

Colchester School Board

Meeting Agenda and Packet

August 3, 2021

**Colchester School District
Board of Education Special Meeting Agenda
Colchester High School Library
Tuesday, August 3, 2021
7:00 PM**

AGENDA

- | | |
|---------------------------------------------------------------------------------|--------------------|
| I. Call to Order & Pledge of Allegiance | |
| II. Citizen's Participation* | |
| III. First Reading of Policy E1: Fiscal and Business Management | Action |
| IV. First Reading of Policy E5: Travel and Expenses | Action |
| V. First Reading of Policy E10: Donations | Action |
| VI. Approval of Consent Agenda | Action |
| VII. Approval of Meeting Minutes: June 22, 2021 | Action |
| VIII. Admission of Student Request | Action |
| IX. Tuition Request | Action |
| X. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. Future Agenda Items | Information |
| XII. Adjournment | |

***Meeting Participation and Viewing Options**

Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizen's Participation agenda item. Please review the Public Comment Rules listed at www.csdvt.org/schoolboard prior to the meeting. If not attending in person, LCATV provides live stream coverage via: www.lcatv.org/live-stream-3. Citizens may participate in the meeting remotely by emailing questions or statements in advance of the meeting with "Citizens Participation" listed in the subject line to schoolboard@colchestersd.org.

No. 72. An act relating to addressing the needs and conditions of public school facilities in the State.

(H.426)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. FINDINGS; INTENT; PURPOSE

(a) The General Assembly finds that:

(1) In 2007 Acts and Resolves No. 52, Sec. 36, the General Assembly suspended State aid for school construction in order to permit the Secretary of Education and the Commissioner of Finance and Management to recommend a sustainable plan for State aid for school construction.

(2) In 2008 Acts and Resolves No. 200, Sec. 45, as amended by 2009 Acts and Resolves No. 54, Sec. 22, the General Assembly, in the absence of a recommendation, extended the suspension until a sustainable plan for State aid for school construction is developed and adopted.

(3) Between Fiscal Years 2008 and 2016, the State honored its obligation to repay the remaining outstanding obligations for projects for which State aid had been committed prior to the suspension.

(b) The General Assembly also finds that:

(1) The State of Vermont is the only state in the Northeast that does not have a school construction program.

(2) Between 2008 and 2019, school districts in Vermont issued approximately \$211,000,000.00 in bonds for school construction projects.

In 2020, there was an estimated \$445,000,000.00 in bonding planned and proposed by school districts for future school construction projects statewide.

(c) The General Assembly also finds that the backlog in the State's school construction projects has resulted in unsafe and unhealthy learning environments and disparities in the quality of education, including between wealthier communities and communities in need across the State.

(d) It is the intent of the General Assembly to develop a plan to address the needs and conditions of the State's school buildings in order to create better learning environments for Vermont's students and increase the equity in the quality of education around the State.

(e) The purpose of the funding appropriated in this act is to enable supervisory unions and supervisory districts to utilize their Elementary and Secondary School Emergency Relief Fund allocations to improve the conditions for health and safety of students and staff, to address other eligible facilities needs, and to position the State in addressing the backlog of school facilities needs in an efficient and equitable manner.

Sec. 2. SCHOOL CONSTRUCTION; FACILITIES STANDARDS;

CAPITAL OUTLAY FINANCING FORMULA; AGENCY OF
EDUCATION; STATE BOARD OF EDUCATION; UPDATE

(a) On or before January 15, 2023, the Secretary of Education, in consultation with the Executive Director of the Vermont Superintendents

Association and the Chair of the State Board of Education, shall update the school construction facilities standards. The update shall reflect:

(1) changes in educational delivery models; and

(2) requirements for healthy and resource efficient school facilities, including natural light, indoor air quality, and water and energy efficiency.

(b) On or before January 15, 2023, the State Board of Education shall update and adopt the Capital Outlay Financing Formula.

(1) Pursuant to State Board Rule 6124.1, the Formula shall establish the maximum and minimum square footage parameters by school size and the grade range through a square footage allowance per student or program. The Formula shall also establish an allowable cost per square foot of construction.

(2) The State Board may also consider additional factors in the update, including facility condition, capacity and utilization, and energy performance in designing a system of financial support.

(c) The Agency of Education is authorized to use not more than \$100,000.00 of the amount appropriated in Sec. 3(d) of this act to hire a consultant to provide technical assistance to the State Board for the project described in subsection (b) of this section.

Sec. 3. SCHOOL FACILITIES INVENTORY AND CONDITIONS

ASSESSMENT; AGENCY OF EDUCATION; DEPARTMENT OF
BUILDINGS AND GENERAL SERVICES; REPORT

(a) On or before September 1, 2021, the Secretary of Education, in consultation with the Commissioner of Buildings and General Services, shall issue a request for proposal for a school facilities inventory and conditions assessment to ascertain the extent of need for additional support to school districts as a result of the COVID-19 pandemic and to inform the Agency of Education of the statewide school facilities needs and costs.

(b) The Secretary of Education shall contract with an independent third party to conduct the inventory and assessment described in subsection (a) of this section. The inventory shall be completed on or before January 15, 2022, and the assessment shall be completed on or before October 1, 2022.

(c) The independent third party hired pursuant to subsection (b) of this section shall conduct the inventory and assessment in two phases.

(1) The inventory phase of the contract shall include collecting information about the current state of school facilities and immediate plans to invest in school facilities, including:

(A) general information about facilities, age of buildings, and major mechanical systems;

(B) a review of school facility conditions, space utilization, and suitability of the facility and its spaces to deliver educational and support services;

(C) building systems' condition and performance to address the health and safety of students and employees, including energy efficiency

improvements and indoor air quality, accessibility to and within buildings, and condition of technology systems, and;

(D) a review of any information collected by Efficiency Vermont about school building systems as part of the School Indoor Air Quality Program, as established in 2020 Acts and Resolves No. 120, Sec. A.51.

(2) The assessment phase of the contract shall include:

(A) A planning phase that utilizes the expertise of the consultant and other stakeholders to finalize the evaluation criteria and methodology for the collection of data.

(B) Sufficient information to assist the General Assembly to establish a ranking system based on categories to prioritize schools with the highest needs for future school construction funding. The categories shall include:

(i) capacity and utilization;

(ii) safety and security infrastructure;

(iii) accessibility;

(iv) technology infrastructure;

(v) capacity to deliver STEAM (science, technology, engineering, arts, and math) programming; and

(vi) building systems' condition and performance, including energy efficiency improvements and indoor air quality to address the health and safety of students and employees.

(d) The Secretary is authorized to use not more than \$2,500,000.00 from the amount allocated to the Agency of Education from the Elementary and Secondary School Emergency Relief Fund pursuant to Section 2001(c) of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 to conduct the inventory and assessment described in this section.

(e) The Agency of Education shall create a database to enter the information from the assessment described in subsection (a) of this section. This information shall include a school's physical address and GIS coordinates.

(f) On or before January 15, 2022, the Secretary of Education shall submit a report to the House and Senate Committees on Education presenting the findings of the inventory described in subsection (a) of this section and a progress update on the assessment phase.

(g) As used in this section, "school" means a public school as defined in 16 V.S.A. § 11.

Sec. 4. SCHOOL CONSTRUCTION FUNDING; AGENCY OF EDUCATION; REPORT

(a) On or before January 15, 2023, the Secretary of Education shall submit a report to the General Assembly that shall include the following:

(1) an analysis of the challenges and opportunities to the State of funding school construction projects;

(2) recommendations for a funding source for school construction projects that are linked to the inventory, needs, and conditions of all Vermont schools; and

(3) an analysis of how other states are funding school construction projects.

(b) As used in this section, “school” means a public school, as defined in 16 V.S.A. § 11.

Sec. 5. 16 V.S.A. § 837 is added to read:

§ 837. SCHOOL FACILITIES MANAGEMENT; TRAINING AND
CERTIFICATION

(a) The Secretary of Education, in consultation with facilities management industry and school operations experts, shall establish guidelines for the training and certification of each person designated as responsible for facilities management for a school district or supervisory union.

(b) The superintendent for each school district or supervisory union shall designate a person with responsibility for facilities management for the school district or supervisory union. The designee for each school district or supervisory union shall receive training and certification pursuant to the guidelines established in subsection (a) of this section.

Sec. 6. 16 V.S.A. § 838 is added to read:

§ 838. CAPITAL IMPROVEMENT PLAN

(a) Each school district shall develop and maintain a five-year capital operations and improvement plan for the school district and supervisory union, which shall be updated annually.

(b) The capital operations and improvement plan described in subsection (a) of this section shall be in a form developed and prescribed by the Secretary of Education after consultation with facilities management and school operations experts.

Sec. 7. AGENCY OF EDUCATION; CREATION OF POSITIONS

(a) One limited-service position funded through January 15, 2023 is created in the Agency of Education to implement this act by using an existing position in the position pool.

(b) In fiscal year 2022, the Agency of Education is authorized to use not more than \$127,500.00 from the amount allocated to the Agency of Education Elementary and Secondary School Emergency Relief Fund pursuant to Section 313(e) of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 for the position described in subsection (a) of this section.

Sec. 8. 16 V.S.A. § 559 is amended to read:

§ 559. PUBLIC BIDS

(a) Cost threshold. When the cost exceeds ~~\$15,000.00~~ \$40,000.00, a school board or supervisory union board shall publicly advertise or invite three

or more bids from persons deemed capable of providing items or services if costs are in excess of ~~\$15,000.00~~ \$40,000.00 for any of the following:

(1) the construction, purchase, lease, or improvement of any school building;

(2) the purchase or lease of any item or items required for supply, equipment, maintenance, repair, or transportation of students; or

(3) a contract for transportation, maintenance, or repair services.

* * *

Sec. 9. SCHOOL FACILITIES; HEALTH AND SAFETY PROJECTS;

COVID-19

(a) On or before September 30, 2023, the Agency of Education shall contract with an independent third party to assist any school district using funds allocated to it from the Elementary and Secondary School Emergency Relief Fund pursuant to Section 2001(d) of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 and any other federal sources, to improve the overall health and safety of any of the district's school facilities as a result of the COVID-19 pandemic. The contractor's responsibilities shall include:

(1) project coordination;

(2) serving as a liaison:

(A) between the school district, the Agency of Education, the Department of Health, and any other relevant entities in the State that may be

leveraged to support the work, including to coordinate the use of federal funding programs and maximize funding, labor, and equipment resources;

(B) between the school district and the Agency of Education to:

(i) facilitate the district prioritization of school safety and health issues;

(ii) support a school district, in coordination with the Agency of Education, in defining their investment strategies for the improvement of school facilities in a manner consistent with the intent and purpose of any funding source; and

(iii) develop communications to support the prioritization of projects; and

(iv) provide status updates and a final report on project work to the school district and the Agency of Education, including recommendations on how to maintain the facility after the performance period of the grant funds.

(b)(1) The Agency of Education is authorized to allocate not more than \$500,000.00 of the amount allocated to the Agency of Education from the Elementary and Secondary School Emergency Relief Fund pursuant to Section 2001(c) of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 for the purpose described in subsection (a) of this section.

(2) The Agency of Education shall reserve not more than \$1,000,000.00 from the amount allocated to the Agency of Education from the Elementary and Secondary School Emergency Relief Fund pursuant to Section 2001(c) of

the American Rescue Plan Act of 2021, Pub. L. No. 117-2 if a school district has used all of the funds allocated to it from the Elementary and Secondary School Emergency Relief Fund pursuant to Section 2001(d) of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 and needs additional funding to plan and implement improvements to its facilities pursuant to this section.

Sec. 10. STATE ENERGY MANAGEMENT PROGRAM; FINANCING
FOR SCHOOLS

On or before January 15, 2023, the Agency of Education, in consultation with the Department of Buildings and General Services, shall submit a report to the House Committees on Corrections and Institutions and on Education and the Senate Committees on Education and on Institutions to determine how the State Energy Management Program, established in 29 V.S.A. § 168, shall support schools to implement needed energy efficiency and conservation measures, including those identified in the inventory and assessment required by Sec. 3 of this act.

Sec. 11. RENEWABLE AND EFFICIENT HEATING SYSTEMS IN
SCHOOLS; GRANT PROGRAM; EFFICIENCY VERMONT

(a) Program established. In fiscal year 2022, there is established the Renewable and Efficiency Heating Systems Grant Program (Program) to award grants for renewable and efficient heating systems in schools. Renewable and efficient heating systems grants shall be used to make necessary improvements to address building systems in covered schools to

improve health, safety, and efficiency in response to the COVID-19 emergency.

(b) Definition. As used in this section, “covered school” means public schools and approved independent schools as defined under 16 V.S.A. § 11.

(c) Administration; implementation.

(1) Efficiency Vermont shall administer the Program, which shall:

(A) provide consulting services to covered schools;

(B) award grant funds to covered schools of not more than 50 percent of the total cost for the improvement or repair of existing heating systems, with a focus on renewable energy systems, energy efficiency, and providing appropriate space conditioning; and

(C) award grant funds to covered schools for the installation of renewable or efficiency electric space heating and conditioning systems.

(2) Grant program design. Efficiency Vermont, in consultation with the Agency of Education; the Vermont Superintendents Association; and experts in the field of thermal enclosure, energy efficiency, and renewable building space systems, shall design the Program. The Program design shall establish:

(A) an outreach and education plan, including specific tactics to reach and support all covered schools;

(B) an equitable system for distributing grants statewide based on geographic location, school size, grant dollar amount, and assessed need, with

an emphasis on schools that may not have administrative support to apply for grants; and

(C) guidelines for thermal enclosure and renewable and energy efficiency buildings systems resilience, durability, health, and efficiency measures and costs that will be eligible for grant funding.

(d) Costs and fees.

(1) Efficiency Vermont is authorized to use up to \$150,000.00 of the amounts appropriated to the Program for direct labor costs.

(2) As the entity appointed to serve as Efficiency Vermont, the Vermont Energy Investment Corp. (VEIC) is also authorized to collect their federal-approved indirect rate of 9.3 percent on the funds expended in this section.

(3) Nothing shall prohibit Efficiency Vermont from supplementing total project costs completed under this section with a portion of its Public Utility Commission-approved budget for the purpose of achieving higher levels of efficiency and claiming efficiency savings toward the completing of performance targets pursuant to 30 V.S.A. § 209(d).

(e) Coordination. Efficiency Vermont shall coordinate with the Agency of Education and any other State entities and agencies working with covered schools to provide grants for the Program.

(f) Disclosures. Efficiency Vermont shall require that any school that receives a grant through the Program shall authorize Efficiency Vermont to

release the school name and grant amount in any report requested by the General Assembly.

(g) Funding. During the 2022 legislative session, the General Assembly shall determine the source of funding for the Program and the necessary reporting requirements.

Sec. 12. RADON TESTING; SCHOOL FACILITIES

(a) On or before June 30, 2023, each public school and approved independent school, as defined in 16 V.S.A. § 11, shall perform a radon measurement in accordance with the ANSI/AARST protocol for conducting Radon and Radon Decay Products in Schools and Large Buildings (MALB-2014) on any facility that has not had a test completed in five or more years; provided, however, that any public school or approved independent school that is engaged in implementing an indoor air quality improvement project prior to June 30, 2023 shall perform a radon measurement on or before June 30, 2024.

(b) Each public school and approved independent school shall make available the results of the radon measurement described in subsection (a) of this section to each employee and student at the school.

Sec. 13. EFFECTIVE DATE

This act shall take effect on passage.

Date Governor signed bill: June 8, 2021

COLCHESTER SCHOOL DISTRICT

POLICY: FISCAL AND BUSINESS MANAGEMENT POLICY

DATE ADOPTED: May 18, 2021

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: September 17, 2019
Date Warned: April 30, 2021
First Reading: May 4, 2021
Second Reading: May 18, 2021

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 V 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 and 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 the 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.

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: May 18, 2021
Date Warned: July 30, 2021
First Reading: August 3, 2021
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 V 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 and 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 the 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.

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 \$40,000, 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: TRAVEL AND EXPENSES****DATE ADOPTED:** October 21, 2014**PURPOSE**

From time to time School Board Members, employees and volunteers are required to travel away from the Colchester School District for school business including and not limited to training, workshops, conferences and other such events. The School District will reimburse reasonable expenses for travel.

The purpose of this policy is to address out of district travel. In district travel is eligible for mileage reimbursement only.

POLICY STATEMENTS

1. The supervisor has the authority to approve all travel of district personnel outside of the district and the reimbursement of expenses associated with such travel. The supervisor will approve the mode of travel. Proper receipts and documentation must accompany reimbursement requests.
2. Employees must return itemized receipts for all expenses incurred for out of district travel subject for reimbursement within thirty (30) days of their return from traveling. Receipts received outside this thirty (30) day window might not be reimbursed.
3. All requests for reimbursement must be submitted on the Travel Reimbursement Request form accompanied by an approved Authorization for Travel form and all supporting receipts. This form should be filed out in its entirety and must be approved by the employee's supervisor.
4. Employees will be reimbursed at a mileage rate based on the current federal mileage reimbursement rate (listed on the Travel Reimbursement Request form) for use of all mileage when utilizing an employee's personal vehicle.
5. Employees will be reimbursed for all expenses incurred as it relates to out of district travel to include airfare, transportation, lodging, meals, taxi fare, parking, tolls, telephone, fax, internet usage, etc. All expenses submitted for reimbursement must be accompanied by a receipt even if expenses were prepaid. Meals are subject to the limits noted in the Travel Reimbursement Request form.
6. Expenses for alcoholic beverages, tobacco products, and entertainment incurred as part of a meal or other event will not be reimbursed.

Date Warned: October 3, 2014
First Reading: October 7, 2014
Second Reading: October 21, 2014

7. At many sponsored functions, meals such as breakfast, luncheons, and dinners are included in the cost of the paid registration fee. Employees should take advantage of those prepaid meals. If prepaid meals are available, employees will not be reimbursed should they choose to dine elsewhere.
8. The district will not reimburse expenses for spouses, guests, or family members. If an employee decides to bring a spouse, guest, or family member on a district trip, the employee is responsible for all costs and arrangements attributable to these persons.
9. On occasion, it may be permissible for employees to purchase food for a meeting or in a social context. As a general rule, the expense should be approved in advance by the supervisor and must be supported by a receipt, a written record of the district business conducted, and a list of the persons that participated in the event.
10. Fees incurred for registration at conferences and workshops will be reimbursed only if prior approval was received to attend the conference or workshop.

TRAVELER	APPROVING AUTHORITY
School Board Member	The School Board
Superintendent	Board Chair
Business and Operations Manager	Superintendent
Principals and Program Administrators	Superintendent
Administrators other than Principals	Principal or Superintendent
All other school based employees	Building or Program Administrator

COLCHESTER SCHOOL DISTRICT**POLICY: TRAVEL AND EXPENSES****DATE ADOPTED:** DRAFT**PURPOSE**

From time to time, school board members, employees and volunteers are required to travel away from the Colchester School District for school business including and not limited to training, workshops, conferences and other such events. The district will reimburse reasonable expenses for travel.

The purpose of this policy is to address out-of-district travel. In-district travel is eligible for mileage reimbursement only.

POLICY STATEMENTS

1. The supervisor has the authority to approve all travel of district personnel outside of the district and the reimbursement of expenses associated with such travel. The supervisor will approve the mode of travel. Proper receipts and documentation must accompany reimbursement requests.
2. Employees must return itemized receipts for all expenses incurred for out of district travel subject for reimbursement within thirty (30) days of their return from traveling. Receipts received outside this thirty (30) day window might not be reimbursed.
3. All requests for reimbursement must be submitted on the Travel Reimbursement Request form accompanied by an approved Authorization for Travel form and all supporting receipts. This form should be filed out in its entirety and must be approved by the employee's supervisor.
4. Employees will be reimbursed at a mileage rate based on the current federal mileage reimbursement rate (listed on the Travel Reimbursement Request form) for use of all mileage when utilizing an employee's personal vehicle.
5. Employees will be reimbursed for all expenses incurred as it relates to out of district travel to include airfare, transportation, lodging, meals, taxi fare, parking, tolls, telephone, fax, internet usage, etc. All expenses submitted for reimbursement must be accompanied by a receipt even if expenses were prepaid. Meals are subject to the limits noted in the Travel Reimbursement Request form.
6. Expenses for alcoholic beverages, tobacco products, and entertainment incurred as part of a meal or other event will not be reimbursed.

Last Adopted: October 21, 2014
Date Warned: July 30, 2021
First Reading: August 3, 2021
Second Reading:

7. At many sponsored functions, meals such as breakfast, luncheons, and dinners are included in the cost of the paid registration fee. Employees are encouraged to take advantage of those prepaid meals versus dining elsewhere.
8. The district will not reimburse expenses for spouses, guests, or family members. If an employee decides to bring a spouse, guest, or family member on a district trip, the employee is responsible for all costs and arrangements attributable to these persons.
9. On occasion, it may be permissible for employees to purchase food for a meeting or in a social context. As a general rule, the expense should be approved in advance by the supervisor and must be supported by a receipt, a written record of the district business conducted, and a list of the persons that participated in the event.
10. Fees incurred for registration at conferences and workshops will be reimbursed only if prior approval was received to attend the conference or workshop.

TRAVELER	APPROVING AUTHORITY
School Board Member	The School Board
Superintendent	Board Chair
Business and Operations Manager	Superintendent
Principals and Program Administrators	Superintendent
Administrators other than Principals	Principal or Superintendent
All other school-based employees	Building or Program Administrator

COLCHESTER SCHOOL DISTRICT**POLICY: DONATIONS****DATE ADOPTED:** August 20, 2019**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

CONSENT AGENDA

Board Meeting Date: August 3, 2021

Licensed Employees (Teacher/Administrator)	
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[illegible]

Non-Licensed Employees (Support Staff), <i>Board Approval Required</i>	
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[illegible]

Non-Licensed Employees (Support Staff), <i>Informational</i>	
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[illegible]

Non-Licensed Employees (Support Staff), <i>Informational - continued</i>										
Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Co-Curricular	Gabrielle	Brooks	New Hire	Assistant Cross Country Coach		CHS	Notice of Hire	Jackie Dixon	Yes	Yes
Co-Curricular	Carmelie	Campos	New Hire	JV Field Hockey Coach		CHS	Notice of Hire	Julie Wockenfuss	Yes	Yes
Co-Curricular	Jeremy	LaRoche	New Hire	Drama Director		CHS	Notice of Hire	Owen Leavey	Yes	Yes
Support Staff	Rowan	Post	New Hire	Cafeteria Monitor	15	CMS	Notice of Hire	Angela Plumb	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Special Meeting
Colchester High School Library

Tuesday, June 22, 2021
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a special board meeting on Tuesday, June 22, 2021, in the Colchester High School Library. Those in attendance were Board Chair Craig Kieny, Directors: Lindsey Cox, Nic Longo, Laurie Kigonya, and Ben Yousey-Hindes; Superintendent Amy Minor; Director of Special Education Carrie Lutz; and Director of Curriculum Gwendolyn Carmolli; and approximately two dozen community members.

I. Call to Order & Pledge of Allegiance

Board Chair Craig Kieny called the meeting to order at 7:00 p.m and led the Pledge of Allegiance.

II. Discussion and Decision Regarding the Black Lives Matter Flag **Action**

Board Chair Kieny recounted the history of why the school board decided to raise the Black Lives Matter (BLM) flag. At the July 7, 2020 meeting, following numerous letters and statements from students and employees, the school board passed a resolution that the BLM flag would be flown at each school for the 2020-2021 school year. At that meeting, the board committed to reviewing raising the flag on an annual basis. Board Chair Kieny read the resolution and motion from that meeting and the statement that the board wrote to the community on August 18, 2020, explaining their decision.

Based on the board's resolution from the July 7, 2020 meeting, the flag is scheduled to come down at the end of June unless action is taken under district policy E11: Flagpole Requests. The purpose of this meeting was to determine if the board would continue to fly the BLM flag at CSD schools throughout the summer and into next school year. Board Chair Kieny then opened the meeting up to comments from community members in attendance.

Genna Barnaby stated that in her opinion, the BLM logo and flags were designed specifically to depict its political activist organization and that it should not fly on school campuses. She asked the board to consider a school-created flag that would symbolize the district's mission statement.

Steve Stringer stated that he opposes racism, however, he questioned the efficacy of flying the BLM flag as a means to address the issue. He shared that the mission statement of the BLM organization challenges his personal beliefs. He offered to help the district achieve a common goal of having everyone treated fairly with respect but suggested it not be racially charged.

Kathy Henry stated she believes that BLM is a truism and that it should go without saying. She stated that the United States should enforce constitutional and federal laws for everyone and that many people of different groups have been discriminated against. She shared her experience as a woman being discriminated against and harassed in the workplace by men. She then compared that experience to BLM and said that she would not advocate for violence against men, suggesting that BLM advocates for violence against its perpetrators. She stated that students in public schools should be taught how to think, but not what to think. She stated students should discuss BLM in

appropriate classes but that the school should not insinuate that BLM is something they should automatically agree with. She asked the district to not fly the flag because it is political and the BLM organization gives most of its money to the democratic party.

Ted Stokes stated that it embarrasses him when he sees the BLM flying at Porters Point School. He listed some of the goals of the BLM organization and stated he believes the students are being indoctrinated by the school. He shared that he called the superintendent's office in the fall to voice his discontent and was told the BLM flag was raised after CHS students advocated for it. He stated the schools do not belong to the students because they don't vote or pay taxes. He stated the schools belong to taxpayers and asked that the district not fly the BLM flag. He suggested the district go with something more inclusive or abstain from flying anything related to BLM.

Alisha Jacobs lives in Essex but asked the board chair for permission to speak since her nieces go to school in Colchester. She stated the BLM flag flying at the schools lacks context in differentiating itself from the organization.

Susan Stokes shared that she feels embarrassed knowing what the organization represents. She stated BLM is unAmerican and it frightens her. She expressed concern for when her two-year-old family member is old enough to attend school and what he'll be taught. She stated that she is not a racist and that all lives matter. She asked how students who are white, brown, or Asian feel about the flag. She suggested removing the flag and only fly the American and Vermont flags.

With no other community members requesting to speak, the board shared their individual opinions and engaged in a discussion with each other about what to do next.

Director Lindsey Cox shared that as a school board member and parent of a child in the district, she is in favor of continuing to fly the BLM flag. She believes it is important as leaders in the district and as people in power, that the school board demonstrates a commitment to address systemic racism. She stated that the ultimate goal is to welcome all students and to make them feel safe in school. She thanked the community members in attendance for voicing their opinions as well as those who have emailed. She stated it is important to keep talking about racism and with that in mind, she voiced her support to fly the flag for another three months to continue the conversation.

Director Nic Longo shared his appreciation for all of the community input. He stated that his opinion has not changed from a year ago and he continues to support flying the BLM flag. He shared that the comments he heard tonight solidified his decision. He is not embarrassed to fly the BLM flag; he is actually incredibly proud. He stated he is prepared to engage in difficult conversations that may better support the students in the district. He also shared excitement for the district's new diversity, inclusion, and equity coordinator, a position the board will vote on later in the agenda. He stated this position will support the school and staff in this work.

Director Laurie Kigonya stated the district needs to prepare students to be informed adults who are supported for who they are, regardless of where they come from. She stated that it is important for community members to evolve their views and to challenge themselves to differentiate from the way they may have been raised and embrace new and different ways of thinking. She shared that students in the district are very wise and aware of what is going on in the community. She stated the board raised the BLM flag with student support and that solidifies her rationale to continue flying it.

Director Ben Yousey-Hines thanked community members for their attendance. He shared that at the last meeting, he too voiced concerns about the BLM organization and subsequently did research to prepare for this meeting. He learned that BLM is a decentralized social movement and that the government has repeatedly denied a trademark since the name is used by multiple organizations and movements. He stated that after learning more about the BLM movement, he deeply believes in its goals and he firmly declared his support for continuing to fly the BLM flag.

Board Chair Craig Kienny shared that he voted in favor of flying the flag last year for all of the reasons already articulated by his fellow board members. At an earlier meeting in June, he offered the option of flying a more inclusive flag, such as “equity for all”. He shared his concerns about the implicit connection of the BLM flag with the organization and shared that his preference would be to fly an “equity for all flag”. However, given the recent statements by board members, it was clear to him that motion of that nature would fail. He engaged the board by asking what the benefits are to flying the BLM flag as opposed to an alternative flag with an anti-racism or more inclusive theme.

Director Longo liked the possibility of Director Kienny’s idea and while he shared it wouldn’t change his decision tonight, he proposed the board explore that option over the next three months. Director Kienny added that it would be ideal to have students involved in the design of a potential new flag so it would be beneficial to do it while school was in session.

The meeting was interrupted by an outburst from an audience member.

Director Cox stated that the original motion identified the raising of the BLM flag as a symbolic action to show students and the community that the board and the district are working to best address some of the systemic inequities that have existed throughout the years. She stated the pandemic put a lot of the board’s equity training and learning opportunities on hold but that she would like to create a structure to review policies with an equity lens.

The meeting was interrupted by another outburst from an audience member. Following the outburst, the majority of the audience left the library.

Director Cox continued to say her concern with flying a flag other than the BLM flag would be a potential loss of intended impact and effect on students. She agreed that student voice is critical to this decision and that the board should get their feedback to ensure that they are honoring the district’s vision and mission statement.

Director Kigonya stated that a more inclusive flag may be a good option and suggested that maybe the student body could help design what that flag looks like so they can feel heard, supported, and make their own impact. She believes it’s a worthy conversation to have.

Director Yousey-Hines stated he wants to make sure the board is supporting students by creating spaces where every student can feel empowered to learn and to fill their potential. He stated that whatever the flag is, he wants it to be supported by curriculum with a focus on the educational components that go along with conversations. He stated he would prefer to fly the BLM flag until there can be a deeper conversation with administration, school leadership, and students. He proposed to fly the flag through the summer for the maximum allowable three months. Once school is back in session, the district would communicate the flag request policy with students and encourage them to participate in the process. Board members and the central office administrators discussed the different ways they could communicate and engage with students.

Director Yousey-Hindes moved to continue to fly the BLM flag at all district schools for the first three months of the 2021-2022 school year, July 1 through September 30, seconded by Director Kigonya. The motion passed 4-1, with Board Chair Kieny voting against.

After the vote, Board Chair Kieny stated he fully supports the reasons for flying the flag, however, he thinks the flag should be more inclusive which is the only reason why he voted against the motion.

III. Approval of Personnel Consent Agenda

Action

The following Personnel Consent Agenda was reviewed by the board.

DRAFT

CONSENT AGENDA**Board Meeting Date: June 22, 2021****REVISED****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Jamilah	Vogel	New Hire	Diversity, Equity and Inclusion Coordinator	1.0 FTE	DW	Notice of Hire	New Position		Yes
Teacher	Catherine	Hoss	New Hire	Elementary Teacher- One Yr Only	1.0 FTE	MBS	Notice of Hire	Thomas Jacobs		Yes
Teacher	Nicholas	Corrigan	End of Employment	Math Teacher, One-Year Only	1.0 FTE	CMS	Notice of End of Employment			Yes
Teacher	Mark	Winchester	Leave of Absence	Title I Teacher	1.0 FTE	MBS	Request Leave of Absence for 20/21 School Year			Yes
Teacher	Mark	Winchester	New Hire	Elementary Teacher (One Year Only)	1.0 FTE	MBS	Request to Hire	Ashley Laurent Marlow	Yes	Yes
Teacher	Thomas	Jacobs	Leave of Absence	Elementary Teacher	1.0 FTE	MBS	Request Leave of Absence for 20/21 School Year			Yes
Teacher	Thomas	Jacobs	New Hire	Title I Teacher (One Year Only)	1.0 FTE	MBS	Request to Hire	Mark Winchester	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

Residency Waiver Requests

First Name	Last Name	Building	School District	Admin Support	
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Director Kigonya moved to approve the Personnel Consent Agenda for June 22, 2021, as provided. The motion passed unanimously.

IV. Approval of Special Meeting Minutes: June 14, 2021

Action

Director Cox moved to approve the special minutes from the meeting held on June 14, 2021. The motion passed unanimously.

V. Approval of Meeting Minutes: June 15, 2021

Action

Director Longo moved to approve the minutes from the meeting held on June 15, 2021. The motion passed unanimously.

VI. Adjournment

Director Yousey-Hindes moved to adjourn at 8:14 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Nic Longo
Board Clerk