

Colchester School Board

Meeting Agenda and Packet

August 20, 2019

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
August 20, 2019
7:00 P.M.**

AGENDA

- | | |
|---|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizens Participation* | |
| III. Introduction of the 2019-2020 Student Representative | Information |
| IV. First Reading of AIDS/Hepatitis-B Infection Policy: F11 | Action |
| V. Report from Building Principals | Information |
| VI. Second and Final Reading of Donations Policy: E10 | Action |
| VII. First Reading of Fiscal and Business Management Policy: E1 | Action |
| VIII. Approval of Personnel Consent Agenda | Action |
| IX. Approval of Minutes: July 9, 2019 | Action |
| X. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. Future Agenda Items | Information |
| XII. Executive Session to Discuss Real Estate Opportunities | Action |
| XIII. 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: AIDS/HEPATITIS-B INFECTION POLICY****DATE ADOPTED:** December 3, 2002**DEFINITIONS:**

AIDS, the acquired immunodeficiency syndrome, is a serious illness that harms the body's ability to fight infection. A person with AIDS is more likely to get certain infections or cancers that are usually mild or rare in healthy people. There's still no known cure for AIDS.

Hepatitis-B is an infection of the liver caused by the Hepatitis-B virus (HBV). The virus attacks liver cells. It is transmitted by infected blood and body fluids. Hepatitis-B can result in any of the following: mild illness, chronic liver infection, liver damage such as cirrhosis, liver cancer, or death due to liver failure. HBV can infect anyone regardless of gender or age. Hepatitis-B is a major health problem, but it can be prevented.

PHILOSOPHY:

All children in the Colchester School District have the right to a free and appropriate education. Any student diagnosed with the AIDS and/or Hepatitis-B virus will attend school in a regular classroom setting. With the approval of the student's physician, any student diagnosed with the AIDS and/or Hepatitis-B virus will be considered eligible for all services provided by law and our local school district policies. Likewise, school employees known to be infected will not be restricted from work or the use of school facilities based on this finding.

Colchester's District Supervisor of Building Nurses or the district's medical consultant will function as chief liaison with the student's parents/guardian, the student's physician, the Department of Health, and the school. The responsibility of these individuals will be to ensure that all students and staff are able to participate in school programs and activities.

DISTRICTWIDE PROCEDURES:**Student Procedures**

School personnel will respect the right to privacy of the individual student. Knowledge that a student is infected with AIDS or the Hepatitis-B virus will be confined to those persons with a direct need to know. In consultation with the student and his/her parents or guardians, such persons will be provided with appropriate information concerning any necessary precautions and will be made aware of the confidential nature of this information.

Date Warned: November 15, 2002
First Reading: November 19, 2002
Second Reading: December 3, 2002

Based upon individual circumstances, including those discussed below, special programming may be warranted. Special education services will be provided only on the basis of the student's eligibility as determined by the school's Basic Staffing Team and supported by district administrators. Under the following circumstances, infected students pose a risk of transmission to others: 1) Student lacks toilet training; 2) Student has open sores that cannot be covered; and 3) Student demonstrates behaviors (e.g. biting) which could result in direct inoculations of potentially infected body fluids into another's bloodstream. Following a discussion with the student and his/her parents or guardians, if any of these circumstances exist, appropriate medical personnel will determine whether a significant risk of transmission exists. If it is determined that such a risk exists, the student will be removed from the classroom.

If an infected student is removed from the classroom for any reason, the school will develop, within 10 school days, either an appropriate school program adjustment or an appropriate alternative education program. When appropriate medical personnel determine that the student no longer presents a risk to others, he/she may return to the classroom. The removal of an infected student from normal school attendance will be reviewed by the appropriate personnel at least once a month to determine whether the condition precipitating the removal has changed. A student with AIDS or a milder immunodeficiency associated with the AIDS virus, may need to be removed from the classroom for his/her own protection when cases of infectious diseases are occurring in the school population. This decision will be made by the student's physician and parent/guardian in consultation with school district medical personnel.

Employee Procedures

There is no known risk of transmission of AIDS or Hepatitis-B from school employees to students or co-workers under usual circumstances in the school setting. Such infection is known to be spread by sexual contact with infected persons, injection of contaminated blood or blood products, and by perinatal transmission. School employees known to be infected will not be restricted from work or the use of school facilities based on this finding. Equipment contaminated with blood or other body fluids of any worker will be cleaned with soap and water or detergent. Disinfection practices discussed in the policy for students infected will apply here as well.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

Exposure Determination

OSHA requires the school district to perform an exposure determination concerning which of its employees may incur occupational exposure to blood or other potentially infectious materials. This exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). The Colchester School District includes the following individuals in the "At Risk" category:

ELEMENTARY SCHOOLS

Union Memorial School
Porters Point School
Malletts Bay School

PERSONNEL AT RISK

Building Nurses
School Secretaries
Custodians
Teachers/Support Staff dealing with
high risk students
Principals
Bus Drivers

SECONDARY SCHOOLS

Middle School
High School

Building/School Nurses
School Secretaries
Custodians
Assistant Principals/House Directors
Principals
Teachers/Support Staff dealing with
high risk students
Coaches
Bus Drivers

IMPLEMENTATION SCHEDULE AND METHODOLOGYCompliance Methods

UNIVERSAL PRECAUTIONS WILL BE OBSERVED IN ALL SCHOOLS IN ORDER TO PREVENT CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS. All blood and other potentially infectious material will be considered infectious regardless of the perceived status of the source of the individual. Routine and standard procedures will be used to clean up after a student has an accident or injury at school. Blood or other body fluids emanating from any student will be treated cautiously. Gloves will be worn when cleaning up blood spills. Such spills will be disinfected with either bleach or another disinfectant, and persons coming in contact with them will wash their hands afterwards. Blood soaked items will be placed in leak proof bags for washing or further disposition. Similar procedures are recommended for dealing with vomit, fecal, or urinary incontinence in any student. **Universal Precautions In Schools (see Appendix A) will be distributed to every employee annually.**

Appropriate work controls will be practiced to eliminate or minimize exposure to employees. If occupational exposure remains after the institution of such controls, personal protective equipment will be used. After appropriate staff training, the following work practice controls will be implemented beginning in the fall of 1993: 1) Playground “fanny pack” kits containing disposable gloves, first aid materials, an absorbent cloth, and a resuscitation device will be used at all times by playground aides and/or teacher supervisors; 2) Appropriately labeled puncture-resistant containers will be used to dispose of all sharps; and 3) Personal protective

equipment will be available in each school, and used as needed. These controls will be examined and evaluated on a regular schedule. A suggested schedule for reviewing their effectiveness includes: 1) Documented use of playground “fanny pack” kits. Daily observations by staff and principal; 2) Use of appropriate containers for disposing sharps and any contaminated materials. Daily logs/observations by building nurses and supervisors; and 3) Implementation of Universal Precautions by staff. Routine observations by principals, nurses, and other staff.

Handwashing facilities and materials will be available to all staff who incur exposure to blood or other potentially infectious materials. These will be located in each lavatory, some classrooms, the nurse's office in each building and on each floor in schools where appropriate. After the removal of personal protective gloves, employees will wash their hands and any other potentially contaminated skin area immediately or as soon as feasible. Any employee who incurs exposure to his/her skin or mucous membranes will wash or flush these areas with water as soon as feasible following contact.

Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. The only exceptions to this procedure are those required by specific medical procedures. If such action is required, the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. Tongs or forceps will be used to place the cap on the needle.

Containers for Reusable Sharps

Contaminated sharps that are reusable are to be placed immediately after use into appropriate sharps containers. Sharps containers are puncture resistant, appropriately marked with a biohazard label, leak proof, and locked in a secure place. Reusable sharps containers will be located in the nurse's office and will be secured and maintained by the building/school nurses.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not permitted to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are found. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Absorbent materials or shields will be used as needed to control the above.

Contaminated Equipment and Regulated Waste

Equipment that has become contaminated with blood or other potentially infectious materials will be examined prior to servicing or shipping and shall be decontaminated as necessary. All contaminated sharps shall be discarded as soon as feasible in puncture-proof containers located in the nurse's office. Regulated waste other than sharps shall be placed in appropriate containers located in the nurse's office.

Personal Protective Equipment

All personal protective equipment used in Colchester schools will be provided without cost to the employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the protective equipment will be used. Such protective clothing provided to employees includes: 1) Gloves available in several locations including the nurses office, administrative office; 2) Playground "fanny packs"; and 3) Lab coats issued to nurses and other appropriate employees.

Gloves will be worn whenever it is reasonably anticipated that employees will have contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be used for the following procedures; examination of cuts or bruises where blood is present, cleaning vomitus, changing diapers and wherever an employee's judgement is inclined to so do. Disposable gloves are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised, and that such gloves are discarded if they become cracked, peeled, torn, punctured, or exhibit other signs of deterioration in their ability to function as a barrier. Masks, in combination with eye protection devices, may be required to be worn whenever splashes, spray, splatter, droplets of blood or other potentially infectious materials may generate eye, nose, or mouth contamination.

Appropriate areas of the school will be cleaned and decontaminated daily: nurse's area, locker rooms, lavatories, and other work areas where there is reasonable likelihood of exposure to blood or other potentially infectious materials. Decontamination will be accomplished by utilizing the following materials: bleach solutions or recommended EPA cleaning supplies. All contaminated work surfaces will be decontaminated after completion of procedures and as soon as possible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface became contaminated since the last cleaning. All bins, pails, cans, and similar receptacles will be inspected and decontaminated daily by custodians. Any broken glassware that is contaminated will not be picked up directly with the hands.

Laundry Procedures

All personal protective equipment will be cleaned, laundered, repaired and/or disposed of by the employer at no cost to employees. Any garment that is penetrated by blood will be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area and stored in designated areas. Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and placed in appropriately marked bags. Such laundry will not be sorted or rinsed. All employees who handle contaminated laundry will use protective equipment to prevent contact with potentially infectious materials. Laundry will be cleaned by individuals knowledgeable of the procedures to clean contaminated laundry or at a local commercial laundry approved for such purposes.

Hepatitis-B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis-B vaccine at no cost to the employee. This vaccine will be offered within 10 working days of their initial assignment involving the potential for occupational exposure to blood or other infectious materials. Exceptions include those employees who have previously had this vaccine or wish to submit to antibody testing that determines an employee has sufficient immunity (see Appendix B).

Employees who decline the Hepatitis-B vaccine will sign a district waiver form (see Appendix C). Also, any employee who initially declines the vaccine, but who later wishes to have it, will receive the vaccine at no cost.

The District Supervisor of Building Nurses, in consultation with the Central Office administration, will offer and arrange Hepatitis-B vaccines or obtain waivers for same to all employees within 10 days of initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials. Both the District Supervisor of Building Nurses and the Central Office will maintain an Employee Vaccination Summary and update this summary according to OSHA guidelines. Individual school lists will be maintained by the building nurses. (See Appendix D.)

Post-Exposure Evaluations and Follow-Up

When an employee incurs an exposure incident, he/she will report the incident to the Central Office, Principal, and school nurse. In addition to this verbal reporting, a Blood/Body Fluids Incident Exposure Form must be completed prior to the close of the school day when the incident occurred (see Appendix E). All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with OSHA standards. Such follow-up includes the following steps:

1. Document the kind of exposure and the circumstances related to the incident.

2. Identify the source individual and, if possible, the status of this individual. The blood of the source individual will be tested after consent is obtained for HIV/HBV infectivity.
3. Test results of the source individual and make these available to the exposed employee. Inform the individual about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
4. Offer the option of collecting the employee's blood for testing serological status. Such blood samples will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV status. If the employee decides not to test, the blood sample may be discarded.
5. Offer post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
6. Give appropriate counseling concerning precautions to take after the exposure incident. Also, provide information on potential illnesses and any related experiences which should be reported to appropriate medical personnel.
7. Designate one person to ensure that this district policy is effectively carried out and records are maintained.

Interaction with Health Care Professional

Written opinions will be obtained from any health care provider who evaluates employees of this school district. Such opinions will be elicited when an employee is sent to obtain the Hepatitis-B vaccine or whenever the employee is sent to a health care provider following an exposure incident. Health care providers will be instructed to limit their opinions regarding employees to a succinct report of evaluation results including: 1) Whether the Hepatitis-B vaccine is indicated and if the employee has received the vaccine; 2) Assurance that the employee has been informed of the results of his/her evaluation; and 3) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

Training

Training for all employees will be conducted in a timely fashion whenever assignment to tasks where occupational exposure occurs. Such training will be conducted with commercially prepared materials, videotapes, other written materials, and outside consultants as deemed appropriate. Training will also be conducted by staff members within the Colchester School District, other health providers, and/or state health department consultants. Further training for employees where occupational exposure may occur will include information on the following topics:

1. The OSHA standard for bloodborne pathogens.
2. Epidemiology and symptomatology of bloodborne diseases.

3. Modes of transmission of bloodborne pathogens.
4. Explanation of Exposure Plan.
5. Procedures which might cause exposure to blood or other potentially infectious materials at school or on the school site.
6. Control methods which will be used at school to control exposure to blood or other potentially infectious materials.
7. Personal protective equipment available at the school and its location.
8. Post exposure evaluation and follow-up requirements.
9. Signs and labels used at the school regarding bloodborne pathogens and other potentially infectious materials.
10. Hepatitis-B vaccine program at the school for all employees where occupational exposure may occur.

Recordkeeping

All records required by the OSHA standards will be maintained by the Superintendent of Schools or his/her designee according to federal regulations.

APPENDIX A

UNIVERSAL PRECAUTIONS IN SCHOOLS

Universal Precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for school personnel and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials containing blood. These precautions do not apply to other body fluids and wastes such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, school personnel and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. Using common sense in the application of these measures will enhance protection of school personnel and students.

HAND WASHING

Proper hand washing is crucial to preventing the spread of infection. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, wash immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and after gloves are removed.

BARRIERS

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with Blood, Other Potentially Infectious Materials (OPIM) or Other Body Fluids/Wastes (OBFW). Gloves should be removed without touching the outside and disposed of after each use.

DISPOSAL OF WASTE

Barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed is not considered regulated waste. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

CLEAN-UP

Spills of blood and other wastes should be cleaned up immediately.

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100), or other EPA approved disinfectant wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

LAUNDRY

Laundry with blood or other infectious materials is handled as little as possible with a minimum of agitation. It is bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. School personnel who have contact with this laundry wear protective barriers.

EXPOSURE

An exposure incident to infectious materials through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure is reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further healthcare.

Resource: Haynie, Palfrey, Porter. (1989) Children Assisted by Medical Technology in Educational Settings: Guidelines for Care. "Guidelines for Care Universal Precautions and Infection Control." (Project School Care, The Children's Hospital). Boston, Massachusetts. 17-19.

APPENDIX B
COLCHESTER SCHOOL DISTRICT
HEPATITIS-B VACCINATION
CONSENT FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis-B virus (HBV). Based on Colchester School District Policy, I consent to be vaccinated with the Hepatitis-B vaccine at no financial cost to myself. I do agree to have the cost of the vaccination series billed to my health insurance provider, but understand that the school district will pay for any costs not covered by my insurance.

Print Name Social Security #

Date Signature

(Return this form to the District Supervisor of Building Nurses located at CHS.)

APPENDIX CCOLCHESTER SCHOOL DISTRICT
HEPATITIS-B VACCINATION
DECLINATION FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis-B (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis-B vaccine, at no cost to myself. However, I decline Hepatitis-B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis-B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis-B vaccine, I can receive the vaccination series at no charge to me.

 Print Name

 Social Security #

 Date

 Signature

(Return this form to the District Supervisor of Building Nurses located at CHS.)

**APPENDIX E
BLOOD/BODY FLUIDS INCIDENT EXPOSURE FORM**

Employee Name _____
Home Address _____
School _____

Employee S.S. # _____
Home Phone _____

Position _____

Supervisor/School Nurse _____

DESCRIPTION OF INCIDENT

A. Briefly describe what happened: _____ Date of Incident _____
(Use back if necessary)

B. Complete the following section:

1. Wounds

- a. Did the incident involve a wound? ()yes ()no
- b. Did the wound result in visible bleeding? ()yes ()no
- c. Was the wound caused by: ()needle ()human bite ()other sharp instrument (specify) _____
()other (specify) _____
- d. Was the object causing the wound covered with blood/body fluids? ()yes ()no

2. Blood/Body fluid exposure to mucous membranes

- a. Did the individual's blood/body fluids come in contact with your body? ()yes ()no
- b. What was the substance to which you were exposed?
()N/A: I was not exposed ()blood ()feces ()urine ()emesis(vomit) ()sputum ()sexual fluids
- c. If the substance was anything other than blood, was there any blood visible in the fluid? ()N/A ()yes ()no ()unknown
- d. What part of your body was exposed to the substance: (check all that apply)
()mouth ()eyes ()nose ()ears ()skin (specify location) ()none ()other (specify) _____

C. How long was your body part in contact with the substance? _____

- 1. If the exposure was to your skin, was your skin bruised in any way? ()yes ()no
- 2. What was the nature of your skin abrasion? ()acne ()dermatitis ()cracks due to dry skin ()unhealed cuts or scratches ()no skin abrasion
()other (specify) _____

D. Which of the following procedures were being used at the time of the incident? (check all that apply)
()cuts/open wounds covered with bandages ()mask (vinyl/latex) ()gloves ()pocket ventilator/embu bag ()goggles/glasses
()other (specify) _____

E. First line intervention – after exposure, what did you do? ()washed hands/exposed area ()changed clothes
()flushed eyes/rinsed mouth ()showered ()other (specify) _____

F. The supervisor/school nurse was notified as follows: Date: _____ Time: _____

G. Medical Intervention – in the event of contact with blood and/or body fluid it is suggested that you discuss with school nurse:

- 1. HBV antibody or previous vaccination status for HBV.
- 2. The need for HBV/HIV antibody testing.
- 3. Notifying your physician or health care provider of the exposure to blood or body fluids immediately.

H. Return this completed form to supervisor/school nurse.

I. In case of incident or injury to the school nurse/health professional

- 1. Report incident to supervisor.
- 2. Complete form.

Signature of Employee

Date

Time

Signature of Supervisor/School Nurse

Date

Time

Maintain for duration of employment plus 30 years.

COLCHESTER SCHOOL DISTRICT

POLICY: BLOODBORNE PATHOGENS

DATE ADOPTED: DRAFT

PURPOSE

The Colchester School District is committed to providing a safe and healthful workplace for our entire staff as well as free and appropriate education to all children. Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses. To ensure Colchester School District employees are safe in the workplace, the district has established a procedure to reduce the risk of work-related exposure to bloodborne pathogens, and/or potentially infectious materials. Furthermore, school personnel will respect the right to privacy of employees or students infected with bloodborne pathogens such as AIDS, HIV or Hepatitis-B.

I. DEFINITIONS

- A. **Bloodborne Pathogens** are microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV) and hepatitis C (HBC), which are spread through contact with infected blood or blood products.
- B. **Occupational or Work-Related Exposure** means real or potential contact (skin, eye, mucous membrane) with blood or other potentially infectious materials that occur during the performance of one's duties.
- C. **Universal Precautions** means preventing exposure to bloodborne pathogens by assuming all blood and bodily fluids may be potentially infectious and taking appropriate protective measures.

II. EXPOSURE CONTROL PLAN

The district will maintain an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." This ECP will include how the district implements best practice and will provide a training plan. The ECP is accessible to all employees, through the district website as well as through each building principal and building nurse.

A. Topics Covered

The ECP is a key document to assist the district in implementing and ensuring compliance with the standard, thereby protecting employees. The ECP includes:

Last Adopted: December 3, 2002
 Date Warned: August 15, 2019
 First Reading: August 20, 2019
 Second Reading:

1. Determination of employee exposure.
2. Implementation of various methods of exposure control, including:
 - a. Universal Precautions
 - b. Engineering and work practice controls
 - c. Personal protective equipment
 - d. Hepatitis B vaccination
 - e. Post-exposure evaluation and follow up
 - f. Communication of hazards to employees and training
 - g. Recordkeeping

B. Management and Dissemination

The Colchester School District Nursing Supervisor will manage the ECP and will ensure proper adherence. The ECP will be reviewed and updated as needed on an annual basis. Training will be offered to all school district employees upon hiring and yearly thereafter.

III. INDIVIDUALS LIVING WITH HIV, AIDS OR HEPATITIS-B

A. Students

School personnel will respect the right to privacy of the individual student. Knowledge that a student is infected with AIDS or the Hepatitis-B virus will be confined to those persons with a direct need to know. In consultation with the student and their parents or guardians, such persons will be provided with appropriate information concerning any necessary precautions and will be made aware of the confidential nature of this information.

Based upon individual circumstances, including those discussed below, special programming may be warranted. Special education services will be provided only on the basis of the student's eligibility as determined by the school's Basic Staffing Team and supported by district administrators. Infected students pose a risk of transmission to others under the following circumstances: if the student lacks toilet training, the student has open sores that cannot be covered, or the student demonstrates behaviors (e.g. biting) which could result in direct inoculations of potentially infected body fluids into another's bloodstream. Following a discussion with the student and their parents or guardians, if any of these circumstances exist, appropriate medical personnel will determine whether a significant risk of transmission exists. If it is determined that such a risk exists, the student will be removed from the classroom.

If an infected student is removed from the classroom for any reason, the school will develop, within 10 school days, either an appropriate school program adjustment or an appropriate alternative education program. When appropriate medical personnel determines that the student no longer presents a risk to others, they may return to the classroom. The removal of an infected student from normal school attendance will be reviewed by the appropriate personnel at least once a month to determine whether the condition precipitating the removal has

changed. A student with AIDS or a milder immunodeficiency associated with the AIDS virus may need to be removed from the classroom for their own protection when cases of infectious diseases are occurring in the school population. This decision will be made by the student's physician and parent/guardian in consultation with school district medical personnel.

B. Employees

There is no known risk of transmission of AIDS or Hepatitis-B from school employees to students or co-workers under usual circumstances in the school setting. Such infection is known to be spread by sexual contact with infected persons, injection of contaminated blood or blood products, and by perinatal transmission. School employees known to be infected will not be restricted from work or the use of school facilities based on this finding. Equipment contaminated with blood or other body fluids of any worker will be cleaned with soap and water or detergent. Disinfection practices discussed in the policy for students infected will apply here as well.

COLCHESTER SCHOOL DISTRICT**POLICY: DONATIONS****DATE ADOPTED:** DRAFT**PURPOSE:**

The Colchester School District recognizes that individuals, businesses and community organizations may wish to donate funds, services, supplies and/or equipment to enhance or extend the programs in the schools or for student scholarships. This policy defines the parameters for accepting and managing these resources.

POLICY STATEMENT:

The board has the authority to accept donations made to the school district or to any school within the district.

The board designates the superintendent to accept donations as described in this policy and associated procedures.

The board reserves the right to refuse to accept any donation that does not contribute to the achievement of district goals or when such ownership would adversely affect the district.

In no case shall the acceptance of a donation be considered an endorsement by the board of a commercial product, business enterprise or institution of learning.

Resources accepted cannot cost the district more than the value of the resources received.

Any donation accepted by the Board or its designee shall become district property and is subject to the same controls and regulation as are other district properties.

The board shall be responsible for the maintenance of any donation it accepts unless otherwise stipulated.

The board shall make every effort to honor the intent of the donor in the use of the donation, but it reserves the right to utilize any donation in the best interest of the district's educational program.

Last Adopted: January 23, 2007
Date Warned: May 31, 2019
First Reading: June 4, 2019
Second Reading: August 20, 2019

COLCHESTER SCHOOL DISTRICT

POLICY: FISCAL AND BUSINESS MANAGEMENT POLICY

DATE ADOPTED: August 1, 2017

PURPOSE

In accordance with Title 16 V.S.A. § 563, the School Board is responsible for the School District's fiscal and business management. This policy defines the School Board's compliance with that responsibility.

POLICY STATEMENTS

I. GENERAL

The Superintendent, or their designee, shall establish, develop and maintain a system or systems to ensure the compliance with the financial and auditing requirements of Title 16 V.S.A. § 563. This includes and is not limited to:

- A. Timely and accurate financial information for decision making.
- B. Ability to meet reporting requirements of the School Board, State and Federal Governments as well as other grantors.
- C. Annual audit requirements.
- D. Budget development, implementation and management.
- E. Ensure that financial payments made by the School District are legal, appropriate and in accordance with the budget adopted by the School Board or in accordance with the requirements of a grant accepted by the School District.

All expenses shall be recorded in accordance with Handbook for Financial Accounting of Vermont School Systems: Financial Code Classification System (Handbook II). The fiscal year shall be July 1st to June 30th.

The Superintendent, or their designee, will establish a system for managing miscellaneous accounts as may be necessary to comply with appropriate statutes, regulations, and requirements.

The Superintendent, or their designee, will establish a system for managing all federal, state or local grant funds. Such funds will not be placed in Student Activity Accounts.

Legal Reference(s): 1 V.S.A. § 31316 V.S.A. § 562 and § 563
24 V.S.A. § 1571, § 1681 § 1682, and § 1683

Last Adopted: November 18, 2014
Date Warned: July 14, 2017
First Reading: July 18, 2017
Second Reading: August 1, 2017

II. BUDGET

A. General

1. The annual budget of the school system shall reflect the needs and goals of the school system.
2. The Superintendent's Office shall be responsible for the process used to collect all data needed for the preparation of the budget.
3. The budget shall meet the requirements of Title 16 V.S.A. and the regulations of the State Board of Education.
4. The School Board shall develop a budget at regular or special meetings.

B. Budget Preparation

Each year the Superintendent, or their designee, shall develop a budget plan based on ongoing consultations with school employees, parents, students and other citizens. Public hearings and informational meetings will take place prior to formal adoption of the budget proposal. The objective of this plan is to provide the School Board with a proposed district budget that is in line with the School District's Vision Plan.

III. BUDGET APPROVAL

The School District's proposed budget will be presented by the School Board for approval by voters at the annual School District meeting. The budget presentation format shall include clarifying the budget priorities adopted by the School Board, the sources and amounts of revenues and expenditures, program changes and school board strategies.

IV. BUDGET MANAGEMENT

The School District's voter approved budget defines its spending plan for each fiscal year. Consistent with state education laws and regulations, it is the responsibility of the Superintendent to implement and manage the School District's budget.

Changes to the budget allocations will be reported to the School Board as a part of the Quarterly Financial Report described in Section III of this policy.

V. FINANCIAL REPORTS

The Superintendent, or their designee, shall ensure that the School Board is provided with quarterly financial reports which detail budgeted/forecasted revenues and expenditures, as well as financial commitments of the School District.

- A. The Superintendent, or their designee, shall provide the School Board with a quarterly report for review of the financial status of the School District (Quarterly Financial Report).
- B. The Superintendent, or their designee, will ensure that all state, federal and other (grantor) reports are filed in accordance with the requirements of the various grantors, state and federal governments.
- C. The Superintendent, or their designee, will cooperate with the annual independent audit to ensure the internal controls are in place and functioning effectively to safeguard the funds and assets of the School District.

VI. ANNUAL AUDIT

As required by Title 16 V.S.A., the School District will be audited annually by an independent certified public accounting firm.

Annually, the School Board shall meet with the auditor to review the audit report and recommendations and, in conjunction with the Superintendent, evaluate the School District's accounting practices, internal controls, and procedures based upon performance standards.

VII. RISK MANAGEMENT

The Superintendent, or their designee, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the operations of the School District. The risk management and insurance program shall include means for identifying, eliminating, reducing, retaining, or transferring risk. When the School District cannot feasibly eliminate or retain a particular risk, it shall be transferred by the purchase of insurance.

- A. The School District will comply with state statute and maintain an insurance program to protect it against actions, including fraud, mistakes, and errors of omission by employees.
- B. The School Board shall maintain an adequate insurance program to protect the School District against loss, which may occur due to the many normal and usual hazards which a public school system faces.
- C. The School District will also carry additional insurance, when needed, to protect the School District against specific and unusual hazards which may occur, from time to time, in the various operations of the School District.
- D. The insurance program shall include, but not be limited to:
 - 1. Fire and Damage Insurance (buildings and equipment)
 - 2. Fire and Property Damage Insurance (vehicles)

3. Workers Compensation Insurance
4. Fidelity Bond Insurance, Liability Insurance, including School Leaders Errors and Omissions

E. Bonding

1. The School Board recognizes that prudent trusteeship of the resources of the School District dictates that employees responsible for the safe keeping of the School District's monies and property be bonded.
2. The School District shall be indemnified against loss of money and property by bonding of employees holding positions, which have access to property and monies.
3. Such bonds shall be subsumed under a blanket bond. The School Board shall bear the cost of bonding each employee required to be bonded by this policy.

VIII. INVESTMENT MANAGEMENT

The primary objectives of School District's investment activities are as follows:

- A. To conform with all federal, state and other legal requirements;
- B. To adequately safeguard principal;
- C. To provide sufficient liquidity to meet all operating requirements; and
- D. To obtain a reasonable rate of return.

All funds shall be invested at the direction of the Superintendent, or their designee. The School District's investments will be limited to low risk investments to include Certificates of Deposit, Money Market Accounts, Sweep Accounts or other like investments. It should be noted that the district accepted a donation that was and still is invested in mutual funds currently managed by Morgan Stanley. This investment choice remains "as is" at the request of the donating party.

IX. CASH AND CHECKING ACCOUNTS

A. Petty Cash

In certain situations, the cost of processing a purchase order could exceed the cost of a single purchase. In order to remain cost effective, small purchases are occasionally paid for in cash. To facilitate these small expenditures, and to meet emergency needs for cash, a petty cash revolving fund is annually authorized to a school and the Superintendent's Office for purchases.

This is sometimes called a "revolving fund" since it always equals the same dollar amount comprised of cash and/or detailed receipts. Petty cash should not be used to thwart or circumvent established purchasing procedures; instead, it is a convenient accommodation to facilitate immediate necessary acquisition of local low-cost goods and services in an efficient manner.

The School Board authorizes but does not require, the following petty cash drawn from the General Fund.

Schools:	High School	\$50
	Middle School	\$50
	Malletts Bay School	\$50
	Union Memorial School	\$50
	Porters Point School	\$50
	Special Education	\$200

1. Petty Cash Checking Account

In addition to the foregoing, Petty Cash Checking Account is authorized as follows:

Central Office:	\$4,500
-----------------	---------

B. Deposits and Checking Accounts Using the District Federal Tax Identification Number

All funds deposited in accounts using the School District's Federal Tax Identification or in the name of the School District or its component programs are the responsibility of the School Board. Organizations who wish to retain control of their funds cannot use the School District's Federal Tax Identification and retain control over the money on deposit.

No accounts will be established without the written authorization of the Superintendent. Annually, the Superintendent shall create a listing of accounts using this identification and report this to both the School Board and the School District Treasurer. This report shall include the owners and the purpose of each account. In every case, the School District Treasurer shall be an authorized signatory on such accounts.

X. PURCHASING

The School District's procedure for soliciting and awarding business shall conform to all applicable federal and/or state laws, in particular, Title 16 V.S.A., Section 559 (Public Bids).

For each bid process, when the amount is in excess of \$15,000, the Superintendent shall present the bid results along with a description of the bid process and a recommendation to the School Board for award of the bid.

The School Board reserves the right to reject any or all of the bids and to invite other bids on any proposed transaction.

Any spending of federal funds should follow the “Federal Procurement Procedures” document and should utilize the related “Procurement Documentation Form”.

Purchase orders are the preferred method of making obligations for the School District. When purchase orders are not an option or when savings are gained through electronic/internet purchases, a district issued credit card can be used. The use of a district credit card is not intended to circumvent the district’s policy of purchasing. Use of the district credit card should not be used when a purchase order is acceptable.

Often obligations are created and the invoice issued in such a way as to make the Purchase Order process redundant. Examples include and are not limited to: mileage reimbursement, purchases made by employees away from the School District (with approval) or emergency repairs. Additionally, food services, maintenance, and custodial services often are required to make purchases where the Purchase Order system would create a more cumbersome and expensive process. Such “payments from invoices” can be made provided the appropriate authorization is documented and attached with the invoice for inclusion in the Board Orders. For payment to a vendor, there needs to be an invoice that includes the requested payment with administrative approval to make the payment. In the case of mileage reimbursement, there needs to be a signature of the person requesting reimbursement and administrative signature verifying that the payment is proper and legal.

XI. APPROVAL OF BOARD ORDERS

The School Board will comply with the review requirements of Title 16 V.S.A. § 563 (8). The review process is intended to ensure that all payments are lawful and in accordance with the budget adopted by the School District.

Pursuant to state statute, the School Board has authorized the Business and Operations Manager to examine claims against the district for school expenses and draw orders for such as shall be allowed, payable to the party entitled.

An account payable warrant report is prepared and distributed electronically to all School Board Directors, the Superintendent, and the School District Treasurer. Prior to distribution, the warrant report and all supporting documentation are thoroughly reviewed and approved by the Business and Operations Manager.

XII. DISPOSITION OF SURPLUS PROPERTY

The Board may dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

- A.** The building Principal or person in charge of the department where school property is located and is to be disposed of will inform the Superintendent, or their designee, of the availability of the property.

- B.** The Superintendent, or their designee, shall inform all administrators throughout the School District of all property available for disposal. Any department that can use such equipment or supplies may so inform the Superintendent. The property will then be reassigned.
- C.** If there is no School District use for the equipment, the Superintendent, or their designee, will contact the Town Manager to see if there is a need in the Town for such equipment.

Surplus items will be classified and disposed of as follows:

- A.** Items determined to have no resale value may be disposed of by the most efficient method by the Superintendent or their designee.
- B.** Items determined to have resale value:
 - 1.** The Superintendent, or their designee, may dispose of those items having a fair market value of less than \$2,500 per item by private sale. A fair process will be followed for such sale. This process will include posting within the School District and on the District's website that an item is for sale and provide an opportunity to bid on the purchase.
 - 2.** Items having a fair market value of \$2,500 per item or more will be advertised for sale, upon School Board's approval, and sold to the highest qualified bidder.
 - 3.** The Board will reserve the right to reject any and all bids.

All money received from the sale of property will be deposited in the general revenue fund of the School District.

COLCHESTER SCHOOL DISTRICT

POLICY: FISCAL AND BUSINESS MANAGEMENT POLICY

DATE ADOPTED: DRAFT

PURPOSE

In accordance with Title 16 V.S.A. § 563, the School Board is responsible for the School District's fiscal and business management. This policy defines the School Board's compliance with that responsibility.

POLICY STATEMENTS

I. GENERAL

The Superintendent, or their designee, shall establish, develop and maintain a system or systems to ensure the compliance with the financial and auditing requirements of Title 16 V.S.A. § 563. This includes and is not limited to:

- A. Timely and accurate financial information for decision making.
- B. Ability to meet reporting requirements of the School Board, State and Federal Governments as well as other grantors.
- C. Annual audit requirements.
- D. Budget development, implementation and management.
- E. Ensure that financial payments made by the School District are legal, appropriate and in accordance with the budget adopted by the School Board or in accordance with the requirements of a grant accepted by the School District.

All expenses shall be recorded in accordance with Handbook for Financial Accounting of Vermont School Systems: Financial Code Classification System (Handbook II). The fiscal year shall be July 1st to June 30th.

The Superintendent, or their designee, will establish a system for managing miscellaneous accounts as may be necessary to comply with appropriate statutes, regulations, and requirements.

The Superintendent, or their designee, will establish a system for managing all federal, state or local grant funds. Such funds will not be placed in Student Activity Accounts.

Legal Reference(s): 1 V.S.A. § 31316 V.S.A. § 562 and § 563
24 V.S.A. § 1571, § 1681 § 1682, and § 1683

Last Adopted: August 1, 2017
Date Warned: August 15, 2019
First Reading: August 20, 2019
Second Reading:

II. BUDGET

A. General

1. The annual budget of the school system shall reflect the needs and goals of the school system.
2. The Superintendent's Office shall be responsible for the process used to collect all data needed for the preparation of the budget.
3. The budget shall meet the requirements of Title 16 V.S.A. and the regulations of the State Board of Education.
4. The School Board shall develop a budget at regular or special meetings.

B. Budget Preparation

Each year the Superintendent, or their designee, shall develop a budget plan based on ongoing consultations with school employees, parents, students and other citizens. Public hearings and informational meetings will take place prior to formal adoption of the budget proposal. The objective of this plan is to provide the School Board with a proposed district budget that is in line with the School District's Vision Plan.

III. BUDGET APPROVAL

The School District's proposed budget will be presented by the School Board for approval by voters at the annual School District meeting. The budget presentation format shall include clarifying the budget priorities adopted by the School Board, the sources and amounts of revenues and expenditures, program changes and school board strategies.

IV. BUDGET MANAGEMENT

The School District's voter approved budget defines its spending plan for each fiscal year. Consistent with state education laws and regulations, it is the responsibility of the Superintendent to implement and manage the School District's budget.

Changes to the budget allocations will be reported to the School Board as a part of the Quarterly Financial Report described in Section III of this policy.

V. FINANCIAL REPORTS

The Superintendent, or their designee, shall ensure that the School Board is provided with quarterly financial reports which detail budgeted/forecasted revenues and expenditures, as well as financial commitments of the School District.

- A. The Superintendent, or their designee, shall provide the School Board with a quarterly report for review of the financial status of the School District (Quarterly Financial Report).
- B. The Superintendent, or their designee, will ensure that all state, federal and other (grantor) reports are filed in accordance with the requirements of the various grantors, state and federal governments.
- C. The Superintendent, or their designee, will cooperate with the annual independent audit to ensure the internal controls are in place and functioning effectively to safeguard the funds and assets of the School District.

VI. ANNUAL AUDIT

As required by Title 16 V.S.A., the School District will be audited annually by an independent certified public accounting firm.

Annually, the School Board shall meet with the auditor to review the audit report and recommendations and, in conjunction with the Superintendent, evaluate the School District's accounting practices, internal controls, and procedures based upon performance standards.

VII. RISK MANAGEMENT

The Superintendent, or their designee, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the operations of the School District. The risk management and insurance program shall include means for identifying, eliminating, reducing, retaining, or transferring risk. When the School District cannot feasibly eliminate or retain a particular risk, it shall be transferred by the purchase of insurance.

- A. The School District will comply with state statute and maintain an insurance program to protect it against actions, including fraud, mistakes, and errors of omission by employees.
- B. The School Board shall maintain an adequate insurance program to protect the School District against loss, which may occur due to the many normal and usual hazards which a public school system faces.
- C. The School District will also carry additional insurance, when needed, to protect the School District against specific and unusual hazards which may occur, from time to time, in the various operations of the School District.
- D. The insurance program shall include, but not be limited to:
 - 1. Fire and Damage Insurance (buildings and equipment)
 - 2. Fire and Property Damage Insurance (vehicles)

3. Workers Compensation Insurance
4. Fidelity Bond Insurance, Liability Insurance, including School Leaders Errors and Omissions

E. Bonding

1. The School Board recognizes that prudent trusteeship of the resources of the School District dictates that employees responsible for the safe keeping of the School District's monies and property be bonded.
2. The School District shall be indemnified against loss of money and property by bonding of employees holding positions, which have access to property and monies.
3. Such bonds shall be subsumed under a blanket bond. The School Board shall bear the cost of bonding each employee required to be bonded by this policy.

VIII. INVESTMENT MANAGEMENT

The primary objectives of School District's investment activities are as follows:

- A. To conform with all federal, state and other legal requirements;
- B. To adequately safeguard principal;
- C. To provide sufficient liquidity to meet all operating requirements; and
- D. To obtain a reasonable rate of return.

All funds shall be invested at the direction of the Superintendent, or their designee. The School District's investments will be limited to low risk investments to include Certificates of Deposit, Money Market Accounts, Sweep Accounts or other like investments. It should be noted that the district accepted a donation that was and still is invested in mutual funds currently managed by Peoples Securities. This investment choice remains "as is" at the request of the donating party. All district investments shall be reviewed by the School Board at least annually.

IX. CASH AND CHECKING ACCOUNTS

A. Petty Cash

In certain situations, the cost of processing a purchase order could exceed the cost of a single purchase. In order to remain cost effective, small purchases are occasionally paid for in cash. To facilitate these small expenditures, and to meet emergency needs for cash, a petty cash revolving fund is annually authorized to a school and the Superintendent's Office for purchases.

This is sometimes called a "revolving fund" since it always equals the same dollar amount comprised of cash and/or detailed receipts. Petty cash should not be used to thwart or circumvent established purchasing procedures; instead, it is a convenient accommodation to facilitate immediate necessary acquisition of local low-cost goods and services in an efficient manner.

The School Board authorizes but does not require, the following petty cash drawn from the General Fund.

Schools:	High School	\$50
	Middle School	\$50
	Malletts Bay School	\$50
	Union Memorial School	\$50
	Porters Point School	\$50
	Special Education	\$200

1. Petty Cash Checking Account

In addition to the foregoing, Petty Cash Checking Account is authorized as follows:

Central Office:	\$4,500
-----------------	---------

B. Deposits and Checking Accounts Using the District Federal Tax Identification Number

All funds deposited in accounts using the School District's Federal Tax Identification or in the name of the School District or its component programs are the responsibility of the School Board. Organizations who wish to retain control of their funds cannot use the School District's Federal Tax Identification and retain control over the money on deposit.

No accounts will be established without the written authorization of the Superintendent. Annually, the Superintendent shall create a listing of accounts using this identification and report this to both the School Board and the School District Treasurer. This report shall include the owners and the purpose of each account. In every case, the School District Treasurer shall be an authorized signatory on such accounts.

X. PURCHASING

The School District's procedure for soliciting and awarding business shall conform to all applicable federal and/or state laws, in particular, Title 16 V.S.A., Section 559 (Public Bids).

For each bid process, when the amount is in excess of \$15,000, the Superintendent shall present the bid results along with a description of the bid process and a recommendation to the School Board for award of the bid.

The School Board reserves the right to reject any or all of the bids and to invite other bids on any proposed transaction.

Any spending of federal funds should follow the “Federal Procurement Procedures” document and should utilize the related “Procurement Documentation Form”.

Purchase orders are the preferred method of making obligations for the School District. When purchase orders are not an option or when savings are gained through electronic/internet purchases, a district issued credit card can be used. The use of a district credit card is not intended to circumvent the district’s policy of purchasing. Use of the district credit card should not be used when a purchase order is acceptable.

Often obligations are created and the invoice issued in such a way as to make the Purchase Order process redundant. Examples include and are not limited to: mileage reimbursement, purchases made by employees away from the School District (with approval) or emergency repairs. Additionally, food services, maintenance, and custodial services often are required to make purchases where the Purchase Order system would create a more cumbersome and expensive process. Such “payments from invoices” can be made provided the appropriate authorization is documented and attached with the invoice for inclusion in the Board Orders. For payment to a vendor, there needs to be an invoice that includes the requested payment with administrative approval to make the payment. In the case of mileage reimbursement, there needs to be a signature of the person requesting reimbursement and administrative signature verifying that the payment is proper and legal.

XI. APPROVAL OF BOARD ORDERS

The School Board will comply with the review requirements of Title 16 V.S.A. § 563 (8). The review process is intended to ensure that all payments are lawful and in accordance with the budget adopted by the School District.

Pursuant to state statute, the School Board has authorized the Business and Operations Manager to examine claims against the district for school expenses and draw orders for such as shall be allowed, payable to the party entitled.

An account payable warrant report is prepared and distributed electronically to all School Board Directors, the Superintendent, and the School District Treasurer. Prior to distribution, the warrant report and all supporting documentation are thoroughly reviewed and approved by the Business and Operations Manager.

XII. DISPOSITION OF SURPLUS PROPERTY

The Board may dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

- A.** The building Principal or person in charge of the department where school property is located and is to be disposed of will inform the Superintendent, or their designee, of the availability of the property.

- B.** The Superintendent, or their designee, shall inform all administrators throughout the School District of all property available for disposal. Any department that can use such equipment or supplies may so inform the Superintendent. The property will then be reassigned.
- C.** If there is no School District use for the equipment, the Superintendent, or their designee, will contact the Town Manager to see if there is a need in the Town for such equipment.

Surplus items will be classified and disposed of as follows:

- A.** Items determined to have no resale value may be disposed of by the most efficient method by the Superintendent or their designee.
- B.** Items determined to have resale value:
 - 1.** The Superintendent, or their designee, may dispose of those items having a fair market value of less than \$2,500 per item by private sale. A fair process will be followed for such sale. This process will include posting within the School District and on the District's website that an item is for sale and provide an opportunity to bid on the purchase.
 - 2.** Items having a fair market value of \$2,500 per item or more will be advertised for sale, upon School Board's approval, and sold to the highest qualified bidder.
 - 3.** The Board will reserve the right to reject any and all bids.

All money received from the sale of property will be deposited in the general revenue fund of the School District.

PERSONNEL CONSENT AGENDA

Board Date: August 20, 2019

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Chelcy	Branon	New Hire	Math Teacher, Long-Term Substitute	1.0 FTE	CMS	Request to Hire	Ray Simmons	Yes	Yes
Teacher	Hayden	Chichester	New Hire	English Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Katherine Lenox	Yes	Yes
Teacher	Genevra	MacPhail	New Hire	English Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Megan Gagne	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	Alec	Brigante	New Hire	Boys' "A" Soccer Coach		CMS	Notice of Hire	Marc Gagne	Yes	Yes
Co-Curricular	Kaitlin	Cole	New Hire	Soccer Boys "B" Coach		CMS	Notice of Hire		Yes	Yes
Co-Curricular	Alicia	English	New Hire	Dance Coach		CHS	Notice of Hire	Alexandra Lovejoy	Yes	Yes
Co-Curricular	Melanie	Hurlbut	New Hire	Field Hockey Coach - "A" and "B" Team		CMS	Notice of Hire		Yes	Yes
Co-Curricular	Owen	Leavey	New Hire	Drama Director		CHS	Notice of Hire	Victor Toman	Yes	Yes
Co-Curricular	Julie	Wockenfuss	New Hire	JV Field Hockey Coach		CHS	Notice of Hire	Jennifer Turmel	Yes	Yes
Co-Curricular	Morgan	Young	New Hire	Girls' "A" Soccer Coach		CMS	Notice of Hire	Doug Allen	Yes	Yes
Support Staff	Laurie	Cousineau	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Hannah	Cruickshank	End of Employment	Paraeducator/Paraeducator-Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Lisa	Cruz	End of Employment	Paraeducator - EEE	32.5 hr	MBS	Notice of End of Employment			Yes
Support Staff	Nicole	DeOrsey	End of Employment	Paraeducator - Special Education	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Erin	Dye	End of Employment	HR Coordinator	35.0 hr	CO	Notice of End of Employment			Yes
Support Staff	Micaela	Flagg	End of Employment	Paraeducator	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Peter	Govoni	End of Employment	Paraeducator - Special Education	32.5 hr	CHS	Notice of End of Employment			Yes
Support Staff	Melissa	Labrie	End of Employment	Paraeducator - Special Education	32.5 hr	MBS	Notice of End of Employment			Yes
Support Staff	Lindsay	Lesage	End of Employment	Paraeducator	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Brendan	Nelson	End of Employment	Paraeducator - Special Education	32.5 hr	MBS	Notice of End of Employment			Yes
Support Staff	Kenneth	Paquette Jr	End of Employment	Behavior Interventionist	40.0 hr	MBS	Notice of End of Employment			Yes

Support Staff	Steven	Real	End of Employment	Maintenance Worker	40.0 hr	DW	Notice of End of Employment			Yes
Support Staff	Pamela	Reith	End of Employment	Administrative Assistant	40.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Erica	Tremblay	End of Employment	Paraeducator	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Sheryl	Asper	New Hire	Paraeducator	32.5 hr	PPS	Notice of Hire	Hannah Cruickshank	Yes	Yes
Support Staff	Parker	Cadwell	New Hire	Paraeducator	32.5 hr	PPS	Notice of Hire	Erica Tremblay	Yes	Yes
Support Staff	Adrienne	Cameron	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire	Brendan Nelson	Yes	Yes
Support Staff	Ginger	Grout	New Hire	Food Service Worker	30.0 hr	MBS	Notice of Hire	Lauren Walker	Yes	Yes
Support Staff	Wanda	Keosian	New Hire	Paraeducator	32.5 hr	MBS	Notice of Hire	Emilie Schweikert	Yes	Yes
Support Staff	Shawn	Lund	New Hire	Behavior Interventionist	35.0 hr	CAP	Notice of Hire	Miriam Mahar	Yes	Yes
Support Staff	Lijuan	Merkel	New Hire	Paraeducator - ELL	32.5 hr	MBS	Notice of Hire	Elizabeth Clapp	Yes	Yes
Support Staff	Renee	McLaughlin	New Hire	Lunch/Recess Monitor - NIA	15.0 hr	CMS	Notice of Hire	Angela Plumb	Yes	Yes
Support Staff	Megan	McLoughlin	New Hire	Paraeducator - ELL	32.5 hr	CHS	Notice of Hire	Alice Batson	Yes	Yes
Support Staff	Dev	Nagel	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Holli-Jo Brigante	Yes	Yes
Support Staff	Ryane	Severin	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire	Morgan Beck	Yes	Yes
Support Staff	Gail	Stone	New Hire	Paraeducator - Paraeducator/Special Education	32.5 hr	PPS	Notice of Hire	Louis Merola	Yes	Yes
Support Staff	Lauren	Walker	Transfer	Paraeducator	32.5 hr	PPS	Notice of Transfer	Miranda Axworthy	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, July 9, 2019
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, July 9, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, and Curt Taylor; Superintendent Amy Minor; and Business and Operations Manager George Trieb. 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. Presentation by the Winooski Valley Park District

Information

The Winooski Valley Park District (WVPD) is interested in acquiring the WVMT property parcel for conservation. Nick Warner, Executive Director of WVPD and Paul Goldman, owner of the WVMT property, presented an opportunity for the school district to purchase the existing 95XXX building with the intent to obtain a life lease to the plot of land surrounding the building and the building itself. Mr. Warner provided an overview of the property and its conservation value as well as potential partners they could use for funding the purchase. Mr. Goldman stated the building is in very bad shape and that it would need to be torn down and another structure built in its place using the same 4,500 sq. ft footprint. He also stated the towers and transmitter building are owned and operated separately and would remain on the property. Mr. Warner stated an easement would be granted to the owner of the towers for maintenance purposes but that it would not interfere with the main building operated by the school district. Mr. Goldman stated he hoped to hear whether the school district was interested by late fall or early winter. Superintendent Minor reminded the board that if they decided to move forward, this purchase would go on a ballot to be voted on by the community. She stated the district would want to have plenty of time to communicate and educate the community on the purchase if that's what they decide. Director Cox echoed that sentiment, pointing out that the district already does a tremendous amount of communicating about the budget for the March ballot and that it may be difficult to reach community members in time for a November vote. Director Cox also stated this potential purchase would need to be reviewed alongside the other facility projects the board is currently considering. The board collectively agreed to have further discussion before making a decision.

IV. Approval of Tax Anticipation Note

Action

In order to start the next fiscal year, the district needs to borrow money from a lending institution until funds arrive from the state. This is an annual requirement. Business Manager George Trieb provided the forms and lending documents to the board.

Director Taylor moved to approve the Tax Anticipation Note for the Colchester School District as recommended by the business manager, seconded by Director Cox. The motion passed unanimously, 4-0.

V. Approval of Personnel Consent Agenda

Action

The following Personnel Consent Agenda was presented for July 9, 2019.

PERSONNEL CONSENT AGENDA

Board Date: July 9, 2019

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Courtney	Thomas	Leave of Absence	Elementary Teacher	1.0 FTE	UMS	Request Leave of Absence from approximately 12/9/19 to 3/16/20			
Teacher	Frances	Binder	New Hire	School Librarian	1.0 FTE	CHS	Request to Hire	Christine Eldred	Yes	Yes
Teacher	Katherine	Brown	New Hire	English Teacher, Long-Term Substitute	1.0 FTE	CHS	Request to Hire	Megan Gagne	Yes	Yes
Teacher	Susan	St. Pierre	New Hire	Early Childhood Education Teacher, Long-Term Substitute	1.0 FTE	MBS	Request to Hire	Taylor Gamache	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	Jaclyn	Dixon	New Hire	Assistant Girls' Cross Country Coach		CHS	Notice of Hire		Yes	Yes
Co-Curricular	George	Trieb, Jr.	New Hire	Girls' Varsity Basketball Coach		CHS	Notice of Hire	Jason Desjardin	Yes	Yes
Support Staff	Louis	Merola	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Jason	Singh	End of Employment	Assistant Network Engineer	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Derek	Spear	End of Employment	Paraeducator - Special Education	32.5 hr	CHS	Notice of End of Employment			Yes
Support Staff	Ellen	Tetrick	End of Employment	Paraeducator	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Diane	Bessette	New Hire	Paraeducator	32.5 hr	UMS	Notice of Hire	Ellen Tetrick	Yes	Yes
Support Staff	Elizabeth	Clapp	New Hire	Behavior Interventionist	16.25 hr	CMS	Notice of Hire	Morgan McNall	Yes	Yes
Support Staff	Andrew	Hedden	New Hire	Behavior Interventionist	40.0 hr	CMS	Notice of Hire	Michael Brown	Yes	Yes
Support Staff	Alison	O'Brien	New Hire	Paraeducator - ELL	32.5 hr	CMS	Notice of Hire	Joanne Beaubien	Yes	Yes
Support Staff	Shauna	Rooney	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire	Francesca Martinelli	Yes	Yes
Support Staff	Heidi	Echo	Transfer	Bookkeeper	40.0 hr	CHS	Notice of Transfer	Mark Ellingson	Yes	Yes
Support Staff	Meghan	Mead	Transfer	Special Education Building Secretary	35.0 hr	CMS	Notice of Transfer	Tina Carroll	Yes	Yes
Support Staff	Angela	Plumb	Transfer	Building Secretary	37.5 hr	CMS	Notice of Transfer	Penny Dodson	Yes	Yes
Support Staff	Jonathan	Thompson	Transfer	Paraeducator - Math Center	32.5 hr	CHS	Notice of Transfer	Bonnie Domachowski	Yes	Yes

Director Kieny moved to approve the Personnel Consent Agenda, seconded by Director Cox. The motion passed unanimously, 4-0.

VI. Approval of Minutes: June 4, 2019 Action

Director Cox moved to approve the amended minutes of June 4, 2019, seconded by Director Taylor. The motion unanimously, 4-0.

VII. Approval of Minutes: June 11, 2019 Action

Director Cox moved to approve the amended minutes of June 11, 2019, seconded by Director Taylor. The motion unanimously, 4-0.

VIII. Approval of Minutes: July 3, 2019 Action

Director Cox moved to approve the amended minutes of July 3, 2019, seconded by Director Taylor. The motion unanimously, 4-0.

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

- Superintendent Minor encouraged community members seeking employment to look at our current openings which include bus aides, lunch/recess monitor, and paraeducators.
- As a reminder, the next school board meeting will be August 6th at 7:00 p.m.

X. Adjournment

Director Taylor made a motion to adjourn at 8:01 p.m., seconded by Director Kieny. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk