

Colchester School Board

Meeting Agenda and Packet

November 16, 2021

**Colchester School District  
Board of Education Special Meeting Agenda  
Colchester High School Library  
Tuesday, November 16, 2021  
7:00 PM**

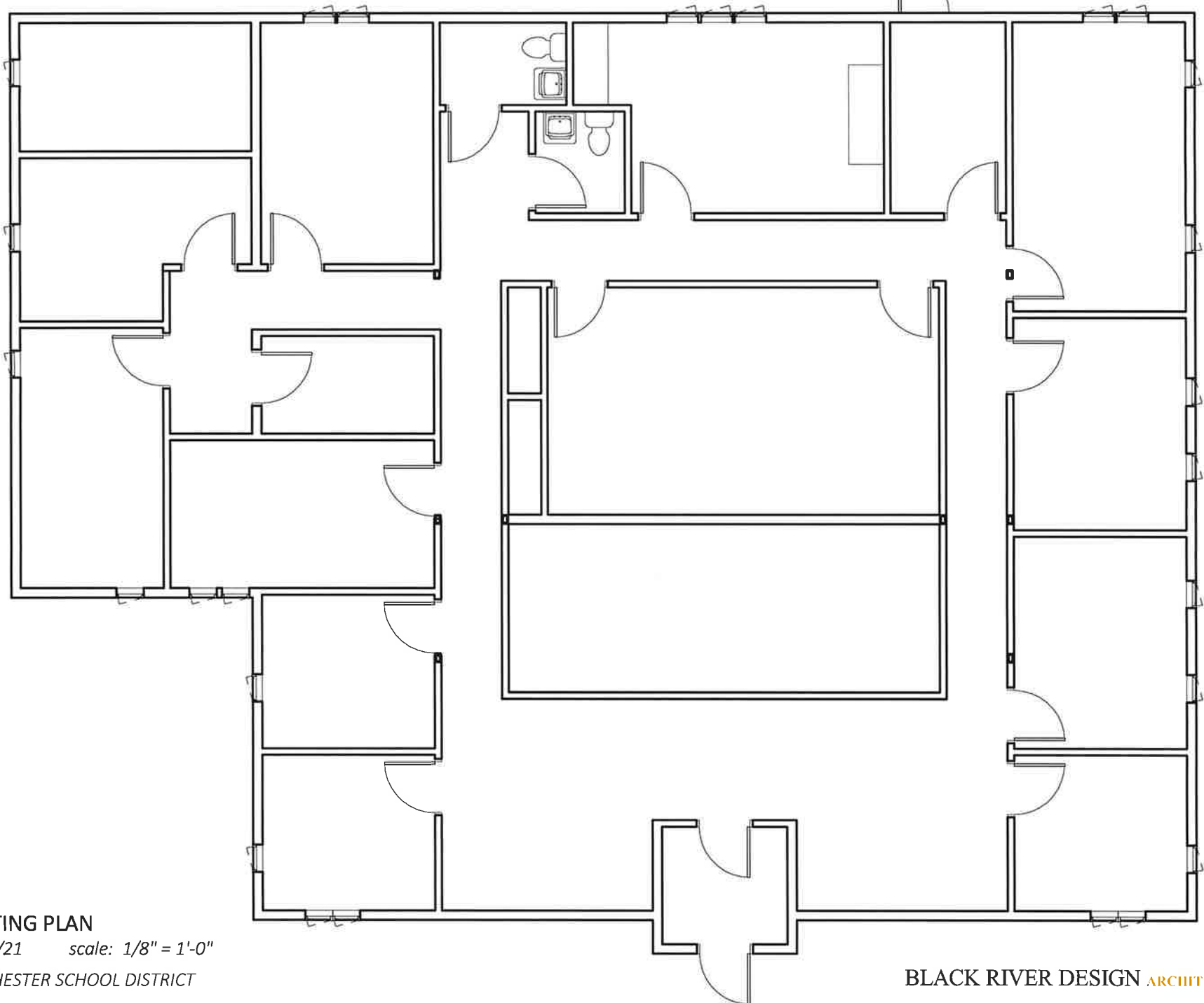
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**AGENDA**

- I. Call to Order & Pledge of Allegiance**
- II. Citizens' Participation\***
- III. CAP and Central Office Relocation Presentation and Discussion** **Action**
- IV. Out-of-District Placement Presentation** **Information**
- V. FY'23 Budget Discussion: Assumptions** **Information**
- VI. Citizens' Participation at Board Meetings Discussion** **Action**
- VII. Approval of Consent Agenda** **Action**
- VIII. Approval of Meeting Minutes: November 2, 2021** **Action**
- IX. Approval of Special Meeting Minutes: November 9, 2021** **Action**
- X. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XI. Future Agenda Items** **Information**
- XII. Executive Session to Discussion Confidential/Identifying Student Information and Contract Negotiations** **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.csdvt.org/schoolboard](http://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](http://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](mailto:schoolboard@colchestersd.org).

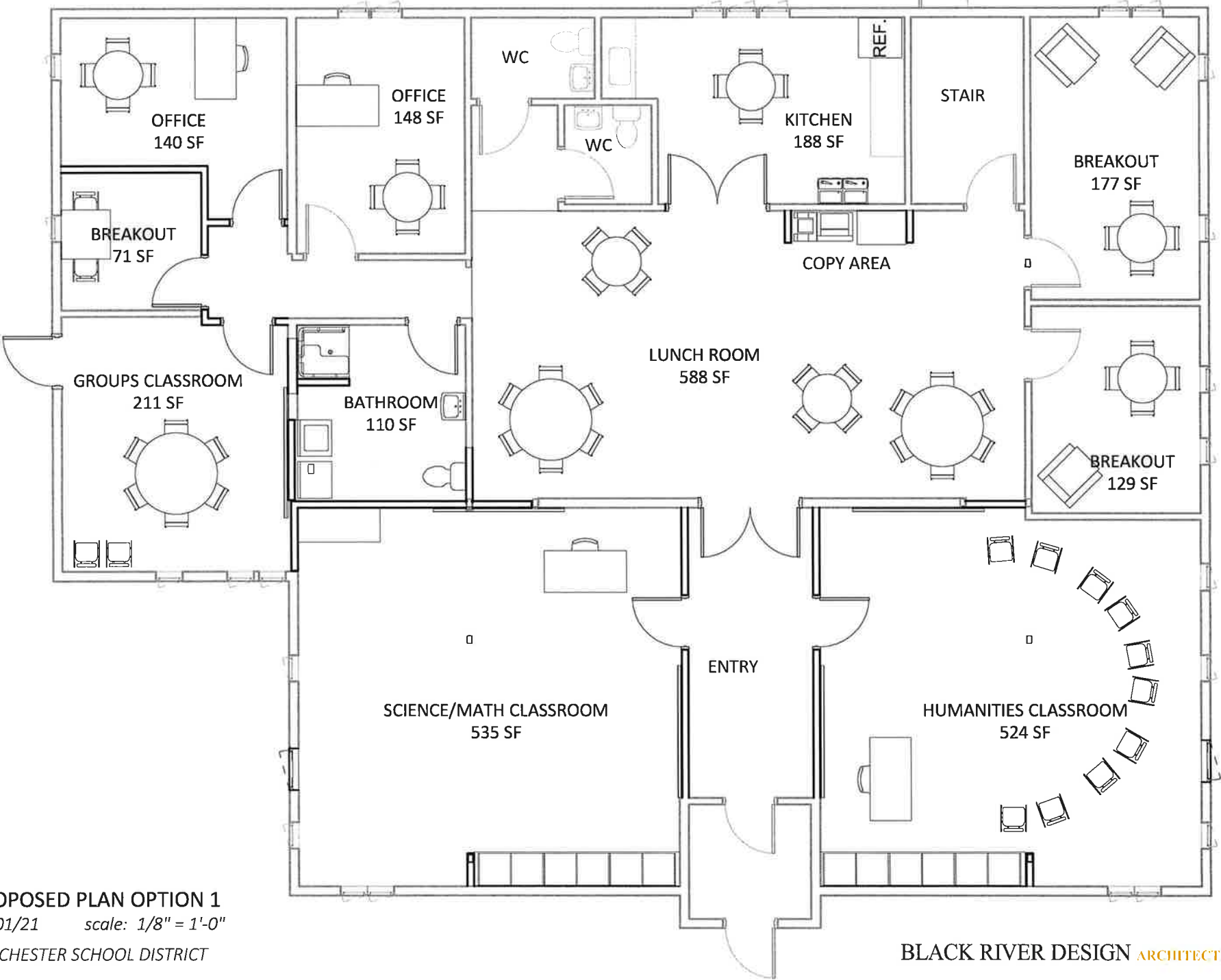


**EXISTING PLAN**

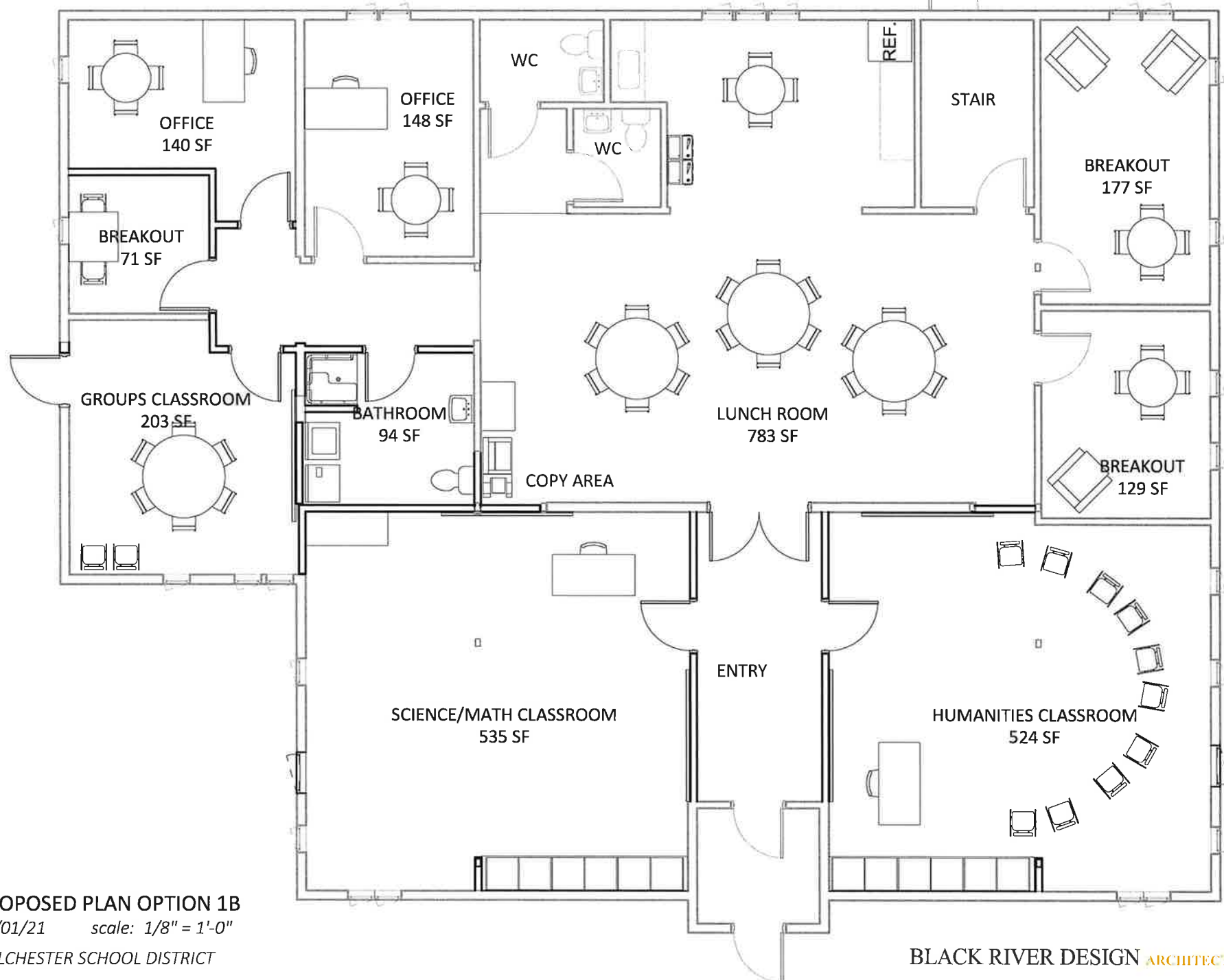
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COLCHESTER SCHOOL DISTRICT

BLACK RIVER DESIGN ARCHITECTS



**PROPOSED PLAN OPTION 1**  
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COLCHESTER SCHOOL DISTRICT

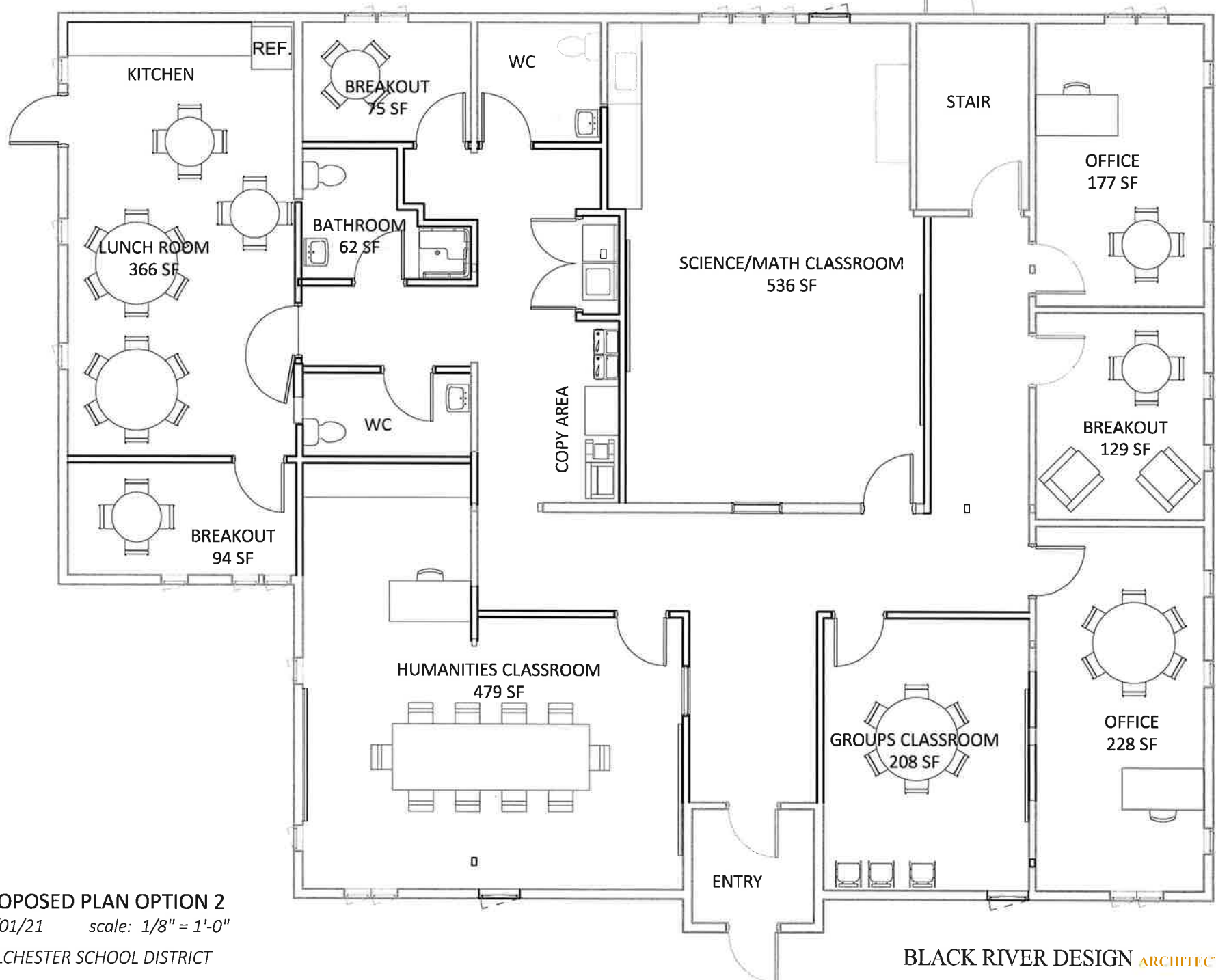


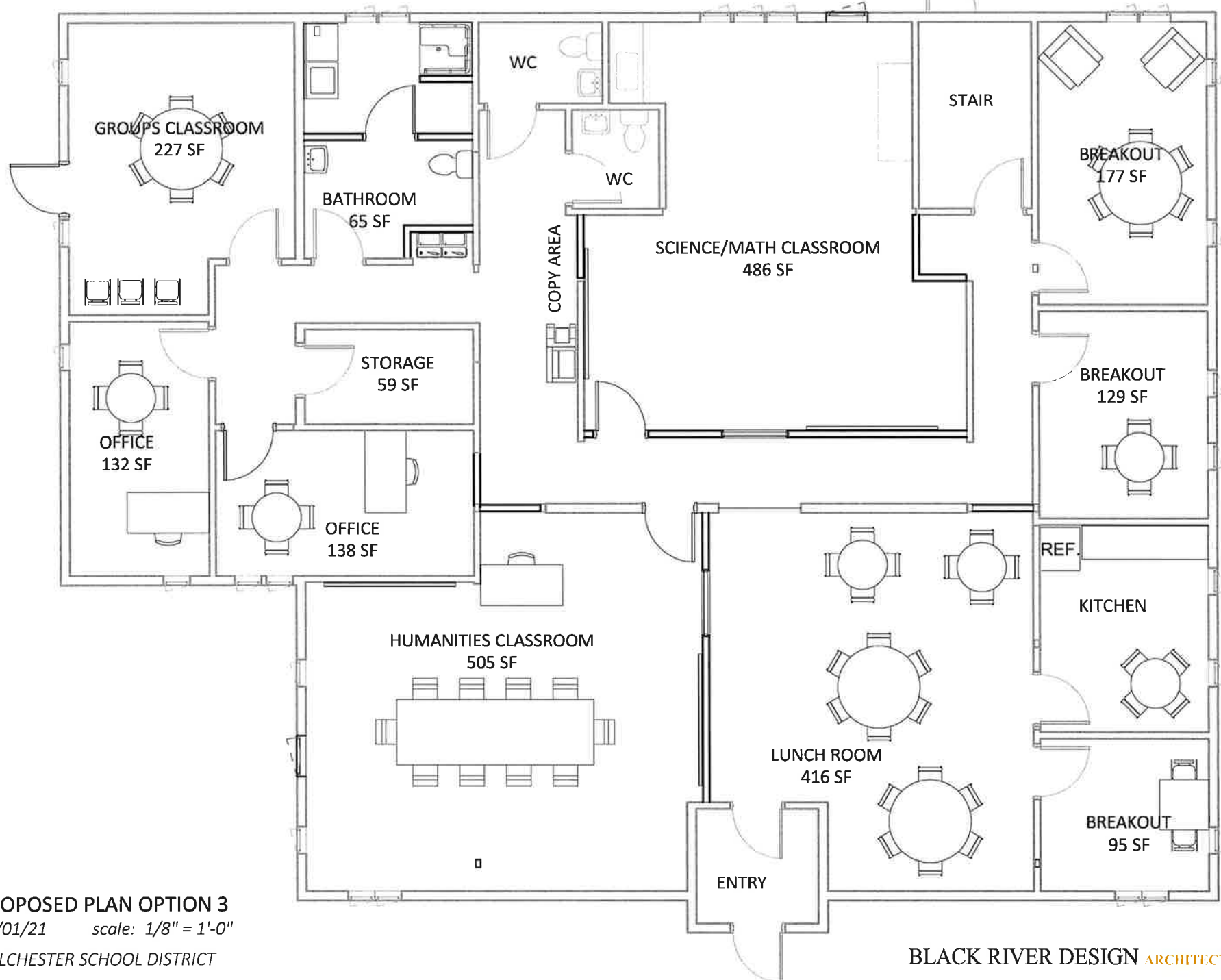
**PROPOSED PLAN OPTION 1B**

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COLCHESTER SCHOOL DISTRICT

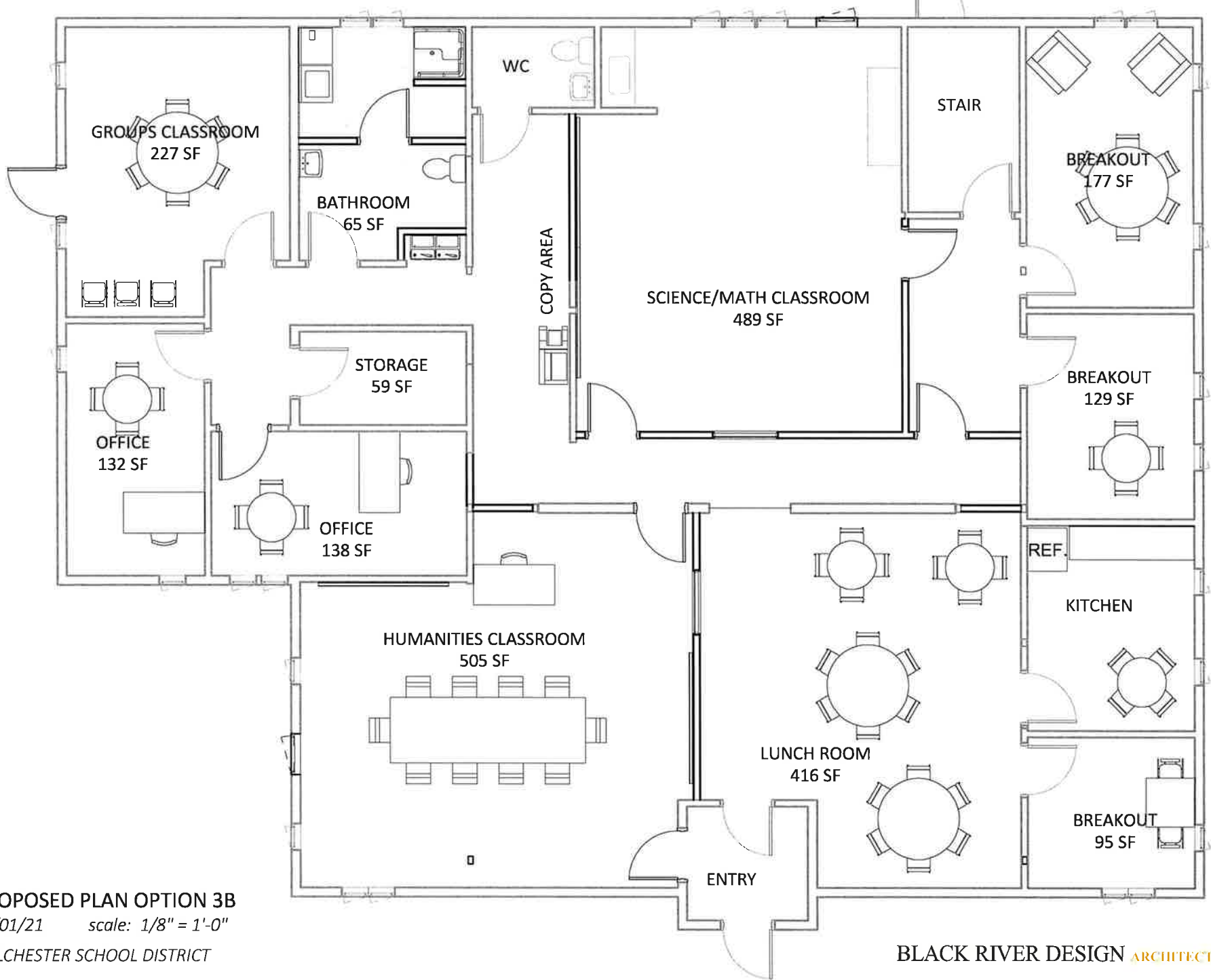
BLACK RIVER DESIGN ARCHITECTS





**PROPOSED PLAN OPTION 3**  
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COLCHESTER SCHOOL DISTRICT





**PROPOSED PLAN OPTION 3B**  
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COLCHESTER SCHOOL DISTRICT





# Colchester School District

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

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## MEMO

**To:** School Board Directors  
**CC:** Amy Minor  
**From:** George A. Trieb, Jr.  
**Subject:** Core Budget Assumptions  
**Date:** November 11, 2021

The following cost increase assumptions will be used to generate the 2022-2023 baseline budget.

Salaries:	Administrators:	3.00% per contract
	Support Staff:	2.94% per contract
	Teachers:	TBD
Health Insurance:		10.0% increase over current VEHI rates
Dental Insurance:		4.00% increase over 2021-2022 budget
Life Insurance:		No change in rates
Disability Insurance:		No change in rates
Workers Compensation:		2.50% increase over 2021-2022 budget
Other Insurance (Liab., Auto, Prop.)		4.00% increase over 2021-2022 budget
Electricity:		2.50% increase over 2021-2022 budget
Disposal Services:		2.50% increase over 2021-2022 budget
General Transportation:		10.00% increase over 2021-2022 budget
Inflation:		2.50%

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**Amy Minor**  
Superintendent  
of Schools

**George A. Trieb, Jr.**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

Water:	2.50% increase over 2021-2022 budget
VT Gas:	4.00% increase over 2021-2022 budget
Interest Rates:	2.50% debt (TAN)
School Operating Budgets:	2.50% increase over 2021-2022 budget

**CONSENT AGENDA****Board Meeting Date: November 16, 2021****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Melissa	Fontaine	Transfer	School Nurse	1.0 FTE	CHS	Request to Transfer	Lindsey Campion	Yes	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	Lijuan	Merkel	Leave of Absence	EL Paraeducator	32.5	MBS	Intermittent, Unpaid, Medical Leave			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
Support Staff	Caitlin	O'Neil-Bain	New Hire	Paraeducator	32.5	UMS	Notice of Hire	Logan Lemnah	Yes	Yes
Support Staff	Allison	Middleton	Resignation	Paraeducator	32.5	CHS	Notice of Resignation			
Support Staff	Deborah	Brosseau	Resignation	Food Service Worker	15	CHS	Notice of Resignation			
Support Staff	Munanga	Byamungu	New Hire	Custodian	40	CHS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Sandra	Boyd	Transfer	Custodial Manager	40	DW	Notice for Transfer	Richard Johnson	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Library

Tuesday, November 2, 2021  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, November 2, 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, Director of Curriculum Gwendolyn Carmolli and District Nursing Supervisor and COVID-19 Coordinator Moriah McCullagh. There were two audience members.

### **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 regarding the FDA's recent Emergency Use Authorization for the COVID-19 vaccine in children five years and older. She asked the district to consider several data points regarding the successful recovery of children infected with COVID-19 and to emphasize to families that the vaccine is not required. She noted data from clinical trials, studies, quotes from physicians at the FDA meeting, and the ingredient list.

### **III. COVID Update: Winter Sports, Testing and Contact Tracing Information**

Superintendent Amy Minor provided several updates regarding COVID-19 mitigation efforts in the district. She highlighted the Agency of Education's (AOE) advisory memo regarding winter sports and the subsequent common agreements made across districts in the Champlain Valley region. The agreements covered vaccines, mask use, testing, spectators, and locker room use. She gave information about the updated memo from the AOE regarding contact tracing. The AOE updated the definition of a close contact changing the distance from six feet to three feet for 15 minutes. They also adjusted how schools should contact trace outside, on the bus, and in schools with high vaccination rates.

Superintendent Minor and District Nursing Supervisor Moriah McCullagh shared that after careful consideration and analysis, the district has decided to transition away from weekly surveillance testing in favor of two other models that will increase testing convenience for families and allow students more access to in-person learning. The weekly surveillance program is designed to identify COVID cases in asymptomatic individuals by testing healthy students and staff who are in school without symptoms. Over the past six weeks, the district has administered 2,900 tests and zero have come back positive. Running the program each Monday takes an enormous number of staff and requires hours of work before, during, and after the testing to manage the consent list, administer and register tests, and sort the materials. At this point, since the program is not identifying any unknown positive cases, it makes more sense to shift the manpower and testing resources into the

two other testing models that will increase convenience for families with sick children and allow healthy children who have been identified as close contacts to continue to come to school. The board was supportive of ending surveillance testing and instituting Response Testing and Test to Stay in its place.

Director Longo asked how the district is collecting student vaccination statuses and what the high school's vaccination percentage is. Nurse McCullagh stated school districts have been permitted to access the immunization registry for students. CHS is currently 82% vaccinated.

Heidi Geuvin, a resident and parent, asked if they are seeing transmission of the virus in schools. Nurse McCullagh stated that the bus has been determined by VDH as a low risk for transmission, however, she suspects there has been some transmission of the Delta Variant in classrooms but it's a relatively small percentage within the cases.

Nathan Guevin, a student at Malletts Bay School, asked why students are not allowed to mix at recess. Superintendent Amy Minor stated principals will be having some discussions about recess now that the AOE has updated the guidance regarding contact tracing outside. She explained the importance of cohorts and shared that she was unsure if they would make any changes to the structure of recess but that they would definitely consider it.

Heidi Geuvin asked what learning will look like for students who do not opt into the Test to Stay program. Superintendent Minor stated the administrators in the district have discussed the capacity of the teaching staff in a classroom with some students at home and some in person. She noted it is a significant challenge to provide high-quality learning in two formats. She offered that it may depend on the individual quarantined classroom and the percentage of students in that specific class who have opted into Test to Stay.

#### **IV. Quarterly Financial Report Information**

Business and Operations Manager, George Trieb, presented the Quarterly Financial Report for the district. He stated that revenue and expenditures are tracking mostly as expected. He shared that should the current spending trend continue, the district would expect a slight surplus of \$67,301.

#### **V. Technical Center Regional Advisory Board Update Information**

The Regional Advisory Board (RAB) is comprised of administrators, superintendents, and school board members who oversee the two regional technical centers, Burlington Technical Center (BTC) and the Center for Technology at Essex (CTE). Last week, Superintendent Amy Minor and Board Chair Craig Kieny attended the first RAB meeting of the year. Board Chair Kieny reported out on the meeting and the board's request that one school board member from each district officially join the RAB.

Student Board Member Gloria Kigonya is a BTC student in the Design and Illustration Institute. She shared that her experience at BTC has been extremely impactful to her schooling. In addition to meeting and forming new meaningful relationships with students outside of CSD, it has been a valuable opportunity for her to pursue specific interests.

**VI. FY'23 Budget Discussion: Enrollment Overview****Information**

As the board prepares to engage in discussions for the FY'23 budget, Superintendent Amy Minor gave a district-wide overview of student enrollment. Colchester's enrollment is steady and has been projected in a recent demographic study to rise slightly over the next ten years. She went over individual school enrollment including grade level and class size. She explained that UMS is currently seeing higher enrollment than PPS. Class size is an important factor in students' achievement and success. To address the imbalance, the district has implemented a zone in the middle of town and is offering incoming kindergarten families living in the zone busing to both schools to help balance enrollment and class size between the two schools. She also provided data regarding enrollment and class size in unified arts, teams, and tuition students at the middle and high schools.

**VII. Approval of Consent Agenda****Action**

The following Personnel Consent Agenda was reviewed by the board.

DRAFT

**CONSENT AGENDA****Board Meeting Date: November 2, 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	Anna	Hartman	Resignation	School Nurse	1.0 FTE	PPS	Request to End Employment effective November 11, 2021			
Teacher	Lindsey	Campion	Transfer	Nurse Supervisor	1.0 FTE	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 2022-2023 SY			Yes
Teacher	Amanda	Bloom	New Hire	Long Term Substitute	1.0 FTE	UMS	Request to Hire	Heidi Kelly	Yes	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 01/03/2022			

**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
Support Staff	Kathleen	Matthews	Resignation	Paraeducator	32.5	CMS	Notice of Resignation			



*Director Cox moved to approve the Consent Agenda for November 2, 2021. The motion passed unanimously.*

**VIII. Approval of Meeting Minutes: October 19, 2021 Action**

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

**IX. Approval of Meeting Minutes: October 26, 2021 Action**

*Director L. Kigonya moved to approve the minutes from the meeting held on October 26, 2021. The motion passed unanimously.*

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

- Superintendent Amy Minor provided an update on the facility that houses the Colchester Alternative Program (CAP). The program is currently in a leased space on Blakely Road. The building has been listed for sale several times over the past few years. District administrators are concerned that the program could be displaced without much notice and are working to find a more permanent and stable home for CAP. The most viable option is to move the program to the building that currently houses Central Office. She will bring more information and estimates of cost at the next meeting.

**XI. Future Agenda Items Informational**

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

**XII. Executive Session to Discuss the Business Manager's Contract Action**

*Director Yousey-Hindes moved to enter executive session at 8:45 p.m. to discuss the business manager's contract. The motion passed unanimously.*

**XIII. Adjournment**

*Director Yousey-Hindes moved to exit executive session and 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, November 9, 2021  
5:00 p.m.

### MINUTES (Executive Session)

The Colchester Board of Education held a Special Board Meeting on Tuesday, November 9, 2021. Those in attendance were Board Chair Craig Kieny; Directors: Lindsey Cox, 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 5:00 p.m.

#### II. Facilities Work Session

Informational

*Director Cox moved to enter executive session at 5:01 p.m. to discuss a potential real estate opportunity. The motion passed unanimously.*

Director Cox left the meeting at 5:35 p.m.

#### III. Executive Session to Discuss Contract Negotiations

Action

*The board remained in executive session to begin a discussion about contract negotiations at 5:35 p.m.*

#### IV. Adjournment

*Director Yousey-Hindes moved to exit executive session and adjourn at 6:23 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Nic Longo  
Board Clerk