

Colchester School Board

Meeting Agenda and Packet

November 2, 2021

**Colchester School District
Board of Education Special Meeting Agenda
Colchester High School Library
Tuesday, November 2, 2021
7:00 PM**

AGENDA

- | | | |
|--------------|--|--------------------|
| I. | Call to Order & Pledge of Allegiance | |
| II. | Citizen's Participation* | |
| III. | COVID Update: Winter Sports, Testing and Contract Tracing | Information |
| IV. | Quarterly Financial Report | Action |
| V. | Technical Center Regional Advisory Board Update | Information |
| VI. | FY'23 Budget Discussion: Enrollment Overview | Information |
| VII. | Approval of Consent Agenda | Action |
| VIII. | Approval of Meeting Minutes: October 19, 2021 | Action |
| IX. | Approval of Special Meeting Minutes: October 26, 2021 | Action |
| X. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. | Future Agenda Items | Information |
| XII. | Executive Session to Discuss Business Manager Contract | Action |
| XIII. | 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.csdt.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.

COVID-19 ADVISORY MEMORANDUM

TO: Superintendents and Heads of Independent Schools
FROM: Daniel M. French, Ed.D., Secretary of Education
Mark A. Levine, M.D., Commissioner of Health
SUBJECT: Indoor Winter Sports
DATE: October 26, 2021

Background

This purpose of this memo is to support local decision making around implementing indoor winter sports programs during the 2021-2022 school year. Outdoor winter sports may be held as normal with individual participants and spectators implementing COVID-19 precautionary measures as a matter of personal choice.

Since it does not appear a state of emergency will be necessary at this time, this memo is advisory only. This means there will be some potential for conflicting approaches when schools engage in competitions. Our recommendation is the hosting or home school should determine the mitigation measures that are implemented.

Sport-Specific Recommendations

We will not be producing sport-specific recommendations this year. All winter sports programs should follow the recommendations outlined in this memo.

Vaccination

We strongly recommend all eligible student athletes get vaccinated. Vaccination is a proven mitigation strategy and will ultimately ensure athletes can stay in school and compete safely throughout the season. It may be helpful to remind athletes and their families that vaccinated individuals will not need to quarantine should an exposure occur.

While participation in a "Test to Stay" program will allow unvaccinated athletes to continue to participate in team-based practices during their quarantine, it will not enable involvement in interscholastic competition (i.e., games, meets or competitions).

Testing

Unvaccinated student athletes and any athlete participating in activities where masks cannot be consistently worn (i.e., wrestling, gymnastics, cheer, dance) should participate in weekly testing.

Masking

Masks should be worn by all student athletes, coaching staff, referees and spectators during indoor practices, competitions and games, regardless of individual vaccination status, except for the following limited circumstances:

- Athletes participating in running events – both practice sessions and meets/competitions – so long as physical distancing is maintained between individuals using staggered starts or other means.
- Athletes participating in wrestling, gymnastics, cheer and dance skills and events that require inversion (i.e., wrestling, tumbling, vaulting, bars, etc.).

Spectators

Spectators may be permitted at indoor winter sports games and competitions if the host school's policies permit them. Spectators are expected to observe all mitigation measures adopted by the school including, but not limited to, those related to masking.

Contact Tracing

Vermont schools will maintain responsibility for internal contact tracing when a student athlete or staff participated in a school-based sports program while infectious; the Vermont Department of Health will undertake contact tracing for any identified close contacts to infectious event spectators.

COVID-19 ADVISORY MEMORANDUM

TO: Superintendents and Independent Heads of School
FROM: Daniel M. French, Ed.D., Secretary of Education
Mark A. Levine, M.D., Commissioner of Health
SUBJECT: Recommendations for Contact Tracing
DATE: **UPDATED:** October 21, 2021

Notes on this Version

The version of this memo dated above has been wholly revised with feedback from the Vermont Chapter of the American Academy of Pediatrics, the State's pediatric infectious disease medical advisors, the Vermont State School Nurses Association (VSSNA) and the Vermont Superintendents Association (VSA).

The goals of this revision are to:

- keep students in school as much as possible,
- reduce transmission of SARS-CoV-2 in school settings, and
- streamline contact tracing processes, making them less burdensome to implement while maintaining student and staff safety.

All previous versions of this memo are retracted.

Background

Vermont schools will continue the process of conducting internal contact tracing in partnership with the Health Department. Contact tracing remains a necessary activity given current case counts and community transmission in Vermont. Schools should closely follow the processes and recommendations outlined below. Schools should not implement different processes.

COVID-19 Fall Contact Tracing Process

PreK-12 schools will conduct internal contact tracing investigations when a student or staff was present in school or was at a school event while infectious. Schools may learn of these school exposures when a family or staff notifies school administrators directly or when the Health Department identifies an exposure during contact tracing and alerts the school. When schools learn of an exposure, schools will:

1. Verify the student or staff was at school while infectious.
2. Identify all vaccinated and unvaccinated close contacts in the school setting.
3. Notify close contacts at the school of their exposure using the "quarantine letter" provided by the Health Department and provide testing guidance as needed. This letter includes guidance for both vaccinated and unvaccinated close contacts. The Health Department will not follow up with close contacts that the school notifies, unless there is a need identified by

the school for specific scenarios (e.g. need for translation services, family or staff unwilling to share vaccination status with school, etc.).

4. Provide a Line List to the Health Department with information about all vaccinated and unvaccinated close contacts identified. **Please Note:** the Health Department is working on a revision of the Line List that will require less information than is currently collected.

Contact Tracing in Schools with High Vaccination Rates

In situations where a case with close contacts occurs in a student population where all students are eligible for vaccination (currently, aged 12 and up), and that student population is highly vaccinated, the time and resources devoted to contact tracing are less efficient. In these cases, contact tracing efforts are less likely to yield close contacts that need to quarantine and be tested. Such cases have the potential to draw supervisory union (SU/SD) or school resources away from situations where students are either ineligible or less likely to be vaccinated, where there is a greater public health benefit to contact tracing efforts. Schools can safely reduce contact tracing efforts when most of the student body is vaccinated, as the likelihood of transmission is lower, and many students are vaccinated.

Accordingly, in situations where:

- the entire student population is eligible for vaccination; AND
- the school's fully vaccinated rate is 80% or greater (as defined by SU/SD or independent school-collected attestations or the Immunization Registry (IMR) as applicable).

The following recommendations apply:

- the SU/SD or school should not conduct contact tracing;
- once the SU/SD or school identifies areas where exposures may have occurred (e.g., in a classroom or on a sports team), a communication should be sent to those individuals letting them know there are positive case(s) in their class, team or other group;
- the communication should include a strong recommendation that unvaccinated, or vulnerable populations get a test three to five days after the possible exposure;
- symptomatic students and staff should seek testing as soon as possible;
- vaccinated students and staff do not need to get a test, but may choose to if desired;
- the SU/SD or school should share information on where exposures may have occurred with the Health Department, in order to support investigations of potential outbreaks, if needed.

Following this recommendation should reduce resource burden for certain contact tracing situations. SUs/SDs and independent schools should redeploy staff accordingly. For example, following these recommendations can free up time for a school nurse who normally supports contact tracing in a high school, who can then be re-tasked to assist with contact tracing in district elementary schools.

Any unvaccinated staff or student identified as a close contact outside of school will need to remain in quarantine based on the guidance given to them by the Health Department. They cannot attend school until they meet the requirements to end quarantine.

Close Contact Definition

The definition of close contact for students in school settings is updated to the following:

Within **3 feet** of an infected person for a total of 15 minutes or more over a 24-hour period.

This update is based on findings from other states that find this definition results in low levels of transmissions in school settings.

Schools should use the 3ft. / 15 min. definition *when it is reasonably possible* to identify close contacts using this method. In cases where students are younger or where this definition makes contact tracing overly complex, schools may substitute the 4-hour rule.

The 4-hour rule: When students are in the same classroom/pod for 4 or more hours they are considered close contacts, even if the students change physical location together during this time.

Schools may use the above definitions *as long as universal masking is in effect*; masks must be used correctly and consistently.

This definition does not apply to teachers and staff in school settings.

Strategies for Contact Tracing

This section outlines contact tracing strategies for a variety of school settings where exposure is possible. Contact tracers should follow the recommendations for the appropriate setting and not deviate.

Outdoor Exposure

Outdoor environments are generally low risk. Schools should not contact trace close contacts of cases that occurred outdoors. Schools should no longer send low-risk exposure letters.

School Bus

School busses can be challenging environments for accurate contact tracing, creating a significant burden.

Schools should *only* contact trace the seatmate of a case, if known. Schools should enforce assigned seating in order to make identifying the seatmate of close contacts easier. Schools should notify other schools, if their students were present on the bus.

It is strongly recommended that schools require busses to operate with windows open to increase ventilation, following guidelines at least as strict as those outlined in [A Strong and Healthy Year: Safety and Health Guidance for Vermont Schools, Spring 2021](#) (Page 9).

Lunchroom

It is strongly recommended that schools continue to reinforce assigned seating, or eating in classrooms. Use of seating charts is highly recommended for elementary students. For high

school and middle school students, the students should be asked who they sat with. Schools should maintain a 3-6 ft. distance between students eating whenever possible.

Indoor Recess and Indoor PE

Outdoor recess is strongly encouraged whenever possible. Indoor recess should be reserved only for those occasions where severe weather or low temperatures prohibit outdoor recess.

Indoor recess should be restricted to classrooms or pods.

Schools should use the new [close contact](#) definition outlined above.

COVID-19 Fall Contact Tracing Tools

PLEASE NOTE: The Health Department is updating several resources in response to the revisions above. These will be distributed directly to school nurses, and shared in the AOE weekly COVID-19 updates.

PreK-12 Contact Tracing Resources can be found on the [Health Department's PreK-12 Schools page](#).

COVID-19 ADVISORY MEMORANDUM

TO: Superintendents and Heads of Independent Schools
FROM: Daniel M. French, Ed.D., Secretary of Education
Mark A. Levine, M.D., Commissioner of Health
SUBJECT: **UPDATED:** COVID-19 Prevention Measures for Fall 2021
DATE: **October 26, 2021**

Background

Our goal is to maintain full in-person instruction throughout the school year. We will work to continue to transition to a point in time when addressing COVID-19 is more like managing the impacts and disruptions of seasonal influenza. Vermonters have achieved among the highest rates of vaccinations against COVID-19 in the world. We are confident this goal is achievable provided that strong vaccination uptake continues among the adult population and we see a similar rate of uptake among children younger than 12 years of age when vaccines are approved for this age group. However, we must acknowledge that COVID-19 cases and clusters will continue to occur in Vermont and elsewhere. Thankfully, the science is clear - vaccines are very effective at preventing COVID-19 cases and even more effective at preventing hospitalization or worse outcomes.

Based on the current data, it appears that a state of emergency will not be justified this year. Because of this, we will issue a series of advisory memos instead of formal guidance documents. These advisory memos may be updated in response to changing operating conditions.

This first memo is to guide local decision making for the opening of schools for the 2021-2022 school year.

COVID-19 Prevention Strategies for the Opening of Schools

Stay Home When Sick

School health personnel should use the [COVID-19 in Pediatric Patients Flow Chart \(Pre-K – Grade 12\) Triage, Evaluation, Testing, and Return to School](#) in partnership with pediatric providers and families to guide medical decision-making.

Students and staff who are sick should stay home. This is the most important prevention message.

All students and staff should stay home if they:

- Show symptoms of COVID-19;
- Have a fever (temperature greater than 100.4°F); or
- Are currently in quarantine due to close contact with an individual with COVID-19 or in isolation due to testing positive for COVID-19.

If symptoms begin while at school, the student or staff member should be sent home as soon as possible, and the individual should be isolated from other staff and students until they can go home.

Masks

To allow school districts time to calculate the percentage of currently eligible students who have received two doses of a two-dose vaccine, schools should require universal masking for *all* students and staff when indoors until January 18, 2022. Currently, all Vermonters ages 12 and older are eligible to be vaccinated.

After January 18, 2022, masks should no longer be required for all those eligible for vaccination when the vaccination rate (two doses of a two-dose vaccine) among students is equal to or greater than 80% of the school's currently eligible population.

Masks should be required indoors for students younger than 12, who are not eligible to be vaccinated at this time.

Masks, when required, may be removed when needed for instructional or operational purposes.

Masks are currently required for *all* passengers on buses per federal regulation, regardless of age or vaccination status.

Masks should not be required outdoors.

Guidance will be updated when vaccine eligibility expands.

Surveillance Testing and Contact Tracing

Surveillance testing will be offered to schools for both students and staff.

Schools should continue to participate in contact tracing as requested by the Health Department.

More information on what to do when there is a positive COVID-19 case in PreK-12 schools, child care centers, camps and out of school programs and contact tracing can be found on the [Vermont Department of Health website](#).

CONSENT AGENDA**Board Meeting Date: November 2, 2021****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Anna	Hartman	Resignation	School Nurse	40	PPS	Request to End Employment effective November 11, 2021			
Teacher	Lindsey	Campion	Transfer	Nurse Supervisor	40	PPS	Request to Transfer	Anna Hartman	Yes	Yes
Teacher	William	Warren	Leave of Absence	Science Teacher	1.0 FTE	CHS	Request Leave of Absence for 2022-23 SY			Yes

Non-Licensed Employees (Support Staff), Board Approval Required

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Jeffrey	Martin	Leave of Absence	Behavior Interventionist	35	MBS	Request Leave of Absence 11/05/2021 through estimated return date of 01/03/2021			

Non-Licensed Employees (Support Staff), Informational

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Cindy	Sheehan	New Hire	Paraeducator	40	CMS	Notice of Hire	Megan Tighe	Yes	Yes
Support Staff	Daniel	Hennessy	New Hire	Behavior Interventionist	40	MBS	Notice of Hire	Ryane Severin	Yes	Yes
Support Staff	Bridget	Doherty	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Anne Campbell	Yes	Yes

COLCHESTER SCHOOL DISTRICT**POLICY: LONG TERM LEAVES OF ABSENCE WITHOUT PAY****DATE ADOPTED:** October 20, 2015**POLICY STATEMENT**

The school board recognizes that there are occasions when an employee may need a long-term leave of absence without compensation (health, parenting, family, personal, continuing education, humanitarian, etc.). The board may authorize the leave request when it deems such leaves to be reasonable and/or beneficial to the education programs within the District. The board will also determine the value of the leave to the district for educational purposes. Approved leaves shall be limited to one school year and depending on the availability. Upon returning from a leave the employee may or may not be given the same assignment s/he had prior to the leave.

Leave requests must be in writing and submitted to the Superintendent (through the principal) stating the purpose of the leave of absence, any rationale supporting the request, and other information helpful to the Board in making a determination as to whether the leave is warranted. Applications must be submitted in accordance with any master agreements.

Date Warned: September 11, 2015
First Reading: September 15, 2015
Second Reading: October 6, 2015
Third Reading: October 20, 2015

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Library

Tuesday, October 19, 2021
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, October 19, 2021, in the Colchester High School Library. Board members in attendance were Board Chair Craig Kieny, Directors Lindsey Cox, Nic Longo, Laurie Kigonya, Ben Yousey-Hindes, and Student Board Member Gloria Kigonya. District administrators in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Student Support Services Carrie Lutz, and Director of Curriculum Gwendolyn Carmolli. There was one audience member.

I. Call to Order & Pledge of Allegiance

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

II. Citizen Participation

Colchester resident, Genna Barnaby, provided a statement that questioned the accuracy of two statements communicated by the district, raised questions and concerns regarding the Test to Stay program announced by the Agency of Education, requested additional information be added to the letter sent to families when there is a COVID case, and offered a link to Dr. Collman's website with the spelling of her name.

III. Vermont Education Funding Formula Overview

Information

Business and Operations Manager, George Trieb, gave an overview of the state's education fund and how the tax is calculated. He went over who is responsible for funding, the timeline, key definitions, the process, and the important components on the local level. He also provided several examples of how the tax rate can change from the time the budget is warned to when it is voted on by taxpayers and even after the vote on Town Meeting Day.

IV. FY'23 Budget Timeline

Information

Superintendent Amy Minor gave an overview of the budget presentations and discussions planned for the next three months. She shared the communication timeline which encompasses a robust online and print distribution plan. Given the unpredictability of the pandemic and the likelihood that there will be a high percentage of early voting, the district is planning to accelerate the communication plan to ensure budget information is available to voters before they cast their ballot.

V. Approval of Personnel Consent Agenda

Action

The following Personnel Consent Agenda was reviewed by the board.

CONSENT AGENDA

Board Meeting Date: October 19, 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	Jan	Mueller	New Hire	Math Long Term Sub	1.0 FTE	CHS	Request to Hire	Josh Parker	Yes	Yes
Teacher	Lisa	Lavoie	New Hire	ELL Long Term Sub	1.0 FTE	MBS	Request to Hire	Erika Merrell	Yes	Yes
Teacher	Thomas	Jacobs	Leave of Absence	Title 1 Math	1.0 FTE	MBS	Request Leave of Absence			

Non-Licensed Employees (Support Staff), *Board Approval Required*

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff			Job Description	Custodial Manager						

Non-Licensed Employees (Support Staff), *Informational*

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Sandra	Boyd	Transfer	Lead Custodian	40	CHS	Notice of Transfer	Tracy LaPan	Yes	Yes
Co-Curricular	Robert	Degree	Transfer	JV Boys Basketball Coach		CHS	Notice of Transfer	Jeff Davis	Yes	Yes
Co-Curricular	Connor	Breen	New Hire	Freshman Boys Basketball Coach		CHS	Notice of Hire	Robert Degree	Yes	Yes
Support Staff	Harlie	Desautels	New Hire	Café Supervision	15	CMS	Notice of Hire	Rowan Post	Yes	Yes
Support Staff	Molly	Parent	New Hire	Paraeducator	32.5	CHS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Jeanne	Knowlton	New Hire	Paraeducator - Special Ed	32.5	PPS	Notice of Hire	Kathleen O'Keefe	Yes	Yes
Support Staff	Carrie	Napolitan	New Hire	Food Service Worker	20	UMS	Notice of Hire	New Position	Yes	Yes

Director Yousey-Hindes moved to approve the Consent Agenda for October 19, 2021. The motion passed unanimously.

VI. Approval of Meeting Minutes: October 5, 2021 **Action**

Director Cox moved to approve the minutes from the meeting held on October 5, 2021. The motion passed unanimously.

VII. Board/Administration Communication, Correspondence, Committee Reports **Informational**

- Superintendent Minor provided several COVID updates. Masks continue to be required in all schools until further notice. The district is working to implement a Test to Stay program. She is collaborating with the district's COVID coordinators to gather research from other districts that have similar programs in place to work out logistics, staffing, and training. The Agency of Education previewed several changes to the contract tracing guidelines which should be officially released in a written memo later this week. They also plan to put out guidance on winter sports.

VIII. Future Agenda Items **Informational**

- FY'23 Budget Timeline
- Out-of-District Placement Presentation
- Facilities Information
- Policy Work

IX. Executive Session to Discuss Contract Negotiations and Potential Real Estate Opportunity **Action**

Director Longo moved to enter executive session at 8:18 p.m. to discuss contract negotiations and a potential real estate opportunity. The motion passed unanimously.

Director Cox moved to exit executive session at 8:45 p.m. The motion passed unanimously.

X. Adjournment

Director Cox moved to adjourn at 8:46 p.m. The motion passed unanimously.

Recorder:

Meghan Baule
Recording Secretary

Board Clerk:

Nic Longo
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Central Office, Conference Room

Tuesday, October 26, 2021
5:00 p.m.

MINUTES (Executive Session)

The Colchester Board of Education held a Special Board Meeting on Tuesday, October 26, 2021. Those in attendance were Board Chair Craig Kieny; Directors: Nic Longo, Laurie Kigonya, and Ben Yousey-Hindes; Superintendent Amy Minor; and Business and Operations Manager George Trieb.

I. Call Meeting to Order

Board Chair Craig Kieny called the meeting to order at 5:05 p.m.

II. Executive Session to Discuss Contract Negotiations

Action

Director Yousey-Hindes moved to enter executive session to discuss contract negotiations at 5:06 p.m. The motion passed unanimously.

Director Yousey-Hindes moved to exit executive session at 6:07 p.m. The motion passed unanimously.

III. Adjournment

Director Yousey-Hindes moved to adjourn at 6:07 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Nic Longo
Board Clerk