Operations Manager to purchase IT equipment as requested"***.



ONLINE PRICE QUOTATION

Quote Number: 12130077

Quote Name: Colchester PB 430 G5 CTO (4GB, 128GB SSD, Touchscreen)

Today's Date : 3/23/2018 3:00:21 PM

Quote Created Date : 3/23/2018 2:45:37 PM

Created By: brad@ormsbys.com

Contract: VT - STATE OF VERMONT (NASPO VP PC) (30128)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Special pricing identifier: 40495174

items/description	part no	contract unit price	your unit price	qty	ext price
Configurable - HP Probook 430 G5 Notebook with Intel i5-8250U (1.6GHz, 6MB Cache) and integrated Intel HD graphics 620 1LR34AV	Base	\$1,107.80	\$603.00	175	\$105,525.00
HP Probook 430 G5 Notebook with Intel i5-8250U (1.6GHz, 6MB Cache) and integrated Intel HD graphics 620	1LR34AV				
StF-Windows 10 Pro 64 MSNA	1PW30AV#ABA				
Core i5 G8 Label	1QE36AV				
eStar Module	X7B24AV				
Integrated HD 720p IR DualAryMic Webcam	1LR75AV				
13.3" HD (1366x768) LED SVA for HD Webcam + IR with 2 Antennas slim Touchscreen	1LR52AV				
4 GB (1x4GB) DDR4 2400	1LR66AV				
Internal Storage	Included				
Selected Mini Card SSD as only Internal Storage device (Only available if mini card (mcSSD) is selected)					
128 GB Solid State M2 SATA-3 Three Layer Cell Drive	1LR70AV				
Clickpad spill-resistant Keyboard	1MF54AV#ABA				
Intel 8265 802.11 b/g/n/ac 2x2 nvP +Bluetooth 4.2 WW with 2 Antennas	1PN93AV				
No Fingerprint Reader	1LR56AV				
No WWAN	1LR62AV				
45 Watt Smart nPFC Right Angle AC Adapter	1LR27AV				
C5 1.0m Power Cord	1NC60AV#ABA				
Destination Country Kit Localization	1ML08AV#ABA				
3 Cell 48 WHr Long Life Battery	1ZG01AV				

1/1/0 Warranty
Natural Silver Plastic

1LR83AV#ABA
1LR42AV

HP 3 year Pickup and Return Hardware Support w/Accidental Damage Protection-G2 for Notebooks	UK712E	\$131.82	\$120.84	175	\$21,147.00
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SubTotal: \$126,672.00

Total : \$126,672.00

The terms and conditions of the VT - STATE OF VERMONT (NASPO VP PC) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:
<http://gem.compaq.com/gemstore/entry.asp?SiteID=1010>

* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



CTL Quote

CTL Corporation
9700 SW Harvest Ct.
Bldg. #100
Beaverton, OR 97005
www.ctl.net
(503) 646-3733

Order Number: 0222008
Order Date: 3/14/2018
Ship Date: 5/13/2018
Salesperson: GNW
Customer Number: 0009420

Sold To:
Colchester School District
Attn: Accounts Payable
Po Box 27
Colchester, VT 05446-0027

Ship To:
Colchester School District
125 Laker Lane
Attn: Pam Lowe
Colchester, VT 05446

Confirm To: Pam Lowe 802.264.5999

Customer P.O. NL61TX quote for Pam **Ship VIA** TRUCKING **F.O.B.** DEST-COMM **Terms** Net 30 **Ship From Warehouse:** 001

ORDERED	SHIPPED	BACKORD	ITEM #	DESCRIPTION	PRICE	AMOUNT
180	0	0	CTLNL61TX	CTL NL61TX 11.6" 4g/32g N3160	269.00	48,420.00
Price includes management and Free Freight						
180	0	0	NBCNL61T	NL61T, N3160, 4/32GB, IPSTouch	COMPONENT	
180	0	0	CV00001	X Protect for NL6 Series	COMPONENT	
180	0	0	SF00006	Chrome EDU: Perpetual license	COMPONENT	
180	0	0	WRCB3001	3 Yr AD Depot X + 1Yr 2 Way Sh	25.00	4,500.00

Net Order:	52,920.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	52,920.00

COLCHESTER SCHOOL DISTRICT**POLICY: STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)****DATE ADOPTED:** February 3, 2004**RATIONALE**

The federal Office of Civil Rights (OCR) requires that school districts provide students with Limited English Proficiency (LEP) with effective access to public educational programs. Such access involves the consistent identification, appropriate assessment, effective program services, and the evaluation of progress.

POLICY STATEMENT

Colchester School District will ensure that all students with limited proficiency in English will receive support enabling them to effectively access school programs. The Superintendent will develop procedures which comply with state and federal laws governing LEP students.

Date Warned: November 14, 2003
First Reading: November 18, 2003
Second Reading: February 3, 2004

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENTS WHO ARE ENGLISH LEARNERS

DATE ADOPTED: DRAFT

POLICY STATEMENT

The School Board recognizes that students with non-English language backgrounds bring diverse cultural, educational, and linguistic background experiences to our schools. The Colchester School District enrolls all students residing in Colchester, without regard to their or their parents' actual or perceived citizenship status. The District has an obligation to identify the English learners in our system and provide them with equal educational opportunities.

It is the policy of the Colchester School District to ensure that all students who are English learners receive the supports and services necessary to provide them an equal and meaningful opportunity to participate in the District's educational programs and services. This includes but is not limited to services from appropriately trained and experienced staff for consistent identification, appropriate assessment, and effective programming that supports progress toward English language proficiency and evaluation of and accountability for student progress toward English proficiency.

I. DEFINITIONS AND COMMONLY USED ACRONYMS

For purposes of this policy, the term English Learner (EL) is defined as a student with a home language other than English and who has limited English language proficiency based on results from an English language proficiency assessment approved by the state of Vermont.

Historically, a variety of terms have been used to describe EL students. The term EL is inclusive of students who fall into all of these categories.

- A. English as a Second Language (ESL)
- B. English Language Learner (ELL)
- C. Limited English Proficiency (LEP)

II. IMPLEMENTATION

The Superintendent or their designee will develop and maintain an English Language Program which complies with state and federal laws. This program will be periodically evaluated to make modifications when necessary. The EL Program will be adequately staffed with licensed personnel who have regular access to further professional training in order to implement EL

Last Adopted: February 3, 2004
 Date Warned: March 30, 2018
 First Reading: April 3, 2018
 Second Reading:

programming. The Superintendent or their designee will develop procedures relating to EL students, including those established to:

- A.** Administer state required EL assessments in order to identify and assesses students whose primary language is not English, and are in need of language assistance, in a timely, valid and reliable manner.
- B.** Refer EL students with suspected disabilities to special education or a 504 team for disability-related identification, evaluation, and where indicated, services, and provide language support in evaluation, programming, and service delivery.
- C.** Evaluate and monitor EL students for progress toward English language proficiency and grade level content. Maintain records of progress and make records available to appropriate staff and to EL students' parents.
- D.** Objectively assess the progress of EL students in order to track and respond to the results of EL services, to ensure that language barriers are being overcome within a reasonable period of time, and to determine when transfer to fully English proficient programs is appropriate. Exit standards should be objectively based and should be designed to determine whether EL students are able to read, write, and comprehend English well enough to participate meaningfully in the district's programs.
- E.** Monitor EL students after they exit EL services, to ensure that they did not exit prematurely.
- F.** Provide support to meet the educational needs of an EL student if the student opts not to participate in offered EL services.
- G.** Ensure that ELL students will be provided equal opportunity for participation in curricular and co-curricular activities, including core curriculum, graduation requirements, specialized and advanced courses and programs, sports and clubs. No student shall be excluded from, or not be admitted to, any CSD program on the basis of their English language proficiency.
- H.** Ensure that EL programming is designed to avoid unnecessary separation of EL students from the general student body. The District will take appropriate affirmative steps to rectify the English language deficiency in order to open the educational programs to these students.
- I.** Ensure that there is ongoing meaningful communication with all EL parents in a language they can understand. The District provides translation services for families to support access to their child's educational program.

PERSONNEL CONSENT AGENDA

Board Date: April 3, 2018

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Simrat	Peltier	New Hire	Guidance Counselor	1.0 FTE	MBS	Request to Hire	Luba Routsong	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	Thomas	Baggott III	New Hire	Softball "B" Coach		CMS	Notice of Hire		Yes	Yes
Support Staff	Emily	Colby	New Hire	Technology Help Desk Specialist	40.0 hr	DW	Notice of Hire	Brian Curley	Yes	Yes
Support Staff	Danielle	Cote	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Jacqueline Hughes	Yes	Yes
Support Staff	Peter	Govoni	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Karen Sikorski	Yes	Yes
Support Staff	Carolyn	Sawin	New Hire	Paraeducator - 504	32.5 hr	CHS	Notice of Hire	Gaelan Chutter-Ames	Yes	Yes
Support Staff	Paul	Shaw	End of Employment	Custodian	40.0 hr	CHS	Notice of End of Employment			Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, March 20, 2018
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, March 20, 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 Board Member Robert Davis; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principals Chris Antonicci and Michele Cote.

There were 18 audience members.

I. Call Meeting 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. Hear Nominations for School Board Reorganization and Approval of Newspaper of Record *(Moved to item II from item IV)*

Nominations were held for School Board Chair, Vice Chair, and Clerk as well as approval of a newspaper of record.

Director Kieny moved to nominate Mike Rogers as Board Chair, seconded by Director Taylor. The motion passed unanimously, 3-0.

Director Taylor moved to nominate Lincoln White as Board Vice Chair, seconded by Director Rogers. The motion passed unanimously, 4-0.

Director Rogers moved to nominate Craig Kieny as Board Clerk, seconded by Director Taylor. The motion passed unanimously, 3-0.

Director Kieny moved to approve The Colchester Sun as the official newspaper for the district for legal notices, seconded by Director Taylor. The motion passed unanimously, 4-0.

III. Citizen Participation

None.

IV. Report from Building Principals

Union Memorial School Principal Chris Antonicci shared that his school and Porters Point School have exchanged mascots for the week. Pearson the Panda is visiting students at UMS and Champ is over at PPS exploring their daily activities. The students will be working to develop literary connections about similarities and differences between the two schools. They're also working to He also shared that during their Friday in-service day UMS will working with their behavior specialist focusing on children with trauma in their background.

V. Preschool Overview Presentation

Director of Special Education Carrie Lutz and Preschool Coordinator Nancy Smith provided the board with an overview presentation of the preschool program. They covered various requirements and standards set by the state as well as the qualifications needed for both staff and licensing regulations. They also highlighted the benefits that qualified preschool programs provide to children and the community. At a future meeting, they will give another presentation focused specifically on the district's preschool program including enrollment, the service model, and partnerships with the town of Colchester.

VI. Update and Approval of Continuous Improvement Plan Submission

The Vermont Accountability Plan requires each district to develop a Continuous Improvement Plan that uses data and goals to increase achievement for all students. The CSD District Leadership Team has been working on district's plan since August. Director of Curriculum and Instruction Gwen Carmolli gave a presentation highlighting the district's work so far and requested approval to submit the plan to the Vermont Agency of Education

Director Kienny moved to approve the submission of the district's Continuous Improvement Plan to the Vermont Agency of Education, seconded by Director Taylor. The motion passed unanimously, 4-0.

VII. School Calendar for 2018-2019

Superintendent Amy Minor shared the draft version of the 2018-2019 school calendar. 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 conference days for a total of 187 days. Also included in this draft were four early release days which is the same amount as the current school year. Superintendent Minor stated they have received great feedback from staff about the professional development on these days and there has been virtually no negative feedback from parents or community members. She also noted that Colchester Parks and Recreation has agreed to continue to run their early release aftercare program for K-8 families. Director Davis asked why there were no in-service or early release days in January and May. Superintendent Minor stated they are careful to avoid those months since they tend to have midterms and field trips.

Director Kienny moved to approve the four early release days in the 2018-2019 calendar as presented, seconded by Director Taylor. The motion passed unanimously, 4-0.

VIII. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented for March 20, 2018. Superintendent Minor and Colchester Middle School Principal Michele Cote announced three retirements and thanked them for their service to the district.

PERSONNEL CONSENT AGENDA
Board Date: March 20, 2018 Revised

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Anne	Brady	End of Employment	Special Education Teacher	1.0 FTE	PPS	Request to end Employment effective June 30, 2018			Yes
Teacher	Anita	Dayvie	End of Employment	Physical Education Teacher	1.0 FTE	CMS	Request to end Employment effective June 30, 2018			Yes
Teacher	Ginger	Epstein	End of Employment	Health Education Teacher	1.0 FTE	CMS	Request to end Employment effective June 30, 2018			Yes
Teacher	Kenneth	Epstein	End of Employment	Elementary Teacher	1.0 FTE	CMS	Request to end Employment effective June 30, 2018			Yes
Teacher	Thomas	Jacobs	New Hire	Elementary Teacher	1.0 FTE	MBS	Request to Hire	Kathleen Bonfigli	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	Chealsey	Giatrelis	New Hire	JV Girls Tennis Coach		CHS	Notice of Hire	Megan Olson		Yes
Support Staff	Miranda	Axworthy	New Hire	Paraeducator - Special Education	32.5 hr	PPS	Notice of Hire	Lacey Potter	Yes	Yes
Support Staff	Michah	Barritt	End of Employment	Paraeducator - Special Education	32.5 hr	CHS	Notice of End of Employment			Yes
Support Staff	Heather	Bean	End of Employment	Paraeducator - Speech	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Victoria	Crowley	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire	Lisa Kromer	Yes	Yes
Support Staff	Jacqueline	Hughes	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Crystal	Nerbak	New Hire	Paraeducator - Special Education	32.5 hr	PPS	Notice of Hire		Yes	Yes

Director Taylor moved to approve the Personnel Consent Agenda as presented, seconded by Director Kienny. The motion passed, 4-0.

IX. Approval of Minutes: March 6, 2018

Director Taylor corrected that Director Kienny is involved in the support staff negotiations, not himself. Minutes updated to reflect the change.

Director Taylor moved to approve the amended minutes of March 6, 2018, seconded by Director Kienny. The motion passed unanimously, 4-0.

X. Board/Administration Communications, Correspondence, Committee Reports

- The board narrowed down a possible date of May 21st or May 22nd for their spring retreat. Superintendent Minor went over potential topics which included a legislative update, the district strategic plan, and a potential new building.
- Superintendent Minor gave a hiring update on the open assistant principal and guidance counselor positions at Malletts Bay School. Initial interviews have taken place and they are moving forward several finalists.

XI. Possible Future Agenda Items

- Presentations on ISTEAM at MBS and poverty in the district.
- Continued policy work.

XII. Adjournment

Director Taylor moved to adjourn at 8:34 p.m., seconded by Director Kienny. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Communications Specialist

Craig Kienny
Board Clerk