

Colchester School Board

Meeting Agenda and Packet

February 5, 2019

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
February 5, 2019
7:00 PM**

AGENDA

- | | | |
|--------------|--|--------------------|
| I. | Call to Order and Pledge of Allegiance | |
| II. | Citizen Participation* | |
| III. | Positive Behavior Interventions and Support (PBIS) Presentation Part II | Information |
| IV. | Quarterly Financial and Special Education Reports | Information |
| V. | Second Reading of Student Conduct and Discipline Policy: F1 | Action |
| VI. | Approval of Personnel Consent Agenda | Action |
| VII. | Approval of Minutes: January 22, 2019 | Action |
| VIII. | Approval of Minutes: February 1, 2019 | Action |
| IX. | Approval of Minutes: February 4, 2019 | 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

Administrative Offices, 125 Laker Lane, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • www.csdvt.org • Fax: (802) 863-4774

MEMO

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr. *gat*
Date: January 31, 2019
Subject: Year-To-Date Financial Report – December 2018

The table below shows the total budget and actual revenue and expense figures for the period ending December 2018. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue the district would expect a slight surplus of \$91,477.

	Budget	Forecast	% of Budget	Variance
Revenue	\$39,448,927	\$39,627,936	100.45%	\$179,009
Expenses	\$39,448,927	\$39,536,459	100.22%	(\$87,532)
<i>Surplus/(Deficit)</i>				\$91,477

Attached to this memo is further detail about both the revenue and expenses through December. The district has spent 42.73% of the budget versus spending 44.97% last year at this time. The district's total commitments to date are 73.58% versus 75.09% last year.

Items worth noting.

- ✚ Expenditure reimbursement revenue is anticipated to be over budget by \$100K or 3.03% due to higher than anticipated SPED spending.
- ✚ Professional educational services is forecast to be over budget by \$48.2K or 11.5% due to unanticipated SPED requirements.
- ✚ Tuition to private schools will be over budget by approximately \$354.3K or 35.2% due to required by unplanned out of district placement.
- ✚ Overall spending and commitments by the district year to date are in line with last year and past years.

Amy Minor
 Superintendent
 of Schools

George A. Trieb, Jr.
 Business & Operations
 Manager

Carrie Lutz
 Director of Student
 Support Services

Gwendolyn Carmolli
 Director of Curriculum
 & Instruction

The table below shows expenses paid in the second quarter either through board orders or payroll warrants.

Transaction Type	Date	Amount
Payroll Warrant	10/5/18	\$948,887.88
Board Orders	10/10/18	\$635,929.24
Payroll Warrant	10/19/18	\$1,008,344.55
Board Orders	10/24/18	\$944,634.33
Total Expenditures		\$3,537,796.00

Transaction Type	Date	Amount
Payroll Warrant	11/2/18	\$943,286.97
Board Orders	11/7/18	\$224,029.47
Payroll Warrant	11/16/18	\$977,512.77
Board Orders	11/21/18	\$1,051,539.79
Payroll Warrant	11/30/18	\$879,951.70
Total Expenditures		\$4,076,320.70

Transaction Type	Date	Amount
Board Orders	12/5/18	\$243,153.52
Payroll Warrant	12/14/18	\$1,153,865.46
Board Orders	12/19/18	\$645,884.33
Payroll Warrant	12/28/18	\$975,713.12
Total Expenditures		\$3,018,616.43

Colchester School District
Year-to-date Budget Report - Voted Budget Revenue
As of December 31, 2018

Description	FY2019 Budget	FY2019 Forecast	Revenue Received	Percent Received	Variance Favorable/(Unfavorable)
LOCAL					
Fund Balance	\$600,000	\$600,000	\$600,000	100.00%	\$0
Tuition	\$562,400	\$562,400	\$114	0.02%	\$0
Interest Earnings	\$100,000	\$125,000	\$58,209	46.57%	\$25,000
Facility Rentals/Miscellaneous Revenue	\$17,500	\$22,000	\$9,286	42.21%	\$4,500
Impact Fees	\$125,000	\$150,000	\$0	0.00%	\$25,000
Miscellaneous	\$10,000	\$10,000	\$9,853	98.53%	\$0
Act 176 Funds - High School Completion	\$0	\$4,509	\$4,509	N/A	\$4,509
TOTAL LOCAL	\$1,414,900	\$1,473,909	\$681,970	46.27%	\$59,009
STATE					
General State Aid	\$32,773,561	\$32,773,561	\$21,501,470	65.61%	\$0
Transportation Aid	\$340,000	\$360,000	\$257,356	71.49%	\$20,000
Voc. Ed. Transportation Reimb.	\$27,500	\$27,500	\$11,928	43.37%	\$0
Driver Education Reimbursement	\$20,000	\$20,000	\$5,954	29.77%	\$0
TOTAL STATE NON SPECIAL EDUCATION	\$33,161,061	\$33,181,061	\$21,776,708	65.63%	\$20,000
SPECIAL EDUCATION					
Special Education Block Grant	\$801,249	\$801,249	\$801,249	100.00%	\$0
Expenditure Reimbursement	\$3,295,166	\$3,395,166	\$1,790,673	52.74%	\$100,000
EEE Program	\$185,256	\$185,256	\$185,256	100.00%	\$0
TOTAL SPECIAL EDUCATION	\$4,281,671	\$4,381,671	\$2,777,178	63.38%	\$100,000
FEDERAL					
SpEd/Title IVB IDEA	\$584,609	\$584,609	\$0	0.00%	\$0
SpEd/EEE IDEA Pre-School	\$6,686	\$6,686	\$0	0.00%	\$0
TOTAL FEDERAL	\$591,295	\$591,295	\$0	0.00%	\$0
TOTAL REVENUE	\$39,448,927	\$39,627,936	\$25,235,856	63.68%	\$179,009

Colchester School District
Year-to-date Budget Report - Voted Budget Expenditures (by Object)

As of December 31, 2018

Object	Description	FY2019 Budget	FY2019 Forecast	Expenditures YTD	Encumbered	Available Budget	% of Budget Utilized	Variance Favorable/(Unfavorable)
0110	Teachers Salaries	\$15,101,806	\$14,851,806	\$5,791,949	\$9,005,722	\$304,134	98.0%	\$250,000
0111	Administrator's Salaries	\$1,702,443	\$1,702,443	\$825,182	\$833,009	\$44,252	97.4%	\$0
0112	Support Staff	\$4,561,224	\$4,511,224	\$2,014,033	\$256,509	\$2,290,682	49.8%	\$50,000
0113	SS Custodial/Maintenance	\$1,028,124	\$988,124	\$446,791	\$36,979	\$544,354	47.1%	\$40,000
0115	Health Insurance Buy-out	\$308,000	\$308,000	\$143,042	\$0	\$164,958	46.4%	\$0
0120	Substitutes	\$389,000	\$389,000	\$116,408	\$0	\$272,592	29.9%	\$0
0125	Stipends	\$768,985	\$768,985	\$350,793	\$0	\$418,192	45.6%	\$0
0211	Health Insurance	\$2,670,666	\$2,670,666	\$1,388,315	\$0	\$1,282,351	52.0%	\$0
0212	Dental Insurance	\$294,725	\$294,725	\$155,077	\$0	\$139,648	52.6%	\$0
0215	Health Reimbursement Arrangement	\$659,916	\$659,916	\$282,536	\$0	\$377,380	42.8%	\$0
0220	Social Security	\$1,807,034	\$1,807,034	\$706,789	\$0	\$1,100,245	39.1%	\$0
0230	Life Insurance	\$19,849	\$19,849	\$13,417	\$0	\$6,432	67.6%	\$0
0232	VSTRS OPEB Payment	\$40,000	\$48,428	\$48,428	\$0	(\$8,428)	121.1%	(\$8,428)
0240	Municipal Retirement	\$245,612	\$245,612	\$122,640	\$0	\$122,972	49.9%	\$0
0250	Worker's Compensation Ins.	\$216,861	\$216,861	\$212,785	\$0	\$4,076	98.1%	\$0
0260	Un-employment Compensation	\$15,000	\$15,000	\$3,800	\$0	\$11,200	25.3%	\$0
0270	Teachers Tuition Reimbursement	\$134,000	\$134,000	\$69,258	\$0	\$64,742	51.7%	\$0
0271	SS Tuition Reimbursement	\$37,000	\$37,000	\$2,255	\$0	\$34,745	6.1%	\$0
0272	Conference/Workshops	\$13,000	\$13,000	\$8,171	\$0	\$4,829	62.9%	\$0
0273	Admin Tuition Reimbursement	\$18,000	\$18,000	\$3,945	\$0	\$14,055	21.9%	\$0
0290	Other Employee Benefits	\$66,000	\$66,000	\$36,556	\$0	\$29,444	55.4%	\$0
0320	Professional educational services	\$417,604	\$465,770	\$294,177	\$171,593	(\$48,166)	111.5%	(\$48,166)
0330	Other Professional Services	\$1,262,890	\$1,262,890	\$564,063	\$74,799	\$624,028	50.6%	\$0
0341	Audit Services	\$29,000	\$29,000	\$16,113	\$0	\$12,887	55.6%	\$0
0411	Water and Sewage	\$55,000	\$55,000	\$19,721	\$0	\$35,279	35.9%	\$0
0421	Disposal Services	\$45,000	\$45,000	\$20,400	\$0	\$24,600	45.3%	\$0
0430	Repair and Maintenance	\$783,800	\$783,800	\$389,556	\$41,472	\$352,773	55.0%	\$0
0440	Rentals & Leases	\$91,100	\$91,100	\$46,136	\$44,694	\$270	99.7%	\$0
0441	Rental of Land and Building	\$58,000	\$58,000	\$32,900	\$23,500	\$1,600	97.2%	\$0
0490	Other Purchased Property Services	\$43,000	\$43,000	\$7,182	\$0	\$35,818	16.7%	\$0
0510	Transportation Services	\$1,308,600	\$1,308,600	\$516,355	\$721,187	\$71,058	94.6%	\$0
0519	Transportation Field Trips/Athletics	\$112,800	\$112,800	\$30,147	\$0	\$82,653	26.7%	\$0
0521	Property Insurance	\$48,000	\$44,453	\$44,453	\$0	\$3,547	92.6%	\$3,547
0522	Liability Insurance	\$70,000	\$64,987	\$64,987	\$0	\$5,013	92.8%	\$5,013
0530	Communications	\$96,400	\$96,400	\$19,545	\$0	\$76,855	20.3%	\$0
0531	Telephone	\$25,050	\$25,050	\$8,851	\$0	\$16,199	35.3%	\$0
0532	Postage	\$29,300	\$29,300	\$12,149	\$0	\$17,151	41.5%	\$0
0540	Advertising	\$12,500	\$12,500	\$4,201	\$0	\$8,299	33.6%	\$0
0550	Printing and Binding	\$15,600	\$15,600	\$950	\$0	\$14,651	6.1%	\$0
0566	Tuition to Private Schools	\$1,008,000	\$1,362,338	\$452,285	\$910,054	(\$354,338)	135.2%	(\$354,338)
0568	Participating Tuition - JTP	\$467,252	\$467,252	\$0	\$0	\$467,252	0.0%	\$0
0569	Tuition to Vocational Centers	\$527,591	\$527,591	\$165,305	\$0	\$362,286	31.3%	\$0
0580	Travel	\$49,350	\$49,350	\$11,713	\$0	\$37,637	23.7%	\$0
0594	SPED Costs Paid to	\$0	\$16,506	\$4,127	\$12,380	(\$16,506)	N/A	(\$16,506)
0597	Service for Teen Parent	\$0	\$8,654	\$8,654	\$0	(\$8,654)	N/A	(\$8,654)
0610	Supplies	\$783,282	\$783,282	\$421,684	\$12,159	\$349,439	55.4%	\$0
0621	Natural Gas	\$200,000	\$200,000	\$38,146	\$0	\$161,854	19.1%	\$0
0622	Electricity	\$408,000	\$408,000	\$140,292	\$0	\$267,709	34.4%	\$0
0626	Gasoline	\$25,500	\$25,500	\$6,086	\$0	\$19,414	23.9%	\$0
0640	Books	\$90,850	\$90,850	\$29,818	\$4,366	\$56,666	37.6%	\$0
0641	Periodicals	\$16,735	\$16,735	\$8,552	\$232	\$7,951	52.5%	\$0
0670	Software	\$131,200	\$131,200	\$69,635	\$6,649	\$54,916	58.1%	\$0
0730	Equipment	\$519,000	\$519,000	\$207,910	\$16,888	\$294,202	43.3%	\$0
0810	Dues and Fees	\$46,260	\$46,260	\$43,881	\$0	\$2,379	94.9%	\$0
0830	Interest on Debts	\$257,000	\$257,000	\$86,428	\$0	\$170,572	33.6%	\$0
0890	Miscellaneous	\$12,000	\$12,000	\$1,221	\$0	\$10,779	10.2%	\$0
0910	Principal on debt	\$294,118	\$294,118	\$294,118	\$0	\$0	100.0%	\$0
		\$39,448,927	\$39,536,459	\$16,856,213	\$12,172,192	\$10,420,522	73.6%	(\$87,532)

COLCHESTER SCHOOL DISTRICT

POLICY: **STUDENT CONDUCT AND DISCIPLINE**

DATE ADOPTED: November 16, 2010

POLICY

It is the policy of the Colchester School District to maintain schools which provide a safe, orderly, civil and positive learning environment, each with a system of classroom and school management practices with underlying, clear and fair disciplinary procedures and consequences, that will ensure that it is free from harassment, bullying, hazing, and other rule-breaking and/or disruptive misconduct. Rules regarding student behavior should be clearly stated, understood and accepted by students and staff; communicated clearly to parents of enrolled students; and implemented in compliance with due process requirements.

STUDENT RESPONSIBILITIES

Each student has the responsibility of contributing to a civil, safe and productive learning environment, showing respect and consideration for other students and adults. This responsibility includes obeying all school rules and complying with all school policies.

As members of the school community, parents of students are asked to share the students' and school staff's responsibilities for maintaining this learning environment, by reinforcing and modeling for their children the importance of respectful behavior toward others and of compliance with school rules.

ADMINISTRATIVE RESPONSIBILITIES

The Principal of each school in the District shall, in consultation with the educational staff, develop a "comprehensive plan for responding to student misbehavior" in compliance with 16 V.S.A. §1161a. The Comprehensive Plan shall, to the extent appropriate, promote positive development of youth, and shall address each of the seven elements outlined in §1161a (a).

Each school shall post its Comprehensive Plan on the District's website as well as in the school office, in a place that is visible to students, parents and the public and shall publish the Plan in the school's Student Handbook or other similar publication, and the Plan shall be distributed to all students enrolled at the school, and their parents. The Plan may be provided to parents in the Student Handbook or by other means at the discretion of the Principal, and the Principal.

At the beginning of each school year, the school shall review with all students in attendance those portions of the Plan that address the school's rules describing what constitutes misconduct; disciplinary consequences for misconduct; and the school's due process procedures for

Last Adopted:	May 3, 2005
Date Warned:	September 3, 2010
First Reading:	September 7, 2010
Second Reading:	October 5, 2010
Third Reading:	November 16, 2010

imposition of discipline, including short and long term suspensions and expulsion. In addition to other types of misconduct, this review shall include a review of what constitutes harassment, hazing and bullying, and the consequences for engaging in such misconduct.

Coordination of Policies, Plans and Procedures. No school's Plan shall conflict with this policy, and this policy and each school Plan shall be read in conjunction with and shall not conflict with, the following additional related District Policies: Weapons; Hazing; Prevention of Harassment; Bullying Prevention; Restrictive Behavioral Intervention; Corporal Punishment; Threats and Disruptions of School Operations; Alcohol, Tobacco and Other Drug Abuse; Smoking in School Buildings and/or on Grounds; and Student Suspension and Expulsion.

Applicable State Statute and Rules. Suspension and expulsion of students shall be imposed in accordance with State statutory requirements (16 V.S.A. §§1162-1163), and in compliance with suspension and expulsion Rule 4311. In addition, Section 504 students shall receive the additional protections of Rule 4312, and special education students shall receive the additional protections of Rule 4313. Copies of these three Rules shall be available for review in each school office upon request, and copies thereof shall be provided to a student or parent of a student in attendance, upon request.

Effective Date. Individual District schools shall bring their Comprehensive Plans, school rules and other relevant school publications (if any) into compliance with this revised Policy no later than August 31, 2011. Within that time period, until such steps are completed by a school, the 2003 version of this policy shall continue to apply. (Federal and State law must be complied with at all times.)

Legal Reference: V.S.A. Title 16-§ 1161a -1163

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT SUSPENSION

DATE ADOPTED: March 29, 2005

POLICY STATEMENT

Suspension separates the student from school for a specified period of time, e.g., four hours, four days, etc. A *short-term suspension* is defined as ten (10) days or less. Thus, no single short-term suspension shall exceed ten (10) school days. A *long-term suspension* is defined as more than ten (10) days. In general, suspensions of students identified as disabled shall not exceed a cumulative total of ten (10) school days during an academic year.

Administrative restriction is not considered a short-term suspension. Suspension may be imposed only by the principal, assistant principal, or the Superintendent or his/her designee. When disciplining disabled students (or those suspected of being disabled) the District shall comply with all state and federal laws.

SHORT-TERM SUSPENSIONS

With but one exception, in all cases of suspension from school the students and his/her parent or guardian shall be given an opportunity for an informal hearing before an appropriately designated school administrator. The exception involves a student who, because of his or her conduct or condition, is an immediate threat to himself or herself, to others, to property or to the educational environment. In this instance the school administrator may take whatever action is appropriate under the circumstances including but not limited to immediate suspension pending a hearing within the next four (4) succeeding school days. Except as noted in the preceding sentence, the informal hearing must precede the suspension. At the informal hearing, the school administrator shall provide, either orally or in writing, the following:

- Notice of the charge(s);
- Explanation of the evidence against him or her;
- Opportunity for the student to tell his or her side of the story; and
- His or her decision on the matter.

Immediately following the informal hearing, the student's parent(s) or guardian, or the student himself or herself if over the age of 18, shall be notified in writing of any decision to suspend. All suspensions shall be reported to the Superintendent immediately. With respect to students eligible for special education, parents shall also be notified.

There shall be no formal appeal of suspension, but a student or his/her parent(s) or guardian may request the Superintendent review a suspension. The suspension shall not be delayed pending any review, however, unless so ordered by the Superintendent.

Date Warned: March 4, 2005
 First Reading: March 8, 2005
 Second Reading: March 29, 2005

LONG-TERM SUSPENSIONS

Long-term suspension separates a student from school for a period of time that is more than ten (10) consecutive school days and up to the remainder of the school year, for misconduct when the misconduct makes the continued presence of the student harmful to the welfare of the school. Only the Colchester School Board has the authority to impose a long-term suspension, and its decision shall be final.

In cases of a long-term suspension, the student and his or her parent(s) or guardian shall be given an opportunity for a formal hearing before the School Board. The Colchester School District shall follow these steps prior to the formal hearing.

- A written recommendation for long-term suspension shall be prepared by the principal or the Superintendent or his/her designee. It shall contain a full statement of the grounds on which the recommendation is made and a summary of the evidence against the student. It shall be sent to the Chair of the School Board and to the Superintendent.
- A formal hearing shall be scheduled before the Colchester School Board to be conducted in accordance with *Colchester School District* procedure, i.e., the *Procedure for the Hearing Process in a Long-Term Suspension of a Student*.
- Before the formal hearing, the following information shall be sent by certified mail to the home address of the student and his/her parent(s) or guardian:
 - a. The written recommendation for the long-term suspension of the student.
 - b. A notice of hearing stating the date, time, and place of the scheduled hearing.
 - c. A copy of the *Colchester School District Procedure for the Hearing Process in a Long-Term Suspension of a Student*.
 - d. Notice of which policy was violated.
 - e. Notice that the student has the right to legal representation at the hearing.
 - f. Notice that the student has the right at the hearing to present evidence.
 - g. Notice that the student has the right at the hearing to cross-examine witnesses.
 - h. The name and phone number of a school administrator to be contacted in case there are questions.

**PROCEDURE: PROCEDURE FOR THE HEARING PROCESS IN A
LONG-TERM SUSPENSION OF A STUDENT**

HEARING:

- A. A quorum of the School Board must be present.
- B. The Chair of the Colchester School Board will meet with the student. The Chair will explain to the accused and/or his or her parent(s) and/or his or her counsel the procedure that will be followed.
- C. Those present shall be School Board members, the accused, the principal or designee who will present the administration's case, and a representative of the Superintendent's office. The accused and/or the School Board may elect to have counsel. The accused may be accompanied by his/her parent(s) or legal guardian. Witnesses will be present when called upon by the Chair. Only witnesses who have something material to contribute to the case will be allowed. Personal character witnesses may be allowed if approved by the School Board following the presentation of the case.
- D. The Superintendent or designee will supply all School Board members, the accused, his/her counsel and/or parent(s) or guardian, with copies of the following documentation:
 1. Written statement of the grounds on which the recommendation is made and a brief summary of the evidence against the student.
 2. Any police report expected to be furnished to the School Board at the hearing.
 3. Summary of past disciplinary actions of record involving the accused student.
- E. The Chair shall see that the following procedure is followed:
 1. Give time, date, place, people in attendance.
 2. Request a reading of the statement of grounds on which the recommendation for a long-term suspension is made.
 3. Ensure that the School Board members and accused understand the grounds for the recommendation for a long-term suspension.
 4. Request that the principal or designee present his/her case. The principal or designee will do so by calling witnesses and presenting evidence. At this time, Board members and administration will be allowed to question witnesses.
 5. The student/parent/representative may then ask questions of witnesses.

6. The student or his or her agent may then present his or her side of the case and call witnesses and present evidence. Witnesses may be examined by the accused and by the School Board.
 7. The Administration may then ask questions of the witnesses.
 8. At the close of evidence the Chair shall announce that the School Board is going into private deliberations. Prior to going into deliberation the School Board shall ask for a recommendation from the administration. The Chair may also receive recommendations from the accused and/or his or her parent(s) and/or his or her counsel. After receiving these recommendations, the Chair will clear the hearing room except for the Superintendent or counsel to the School Board. Deliberations shall begin.
- F. In making its final decision, the School Board reserves the right to accept the recommendation for long-term suspension, reject it, or impose a different sanction as it deems necessary for the benefit of the accused and/or the entire student body. Options of the School Board may include but are not necessarily limited to long-term suspension, short-term suspension, or other sanctions, all as defined by School Board policy.

A student's return to school may be conditioned upon his/her cooperation in participating in counseling and/or a specialized program designed to meet his/her particular needs. Such a program shall be designed by administrative officers and/or faculty members of the school and shall be approved by the principal. The cost of any counseling or other specialized services shall be borne by the student.

Post-Hearing

- A. If after reasonable time the School Board has not made its decision, the Chair will inform those waiting for the decision that a decision will be forthcoming and set a specific date and time to give the decision to the accused. Said date shall be no later than five school days after the date of the hearing, or ten calendar days, whichever comes sooner.
- B. The Superintendent will prepare a letter notifying the accused and parent(s) and/or legal guardian of the decision of the School Board.
- C. Copies of tapes and/or documentary evidence will be made available upon request, at cost, to the accused, or his/her parent(s), guardian and/or counsel.

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT CONDUCT AND DISCIPLINE

DATE ADOPTED: DRAFT

PURPOSE

It is the policy of the Colchester School District to maintain a safe, orderly, civil and positive learning environment via a system of classroom and school management practices, supported by consistent, clear and fair disciplinary policy and procedure. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A § 1161a.

I. DEFINITIONS

- A. School** means any setting which is under the control of supervision of the school district. It includes school grounds, facilities, and school sponsored events and activities held on or off school grounds. The definition of school also includes vehicles used to transport students to and from school or school sponsored events and activities.
- B. In-School Suspension** means the exclusion within the school building of a student from the student's regular education program for up to but not more than ten (10) school days for disciplinary reasons.
- C. Out-of-School Suspension** means the removal of a student from the school building and from the student's regular education program for up to but not more than ten (10) school days for disciplinary reasons.
- D. Short-Term Suspension** means the student is separated from school for a period of time that is up to, but not more than, ten (10) school days for disciplinary reasons. For further explanation, see Section V of this policy.
- E. Long-Term Suspension** means the student is separated from school for a period of time that is more than ten (10) consecutive school days and up to the remainder of the school year for misconduct when the misconduct makes the continued presence of the student harmful to the welfare of the school. "Expulsion" is a long-term suspension that terminates educational services for the remainder of the school year or 90 school days, whichever is longer. For further explanation, see Section V of this policy.

Last Adopted: November 16, 2010
 Date Warned: December 14, 2018
 First Reading: December 18, 2018
 Second Reading:

II. STUDENT RESPONSIBILITIES

Each student has the responsibility of contributing to a civil, safe and productive learning environment, showing respect and consideration for other students and adults and the maintenance of a respectful school community. This responsibility includes obeying all school rules, complying with all school policies, and responding to any related inquiries with honesty and integrity. The act of giving false information to a staff member, teacher, or administrator, including academic dishonesty, or knowingly providing false or misleading information regarding one's own conduct, or the conduct of other students, may serve as an independent basis for disciplinary referral.

III. PARENT RESPONSIBILITIES

As members of the school community, parents of students are asked to share the students' and school staff's responsibilities for maintaining a positive learning environment. This can be achieved by reinforcing and modeling for their children the importance of respectful behavior toward others and by complying with school rules.

IV. ADMINISTRATIVE RESPONSIBILITIES

In compliance with 16 V.S.A. §1161a, the principal of each school in the district shall develop a comprehensive plan for responding to student misbehavior that is consistent with all other district policies. The comprehensive plan shall, to the extent appropriate, promote positive development of youth and shall address each of the seven elements outlined in §1161a (a).

A. Distribution and Review

The plan shall be distributed to all students enrolled at the school, and their parents. Each school shall post its comprehensive plan on the district's website, the school office, the student handbook, and in a place that is visible to students, parents and the public.

At the beginning of each school year, the school shall review with all students in attendance portions of the plan that address the school's rules describing what constitutes misconduct and the disciplinary consequences for misconduct. In addition to other types of misconduct, this review shall include a review of what constitutes harassment, hazing and bullying, and the consequences for engaging in such misconduct.

B. Applicable State Statute and Rules

Suspension and expulsion of students shall be imposed in accordance with State statutory requirements (16 V.S.A. §§1162-1163), and in compliance with suspension and expulsion Rule 4311. In addition, Section 504 students shall receive the additional protections of Rule 4312, and special education students shall receive the additional protections of Rule 4313.

V. STUDENT SUSPENSIONS

Suspension separates the student from school for a specified period of time, e.g., four hours, four days, etc., for disciplinary reasons. Suspension may be imposed only by the principal, assistant principal, the Superintendent or their designee, or, in cases of long-suspension the Colchester School Board.

A. Short-Term Suspensions

Short-term suspension separates a student from school for a period of time that is up to but not more than ten (10) school days for disciplinary reasons. A short-term suspension can be assigned as an in-school suspension or an out-of-school suspension at the discretion of the building administrator. With but one exception, in all cases of suspension from school the students and his/her parent or guardian shall be given an opportunity for an informal hearing before an appropriately designated school administrator. The exception involves a student who, because of his or her conduct or condition, is an immediate threat to himself or herself, to others, to property or to the educational environment. In this instance, the school administrator may take whatever action is appropriate under the circumstances including but not limited to immediate suspension pending a hearing within the next four (4) succeeding school days. Except as noted in the preceding sentence, the informal hearing must precede the suspension. At the informal hearing, the school administrator shall provide, either orally or in writing, the following:

1. Notice of the charge(s);
2. Explanation of the evidence against the student;
3. Opportunity for the student to tell their side of the story; and
4. The administrators decision on the matter.

Immediately following the informal hearing, the student's parent or guardian, or the student themselves if over the age of 18, shall be notified in writing of any decision to suspend. All suspensions shall be reported to the superintendent immediately. With respect to students eligible for special education, parents shall also be notified with a copy of Parents' Rights in Special Education, Procedural Safeguards Notice.

There shall be no formal appeal of a suspension, but the student or their parent or guardian may request the superintendent review a suspension. The suspension shall not automatically be delayed pending any review, however, unless so ordered at the discretion of the superintendent.

B. Long-Term Suspensions

Long-term suspension separates a student from school for a period of time that is more than ten (10) consecutive school days and up to the remainder of the school year, for misconduct when the misconduct makes the continued presence of the student harmful to the welfare of the school. Only the Colchester School Board has the authority to impose a long-term suspension following a formal hearing

before the school board. The student and their parent or guardian shall receive prior notice of the hearing and will have an opportunity to attend. The hearing shall be conducted in accordance with Appendix A of this policy, *The Hearing Process in a Long-Term Suspension of a Student*.

The district shall follow these steps prior to the formal hearing before the school board.

1. A written recommendation for long-term suspension shall be prepared by the principal or the superintendent or their designee. It shall contain a full statement of the grounds on which the recommendation is made and a summary of the evidence against the student. It shall be sent to the chair of the school board and to the superintendent.
2. The following information shall be sent by certified mail to the home address of the student and their parent or guardian:
 - a. The written recommendation for the long-term suspension of the student;
 - b. A notice of the scheduled hearing stating the date, time, and place.
 - c. The nature of the charges including notice of which policy was violated;
 - d. Notice that the student has the right to legal representation at the hearing;
 - e. Notice that the student has the right to present evidence at the hearing;
 - f. Notice that the student has the right to cross-examine witnesses at the hearing; and
 - g. The name and phone number of a school administrator to be contacted in case there are questions.
 - h. With respect to students eligible for special education, parents shall also be provided a copy of Parents' Rights in Special Education, Procedural Safeguards Notice.

C. Compulsory Attendance During Suspension

During any period of suspension imposed by the district, neither a student nor their parent or guardian shall be the subject to compulsory attendance requirements unless the conditions of the suspension include participation in a program in the school or an alternative program outside the school.

D. Transfer of Suspension to Other Schools

If a suspended student transfers into the district from a Vermont public or independent school, then upon application by the student and after a review of whether the school can provide the student with appropriate services, the district may choose to continue the suspension imposed by the original school.

Appendix A

**PROCEDURE FOR THE HEARING PROCESS
IN A LONG-TERM SUSPENSION OF A STUDENT**

I. HEARING

- A.** A quorum of the Colchester School Board must be present.
- B.** The school board chair will meet with the student. The chair will explain to the accused and/their parent and/or their counsel the procedure that will be followed.
- C.** Those present shall be school board members, the accused, the principal or designee who will present the administration's case, and a representative of the superintendent's office. The accused and/or the school board may elect to have counsel. The accused may be accompanied by their parent or legal guardian. Witnesses will be present when called upon by the chair. Only witnesses who have something material to contribute to the case will be allowed. Personal character witnesses may be allowed if approved by the school board following the presentation of the case.
- D.** The superintendent or their designee will supply all school board members, the accused, their counsel and/or parent or guardian, with copies of the following documentation.
 - 1.** The written statement of the grounds on which the recommendation is made and a brief summary of the evidence against the student;
 - 2.** Any police report expected to be furnished at the hearing; and
 - 3.** A Summary of past disciplinary actions of record involving the accused student.
- E.** The chair shall see that the following procedure is followed.
 - 1.** Give a time, date, place, and people in attendance.
 - 2.** Request a reading of the statement of grounds on which the recommendation for a long-term suspension is made.
 - 3.** Ensure that the school board members and accused understand the grounds for the recommendation for a long-term suspension.
 - 4.** Request that the principal or designee present their case. The principal or designee will do so by calling witnesses and presenting evidence. At this time, board members and administration will be allowed to question witnesses.

5. The student/parent/representative may then ask questions of witnesses.
 6. The student or their representative may then present their side of the case and call witnesses and present evidence. Witnesses may be examined by the accused and by the school board.
 7. The Administration may then ask questions of the witnesses.
 8. At the close of evidence, the chair shall announce that the school board is going into a deliberative session. Prior to going into deliberation, the school board shall ask for a recommendation from the administration. The chair may also receive recommendations from the accused and/or their parent and/or their counsel. After receiving these recommendations, the chair will clear the hearing room except for the school board and counsel to the school board. Deliberations shall begin.
- F.** In making its final decision, the school board reserves the right to accept the recommendation for long-term suspension, reject it, or impose a different sanction as it deems necessary for the benefit of the accused and/or the entire student body. Options of the school board may include but are not limited to long-term suspension, short-term suspension, or other sanctions, as all defined by school board policy.

The School Board may impose long-term suspension or expulsion while offering a student an earlier return to school, conditioned upon their cooperation in participating in counseling, a threat assessment, or other specialized program designed to meet their particular needs. Such a program shall be designed by administrators and/or faculty members of the school and shall be approved by the principal. The cost of any counseling or other specialized services shall be borne by the student, subject to Child Find obligations imposed under state and federal disability law.

II. POST-HEARING

- A.** If after a reasonable amount of time the school board has not made its decision, the chair will inform those waiting that a decision will be forthcoming and set a specific date and time to give the decision to the accused. Said date shall be no later than five school days after the date of the hearing, or ten calendar days, whichever comes sooner.
- B.** The superintendent will prepare a letter notifying the accused and parent or legal guardian of the decision of the school board.
- C.** Copies of the recording and/or documentary evidence will be made available upon request, at cost, to the accused or their parent, guardian, and/or counsel.

PERSONNEL CONSENT AGENDA**Board Date: February 5, 2019****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Patrick	Martin	New Hire	Elementary Teacher, Long-Term Substitute	1.0 FTE	CMS	Request to Hire	Kylie Nehrebauer	Yes	Yes
Teacher	Richard	Sherman	New Hire	Music Teacher, Long-Term Substitute	1.0 FTE	CMS	Request to Hire	Bridgette Tozzi	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	Morgan	Samler	New Hire	Nordic Skiing, Girls Varsity Coach		CHS	Notice of Hire	Ethan Goss	Yes	Yes
Co-Curricular	Richard	Sherman	New Hire	Show Choir Facilitator		CMS	Notice of Hire	Bridgette Tozzi	Yes	Yes
Support Staff	Pamela	Wadsworth	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Wilson Korth	Yes	Yes
Support Staff	Jody	Wright	End of Employment	Paraeducator - Special Education	32.5 hr	CHS	Notice of End of Employment			Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, January 22, 2019
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, January 22, 2019, 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 Principal Michele Cote

I. Call to Order and Pledge of Allegiance

Board Chair Mike Rogers called the meeting to order at 7:04 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Approval of FY'20 Budget and Warnings

Action

Superintendent Minor presented two scenarios that the board had requested at the previous meeting. The first scenario includes 2 FTEs for grade 7/8 teachers at CMS; .5 FTE towards an English language teacher; a Howard Center contracted social worker (which is paid for by Medicaid funds); and \$50K for the Food Service Program. That scenario has an overall budget of \$42,589,168 and would result in a 4.98% budget increase, an estimated tax increase of 1.63% and an increase in per pupil spending of 4.45%. The second scenario includes all of the above plus another .5 FTE English language teacher and 1 FTE instructional coach for grades 6-12. This scenario has an overall budget of \$42,706,627 and would result in a 5.27% budget increase, an estimated tax increase of 1.98% and an increase in per pupil spending of 4.81%. Director Kieny pointed out that the numbers for each scenario were lower than he anticipated. Superintendent Minor stated when preparing the final scenarios, they focused on current positions and scrutinized all line items in the budget to make sure everything was accurate.

Director Taylor asked if the administration predicted last year that they would need two 7/8 grade teachers for FY20. Superintendent Minor said yes and that they shared a bit of a preview when discussing the FY19 budget which included the addition of two 6th grade teachers due to class size. Next year, the current 6th grade class will be 7th graders. Because of licensing regulations, the 6th grade teachers cannot move up to teach 7th grade. Furthermore, the incoming class of 6th graders is just as large as the current. Without adding any FTEs, the middle school is only right-sized for approximately 150 students per grade when in actuality there are 170 students per grade. The two largest classes in the district are entering the middle school in the next two years. Superintendent Minor also reminded the board that years ago there used to be four additional teachers at the middle school but those positions were cut in a previous budget cycle when overall enrollment had declined. Now, the district is seeing increased enrollment and declining student performance data. Adding back two of the four of the positions is in response to that. Director Taylor asked if the

administration will be looking to add any more FTEs in future budget cycles. Superintendent Minor stated they have analyzed enrollment numbers from kindergarten to grade 6 and compared the district's core class sizes with the VT Education Quality Standards (EQS) and they do not anticipate needing to add any more core FTEs. She also noted that having the two additional 7/8 grade teachers will allow the district to have the capacity to accept tuition students in grade 7.

Board Chair Rogers referenced an email the board received that was critical of money spent on renovating spaces such as the CHS science lab. He noted with the increase in class size there will most likely be some more renovating in the future. CMS Principal Michele Cote agreed and stated all of the physical space in the building will be reviewed. Board Chair Rogers said it is the board's responsibility to make sure the resources and accommodations are adequate for Colchester's students.

Director Kienny made an initial motion to adopt the first budget scenario and Director Cox seconded. Prior to the board vote, Director Taylor questioned if that scenario provided enough. He noted that for a taxpayer with a 300K home they would only have to pay \$16 more a year to get the benefits of the second scenario. Director Kienny voiced concern that the outside factors of the education funding formula are benefiting the tax rate in Colchester for this year, but it may not be as kind in future years which is why he favored a more conservative budget.

Director Kienny moved to adopt a budget of \$42,589,168 for the support and operation of the Colchester School District for the year beginning July 1, 2019, seconded by Director Cox. The motion passed 3-1 with Board Chair Rogers voting against.

Director Cox moved to warn the year 2019 Annual Town School District Meeting by signing the warning for said meeting, seconded by Director Taylor. The motion passed unanimously, 4-0.

Superintendent Minor laid out the communication plan to advise taxpayers of the proposed budget including in-person meetings, the mailed annual report, and several educational videos to be posted online. The board discussed their upcoming roundtable discussion at LCATV which will be broadcast live on Monday, February 4th at 6:30 p.m.

IV. Approval of Minutes: January 15, 2019 Action

Director Cox moved to approve the minutes of January 15, 2019, seconded by Director Kienny. The motion passed unanimously, 4-0.

V. Adjournment

Director Cox made a motion to adjourn at 7:41 p.m., seconded by Director Kienny. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Craig Kienny
Board Clerk