

Colchester School Board

Meeting Agenda and Packet

June 21, 2022

**Colchester School District  
Board of Education Meeting  
June 21, 2022 - 7:00 P.M.  
Colchester High School Library**

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**Agenda**

- |              |                                                           |               |
|--------------|-----------------------------------------------------------|---------------|
| <b>I.</b>    | <b>Call to Order</b>                                      |               |
| <b>II.</b>   | <b>Citizen Participation*</b>                             |               |
| <b>III.</b>  | <b>Approval for Purchase of District Network Firewall</b> | <b>Action</b> |
| <b>IV.</b>   | <b>Approval for Purchase of Paging System at PPS</b>      | <b>Action</b> |
| <b>V.</b>    | <b>Approval for Purchase of Bleachers at CMS</b>          | <b>Action</b> |
| <b>VI.</b>   | <b>Approval of Bank Signatories</b>                       | <b>Action</b> |
| <b>VII.</b>  | <b>Approval of Consent Agenda</b>                         | <b>Action</b> |
| <b>VIII.</b> | <b>Approval of Meeting Minutes: June 7, 2022</b>          | <b>Action</b> |
| <b>IX.</b>   | <b>Executive Session to Discuss Negotiations</b>          | <b>Action</b> |
| <b>X.</b>    | <b>Adjournment</b>                                        |               |

**\*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](http://www.csdt.org/schoolboard) prior to the meeting. If not attending in person, citizens may also participate in the meeting by emailing a prerecorded message to [schoolboard@colchesters.org](mailto:schoolboard@colchesters.org) with "Citizens Participation" listed in the subject line. It must be received by noon on the day of the meeting, include your full name and phone number, and follow the Public Comment Rules. LCATV will provide live stream coverage via: [www.lcatv.org/live-stream-3](http://www.lcatv.org/live-stream-3).



# Colchester School District

Administrative Offices, 59 Rathe Road, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • [www.csdvt.org](http://www.csdvt.org) • Fax: (802) 318-4669

## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.  
**Subject:** Purchase of District Network Firewall  
**Date:** June 16, 2022

The Colchester School District issued a request for proposal for replacement of its existing network firewall which was originally installed in 2014.

The firewall is the point through which all internet traffic enters and exits the district's computer network. Its primary purpose is to control the types of traffic that are permitted to access the district's internal services and the destinations which internal computers may access the internet. The firewall also provides security filtering from malware, viruses and other internet-based threats and generates data for forensics investigations.

The current firewall is an active/passive two element system which provides failover in the case of a single devices failure. It currently manages 2 Gbps of traffic with an average of about 1.25 Gbps. At this speed and above, there is a noticeable impact on the system's ability to inspect, control and report on the flow of traffic. Goals for the replacement firewall are to provide capacity and services to meet current and anticipated needs, including;

- Diverse internet connectivity with load balancing and automatic failover.
- Support for up to 10 Gbps connectivity while maintaining traffic inspection and control.
- Integration to multiple authentication systems for user and device identification, Active-Directory and Google based authentication are desired.
- Security signature updates including zero-day threat updates.

The selection of the replacement system was based on the responses submitted by E-rate eligible vendors, research of current firewall products, their use in K-12 environment and discussions with other schools using the firewalls. While functionally similar, the operation, configuration and maintenance of the firewall is an important aspect in its selection as the system is an integrated and critical component of the network.

**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

Proposals from four vendors were received, SHI, FirstLight, Advizx and Ormby's Computer. Three different firewalls were proposed, two vendors SHI and Ormby's submitted multiple systems for review. Although the proposals are confidential, the system costs submitted ranged from \$32,000 to \$89,000 including the firewall, its associated reporting software and implementation. All proposals were evaluated based on the following criteria;

- (1) Cost of eligible product and services,
- (2) Prior experience with vendor,
- (3) Compatibility with existing systems,
- (4) Qualifications,
- (5) In-state preference
- (6) E-rate experience.

The system selected is a FortiGate 600E model in a redundant configuration and its associated reporting software (FortiAnalyzer) for forensics and Unified Threat Protection (FortiGuard) which provides virus and malware protection. Support and maintenance for all components is included (FortiCare) for 3 years. The vendor selected is Ormby's Computer Systems. The proposed system cost was \$43,868 including implementation (see attached).

As we pursued this proposal through the E-rate process, it is eligible for reimbursement in the amount of \$11,159. While the vendor selected is not the lowest bid received, it is the best fit for the district, and thus we recommend the school board approve the selection of this vendor.

An appropriate motion would be: ***"I move that we approve the purchase and implementation of a new network firewall as recommended. and to authorize the Business and Operations Manager to execute the necessary documents to make this happen."***



Amy Minor, *Superintendent of Schools*  
George A. Trieb, Jr., *Business Manager*  
Carrie A. Lutz, *Director of Special Education*  
Gwendolyn Carmolli, *Director of Curriculum*  
[www.csdvt.org](http://www.csdvt.org)

Administrative Offices, 125 Laker Lane • P.O. Box 27, Colchester, VT 05446 • Phone 802-264-5999 • Fax 802-863-4774

Ormsby's Computer Store, Inc.  
1755 US Route 302 Unit #4  
Berlin, VT 05602

Reference: 14319

Dear Mr. Ormsby,

This letter will confirm our decision to purchase a maximum amount of \$ 43,868.00 of network equipment from your company during the next E-Rate funding year as follows.

Qty	Item ID		Each	Total
2	FG-600E-BDL-950-36	Fortigate-600E, FortiCare, FortiGuard	\$16,870	\$33,740.00
1	FC1-10-AZVMS-465-0	FortiAnalyzer Virtual Appliance 3 YR	\$2,990.00	\$2,990.00
2	SP-FG300E-PS	AC Power Supply	\$625.00	\$1,250.00
2	FN-TRAN-SFP+SR	10GE SFP+ transceiver module	\$85.00	\$170.00
8	FN-TRAN-LX	1GE SFP LX transceiver module	\$75.00	\$600.00
1	JL678A	HPE Aruba 6100 Switch 24G 4SFP+	\$915.00	\$915.00
1	HV2C9E	Aruba 1 Y FC NBY Exch. 6100 24G SCC	\$78.00	\$78.00
25	Support02	OCS Support Services – Fortinet Migration and Configuration Time	\$165.00	\$4,125.00

The procurement of these products will be dependent upon the following conditions.

- 1.) Final approval of next year's fiscal budget.
- 2.) Award of associated E-Rate funding.
- 3.) If specified equipment is no longer available, the service provider reserves the right to substitute the contracted equipment with comparable equipment as per the manufacturer's eligible product list.

To accept these terms and condition, please sign below and return by email to [pam.barclay@colchestersd.org](mailto:pam.barclay@colchestersd.org).


Sincerely,

Pamela Sue Barclay

  
Name: Directory of Technology - 3/17/2022

Vendor Agreement:

By: 

Signature 

Date: 3/18/2022



**Ormsby's Computer Systems, Inc.**

Phone: 802-262-1200

Fax: 802-262-1202

1755 US Route 302 Unit # 4

Berlin, VT 05602

**Quote**No.: **14319**Date: **2/7/2022**

Prepared for:

Peter Keenan (802) 264-5760

Colchester School District

131 Laker Lane

PO Box 27

Colchester, VT 05446 USA

Prepared by: Bradley Ormsby

Account No.: 474

Phone: (802) 264-5700

Quantity	Item ID	Description	UOM	Sell	Total
<b>ERATE 2022 470# 2200123091 - OCS Spin # 143006474 [Preferred payment method - BEAR]</b>					
1	JL658A	HPE Aruba 6300M - Switch - L3 - managed - 24 x 1 Gigabit / 10 Gigabit SFP+ + 4 x 1 Gigabit / 10 Gigabit / 25 Gigabit / 50 Gigabit SFP56 (uplink&stack)	EA	\$6,350.00	\$6,350.00
1	JL085A	Aruba X371 12VDC 250W 100-240VAC Power Supply	EA	\$205.00	\$205.00
1	HL5U7E	HPE 1 Year Foundation Care Next Business Day Exchange Education/RetailAruba 6300M 24SFP Service	EA	\$497.00	\$497.00
1	JL678A	HPE Aruba 6100 24G 4SFP+ Switch - Switch - managed - 24 x 10/100/1000 + 4 x 1 Gigabit / 10 Gigabit SFP+ - side to side airflow - rack-mountable	EA	\$915.00	<b>\$915.00</b>
1	HV2C9E	Aruba 1Y FC NBD Exch E/R 6100 24G SVC [for JL678A]	EA	\$78.00	<b>\$78.00</b>
<b>FortiNet FG-600E [3yr and 5yr Options]</b>					
2	FG-600E-BDL-950-36	FortiGate-600E Hardware plus 3 Year 24x7 FortiCare and FortiGuard Unified Threat Protection (UTP)	EA	\$16,870.00	<b>\$33,740.00</b>
2	FG-600E-BDL-950-60	FortiGate-600E Hardware plus 5 Year 24x7 FortiCare and FortiGuard Unified Threat Protection (UTP)	EA	\$24,300.00	\$48,600.00
2	SP-FG300E-PS	AC power supply for FG-300/301E, FG-400/401E, FG-500/501E, FG-600/601E, FAZ-200F/300F/800F and FMG-200F/300	EA	\$625.00	<b>\$1,250.00</b>
<b>Transceiver Options:</b>					
8	FN-TRAN-LX	Fortinet - 1GE SFP LX TRANSCEIVER MODULE	EA	\$75.00	<b>\$600.00</b>

**Quote**No.: **14319**Date: **2/7/2022**

Quantity	Item ID	Description	UOM	Sell	Total
2	FN-TRAN-SFP+SR	10GE SFP+ transceiver module, short range for all systems with SFP+ and SFP/SFP+ slots	EA	\$85.00	\$170.00
2	FN-TRAN-SFP+LR	10GE SFP+ transceiver module, long range for all systems with SFP+ and SFP/SFP+ slots	EA	\$230.00	\$460.00

**FortiAnalyzer VM Subscription - 3yr and 5yr Option:**

1	FC1-10-AZVMS-465-01-36	FortiAnalyzer Virtual Appliance - Subscription license (3 years) + FortiCare 24x7 - 5 GB logs per day - including IOC service, SOC service and FortiGu	EA	\$2,990.00	\$2,990.00
1	FC1-10-AZVMS-465-01-60	FortiAnalyzer Virtual Appliance - Subscription license (5 years) + FortiCare 24x7 - 5 GB logs per day - including IOC service, SOC service	EA	\$4,985.00	\$4,985.00

**Optional Forticonverter - (Could result in support time savings)**

1	FC-10-F6H0E-189-02-12	FortiConverter - Subscription license (1 year) - 1YR CONVTR 1TIME CONFIG	EA	\$395.00	\$395.00
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**OCS Support Services - FortiNet Installation and Configuration : [Estimated time - will invoice actually time]**

25.00	Support02	OCS Support Services - Fortinet Support Time - Estimate - Migration and Configuration Time	EA	\$165.00	\$4,125.00
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\* Prices are subject to change based on any manufacture price increases.

\* Shipping charges may apply\*

Your Price: **\$105,360.00**

Total: **\$105,360.00**

Prices are firm until 2/22/2022

Terms: Net 30

**Prepared by:** Bradley Ormsby, brad@ormsbys.com

**Date:** 2/7/2022

Prices are subject to change without notice.

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Disclaimer**

\*\*\*The freight costs listed are estimates. Shipping costs may vary based on time of purchase, quantity ordered, shipment carrier and warehouse sourced. Actual shipping costs will be calculated during shipment and will be reflected on your invoice.





# Colchester School District

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr. *gat*  
**Subject:** Purchase and Installation of Paging System for PPS  
**Date:** June 16, 2022

The purpose of this memorandum is to receive school board approval for the purchase and installation of a new paging system for Porters Point School.

The schools existing paging system is old and antiquated. It is difficult to maintain, and some features of the system no longer work. We have been able to maintain the system for several years, but we knew that we would need to replace the entire system at some point soon.

We posted a Request for Proposals ("RFP") on our District website for both the Porters Point School and the Colchester Middle School. We received one bid from Twinstare Technologies.

We have done a significant amount of work with Twinstare, and our relationship and work experience is a good one. Twinstare has installed paging systems at CHS, MBS, and UMS.

The bid totaled \$47,699.63 and is a reasonable for a project of this type. This is a complete system that would be installed during the next school year.

The scope of the project is as follows. Twinstare will disconnect the existing paging system and install a new Valcom system. They will install ten one-way speakers in hallways and offices. They will install nineteen two-way speakers in classrooms. They will also install four external speakers on the exterior of the building. The new paging system will be integrated with the existing telephone system.

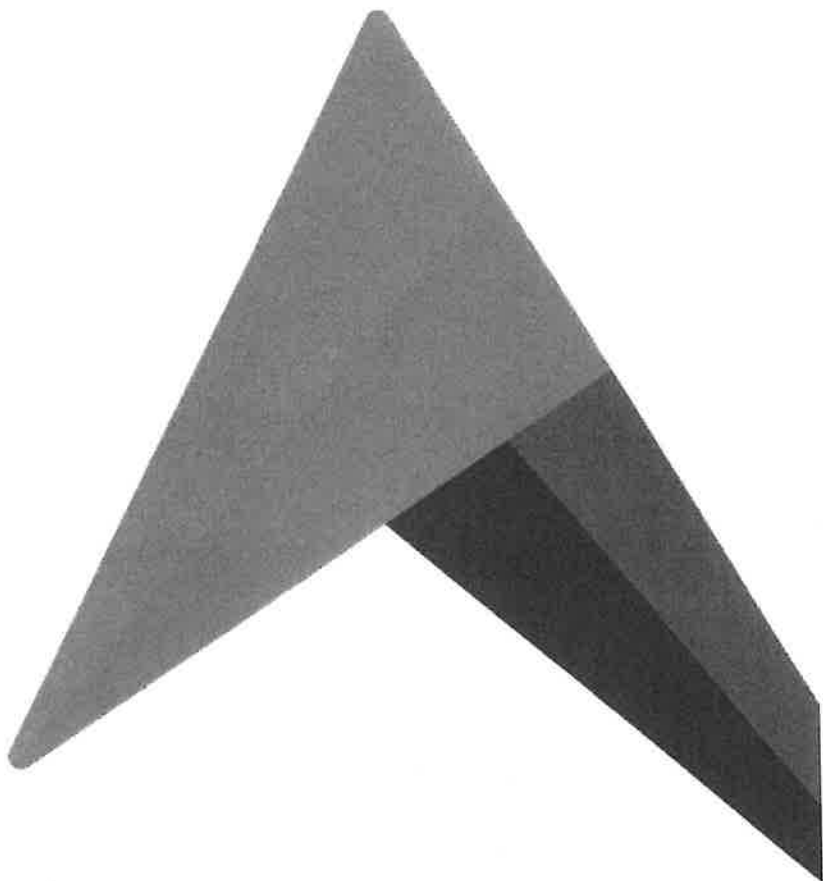
An appropriate motion would be: ***"I move that we approve the purchase and implementation of a new paging system at PPS and to authorize the Business and Operations Manager to execute the necessary documents to make this happen."***

**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction



We have prepared a solution for you.

Prepared by: Kevin Kelliher, Technical Solutions Consultant /  
kevin\_kelliher@twinstate.com

Prepared for: Colchester School District  
Pamela Barclay, Technology Director / pam.barclay@colchestersd.org

**7499- Valcom Paging System- Porters Point School**  
**Quote # 008337**  
**Version 4**  
**Opp # 7499**

800 833 8000  
twinstate.com

Women-Owned Business Enterprise  
SERVICE PROVIDER FOR OVER 50 YEARS

# Statement of Work

## Background

Client would like a quote for a complete paging system replacement at their Porter Point School.

## Recommendation

Company to install a new paging system to include:

- Capability to support up to 24 talkback zones and 4 one-way zones
- 1-Administration phone for main office
- Ability to page from existing Mitel phones/system
- Bell schedule
- Easy to use interface
- Speaker/horn locations
  - 19 locations with two-way speakers with call buttons
  - 1 location with two-way speakers
  - 10 locations with one-way speakers
  - 4 locations will all be one-way horns
- All interior speakers will be ceiling mounted except cafeteria and hallway locations which will be using wall baffle speakers
- All rooms with a call button will be installed by exiting the ceiling speaker and installing a piece of surface mounted wire mold down to a surface mounted wall box where call button will be installed.
- All new category 5e cabling will be provided

### Cabling:

New category 5e infrastructure will be installed as a backbone for the new paging system. All cables will be supported and dressed along pathways.

### Speakers:

All Speakers and horns will be professionally installed on newly installed category 5e cable infrastructure. Two-way locations will all have a call button uniformly (as possible) installed in the ceiling and connected to a surface mounted speaker.

### Admin Phone Location

A paging administration phone with direct access to new Valcom paging system will be installed in front office, location to be determined. A new category 5e cable will be installed and patched directly into admin port of new Valcom paging controller.

### Mitel Phone Integration

The client requests that their existing Mitel phone system be interfaced with the new paging system so that pages can be made using any of their deployed phone terminals. Additionally, there are rooms where it is requested that the paging system send emergency level pages through the Mitel phone speaker instead of a traditional overhead speaker. A list of these terminal extensions will be compiled, and a paging group will be created accordingly. All Mitel phone system/paging system integration will be accomplished via rack mounted hardware, and programming behind the scenes. The current building paging system interfaces with the Mitel 3300 through a Mitel IP paging unit.

### Hardware Programming/Installation

Company will install all hardware/software and perform all programming associated with the scope of work. As much relevant and required information will be obtained from the client to facilitate the paging system programming and setup on the laboratory test bench. This is the most efficient method as programming is completed in a controlled environment with 100% resources available. Additionally, when the system is delivered for installation on site it is virtually plug and play ready. Upon on site hardware installation all patching and cross wiring will be performed to facilitate full paging system integration as defined in the scope of work.

### Testing/Troubleshooting

## Statement of Work

Upon completion and integration of the new paging system, it will be verified that all new speakers and integrated Mitel components are working properly and as designed. Any non-functioning speakers or components will be troubleshoot and resolved. After verification that paging system is fully functional and operating as designed, Twinstare will work with representatives of the school to make volume adjustments to paging zones and individual speakers where possible. Paging horns will also be fine-tuned for direction and field of coverage at this point.

### Client IT/Network support

Static IP addresses will be required from the client to integrate the paging system on the building/district network. We will work with district IT to obtain this information from them when it is required.

### Product Detail

Product Details	Quantity
<b>12 Port 25-Volt/45ohm Talkback Gateway</b>	2
<b>Square Grill Talkback Speaker (Cafe)</b>	1
<b>2x2 Lay-in Ceiling Talkback Speakers</b>	19
<b>T-Bar for Lay-in Speakers</b>	19
<b>Small Ceiling Entry Ivory SINGLES</b>	20
<b>Square Grille Amplified Ceiling Oneway Speaker (Cafe)</b>	1
<b>2x2 Lay-In Ceiling Oneway Speaker</b>	9
<b>T-Bar for Lay-in Speakers</b>	9
<b>Type 13 Angled Backbox</b>	2
<b>1 Way 5 Watt Weather Resistant Self Ampl</b>	4
<b>Call Buttons (6pk)</b>	18
<b>Call Buttons (Singles)</b>	2
<b>IP6K Communication/Notification Server with SIP &amp; UPS (includes 2 FXS ports)</b>	1
<b>Networked Input and Relay Module (Rack Mount)</b>	1
<b>Dual 6A/4A Switching Power Supply Shelf (2 RU)</b>	1

Company's information and design contained herein is a Company's intellectual property and Client is asked to not disclose or copy the information or concepts and treat all information provided as a proprietary and confidential unless the Company provides written consent allowing disclosure.

Product Detail

Product Details	Quantity
<b>Switching Power Supply 24VDC 6A+120</b>	1
<b>Single Gang Back Box 1.89" Deep Ivory</b>	20
<b>Multilink 3/4" W X 1/2" H Ivory</b>	200
<b>4 Pair 24 AWG CAT5E Enhanced PVC Cable</b>	10000
<b>Cable Hook 3/4IN</b>	100
<b>Cable Hook 2IN</b>	50
<b>Cat5E GigaMax RJ45 Insert Snap In</b>	4
<b>2-Port Faceplate Ivory Quickport</b>	2
<b>Standard 50pair Mini Connecting Block</b>	4
<b>Standoff For Mini 66 Block</b>	4
<b>Bridging Clips 100pk</b>	1
<b>25' 125 pair cable with female amphenol connector</b>	2
<b>AT-55 Advanced Analog Single-Line Telephone / Black / CallerID</b>	1
<b>NavePoint 9U Swing Gate Wallmount Rack with 18in Depth</b>	1

Subtotal: **\$32,481.63**

Professional Services

Product Details	Quantity
<b>Professional Services</b>	1

Subtotal: **\$15,218.00**

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## Term Detail

Description	Qty
<b>Payment Term 50/45/5</b> <b>Payment: (a) Client to remit fifty percent (50%) of Total Cost with submission of signed Quote, (b) Progress invoices up to forty-five percent (45%), (c) five percent (5%) upon acceptance.</b>	1
<b>Assumptions</b> <ul style="list-style-type: none"> <li>• All work will be performed during regular business hours, Monday-Friday 8:00 am to 5:00 pm EST. Any work performed outside these hours will be billed at 1.5 times standard rate plus travel.</li> <li>• Company will provide best effort sound quality on the speakers while working within limitations of the clients environment and manufacturer guidelines.</li> </ul>	1
<b>Product Detail</b> Products in this quote are based on assumptions regarding your environment and change to products may be needed once we begin your implementation. In addition, there continues to be volatility in the marketplace. Product availability and manufacturer pricing is changing daily due to supply constraints. Product substitutions and alternate procurement methods may be required to complete the work detailed in this quote. If additions, changes or substitutions are required they will be billed. Changes greater than \$500.00 will be presented to you with a change notice for prior approval. Please be aware that if substitutions are not available, scheduling could be impacted.	1

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## 7499- Valcom Paging System- Porters Point School



Prepared by (Company):  
**Twinstare Technologies**  
Kevin Kelliher  
(518) 563-7100  
Fax (518) 563-7147  
kevin\_kelliher@twinstare.com

Prepared for (Client):  
**Colchester School District**  
125 Laker Lane (Central Office)  
PO Box 27  
Colchester, VT 05446  
Pamela Barclay  
(802) 264-5726  
pam.barclay@colchestersd.org

Quote Information:  
**Quote #: 008337**  
Version: 4  
Expire Date: 06/15/2022  
Opp#: 7499

### Quote Summary

Description	Amount
Product Detail	\$32,481.63
Professional Services	\$15,218.00

Total: **\$47,699.63**

Quote is good for 30 days or until vendor or manufacturer prices change which ever is earlier. Quote/Estimate does not include freight and will be billed additional. Taxes will be additional where applicable.

The parties, acting through their authorized officers, hereby execute this Quote/Service Attachment (SA), which may be executed in one or more counterparts, each of which shall be considered an original, but all of which together shall constitute one and the same instrument.

### Twinstare Technologies

### Colchester School District

Company  
Signature: 

Client  
Signature: \_\_\_\_\_

Name: Kevin Kelliher

Name: Pamela Barclay

Title: Technical Solutions Consultant

Date: \_\_\_\_\_

Date: 06/01/2022

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# Colchester School District

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.  
**Subject:** Purchase of CMS Bleachers  
**Date:** June 16, 2022

The purpose of this memorandum is to receive school board approval for the purchase and installation of bleachers for the gym at CMS.

CMS currently does not have bleachers in the gymnasium. The lack of bleachers can make all school assemblies more challenging as the school needs to have students sit on the floor or bring in chairs. It also makes it challenging to have spectators at indoor sporting events such as basketball games. In the past, CMS has used the Performing Arts Center at CHS for large assemblies, but this is not ideal as it loses the spirit of school-based functions. CMS has had bleachers on their wish list for the building for the last six years. The addition of bleachers in the gym will be positive for school climate, as it will make it more amenable for team, grade level, and whole school assemblies.

The district solicited bids for the installation of bleachers. Three bids were received and reviewed. The bid amounts ranged from \$55K to \$120K (see attached). The lowest bid was received from Robert H Lord Company. This vendor has been on site multiple times to discuss the logistics of the installation and has also been collaborating with the high school to discuss new bleachers. The vendor's proposal is for wooden Hussey Seating, which is a quality product. The proposed seating capacity is 276.

The challenge with this project is the supply chain. The equipment will take 12 to 14 weeks to be received so they will not be installed for the start of the school year. However, the installation process only takes 3 to 5 days so once the equipment arrives it is a quick process. The timing would have the bleachers installed before the start of the winter sports season.

I recommend selecting the Robert H Lord Company given they had the lowest bid to complete this project. The bid of \$55,408 is only good until June 20<sup>th</sup>. Therefore, I am asking the board to

**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction



approve the current bid with a 10% price contingency should the price increase slightly. Any further price increase would be brought back to the board.

**Motion:** *I move that we approve the purchase and implementation of bleachers in the CMS gym and to authorize the Business and Operations Manager to execute the necessary documents to make this happen.*



ROBERT H LORD CO.

## TELESCOPING STANDS QUOTATION

**To:** Richard Johnson  
**From:** Robert H. Lord Co.  
**Address:** 220 Chapel Road  
 Manchester, CT 06042  
**Phone:** 860-645-8700  
**Fax:** 890-645-9100  
**Bid Price:** \$52,908.00

**Date:** 6/15/2022-REVISED  
**Project:** Colchester Middle School  
**Address:** 425 Blakely Road  
 Colchester, VT 05446  
**Architect:** 0  
**Addenda(s):** 0  
**Section(s):** 0

The Robert H. Lord Company, Inc. proposes to furnish, subject to the conditions below, excluding sales tax, Hussey Seating Co. standard style Telescopic Seating. Standards include, but are not limited to, construction, materials and/or finishes, unless otherwise noted.

**Price Based on:** Furnishing & Installing – Material below, using these wages: **Open Shop**

### QTY.'S QUOTATION DETAILS:

1 Bank(s) Based on the following: 7 Tier x 72'-0" Wall Attached

Consisting of the following items with 276 Total Net Seats

FLA Foot Level Aisles with Intermediate Steps, Non-Slip Treads & Aisle Rails  
 SER Self-Storing End Rails  
 FLEX Recoverable "Flex-Row" Cutouts to comply with ADA  
 POWER3 Integral Power w/ Pendant Control 208 Volt at 60 Hz, Three Phase  
 9 9 5/8" Row Rise  
 24 24" Row Spacing  
 10 10" Courtside Modules  
 CLEAR Clear Deck Finish Walking Surface  
 COL Column Cutouts where required

### VOLUNTARY ALTERNATES:

To Supply 1 Each Vinyl End Curtain (Right Side of Bleacher)  
 Solid Vinyl, NO LOGO. Contact me if a logo on that vinyl is desired.  
 A Logo is a nice touch and gives some real School Spirit to the Installation.  
Supply WOOD Seats in lieu of Platic Seat Modules  
Supply 120 Volt Operation in lieu of 3 PHASE

ADD: \$ 750.00

ADD: \$ 2,500.00

ADD: \$ 1,900.00

### BID CLARIFICATIONS:

Price is good until Monday 6/20. On 6/21 we need to go back to Hussey for an update.

### Exclusions:

1. Performance, Materials and Payment Bonds, O.C.I.P. or C.C.I.P.
2. Cost and responsibility of storing materials, if installation cannot be started at the time of delivery.
3. Final Electrical Connection.
4. Pollution Insurance

Notes, Exclusions plus Terms Conditions outlined on page two are considered part of the quotation documents.

## Terms and Conditions:

1. Shipment will be 60 to 90 days after receipt of all milestone information, i.e. – Submittal approval, colors and field dimensions.
2. Quotation net prices will remain firm for 30 days for shipment on or before, 10/1/2022, after which we reserve the right to re-quote this project.
3. The above pricing does not include any Federal, State, Local, Manufacturers, Excise or other taxes unless specifically mentioned in the above quotation
4. Shop Drawings will be submitted within 4 to 6 weeks after acknowledgement of purchase order and/or contract.
5. This quotation is based on our submitting progress invoices, covering material as shipped and installation as completed. Terms for each invoice are NET 30 days from date of invoice and a finance charge of 1.5% (18% APR) per month will be assessed on all accounts that have a balance thirty or more days past due.
6. In the event of a default by non-payment and the institution of collection procedures, the customer and/or guarantor agree to be responsible for all costs of collection, including attorney's fees.
7. All parties hereto agree to submit to the jurisdiction of the State of Connecticut as the proper venue for any lawsuit filed to enforce collection of monies due or regarding any service and/or product dispute.
8. Delivery and installation based upon the nearest quarter or completion date on/or about: 11/1/2022
9. For any work beyond this period our quotation is **NOT** valid, and must be refigured. In the case of an later completion date, from what was specified in the bid documents, we reserve the right to review, with our manufacturer, what impact, if any, the revised date has on our quotation. Any cost increases will be passed on to you, to be processed as a contract addition by change order.
10. The General Contractor/Owner to supply elevator or hoist, if needed, at no charge to the **Robert H. Lord Company, Inc.**
11. The General Contractor/Owner to supply use of dumpsters at no charge to the **Robert H. Lord Company, Inc.**
12. The prices quoted in this proposal are an offer to do business with your firm subject to credit approval by the **Robert H. Lord Company, Inc.**, and in addition, approval of the contract forms.
13. The General Contractor/Owner is responsible for providing adequate lighting for installation.
14. The **Robert H. Lord Company, Inc.** will not accept any back charges unless prior written approval is obtained from the RHL project manager.
15. **THE ROBERT H. LORD QUOTATION FOR THIS PROJECT MUST BE MADE A PART OF THE CONTRACT.**

Please contact Roy McNally at (860) 512-2128 for price confirmation at the time of contract award.

Respectfully,

*Mike Ward*

Mike Ward

Sales Associate: 603-341-6967

Date: \_\_\_\_\_

Accepted: \_\_\_\_\_

Tri-State Folding Partitions Inc.  
608 Chestnut Ridge Road  
Chestnut Ridge, New York 10977  
Phone 845-352-4944 Fax 845-352-3788  
lilpete@tristatefolding.com

June 6, 2022

Colchester School District  
100 Thunderbird Rd.  
Swanton, VT 05488

Phone: 802-355-9558  
Fax: 802-264-5974  
Email: [johnsonr@csdvt.org](mailto:johnsonr@csdvt.org)

Att: Richard

Re – Middle School Bleachers

Per your request, Tri-State is happy to quote you the following:

**Royal Stewart Bleacher System**

- Wall mounted / Electrically operated telescoping bleachers
- 1 Bank @ 65' long x 7 rows high
  - 24" decks / 10 1/4" rise
  - Approx. 250 seats
- 5/8" P'lam Decking
- Contoured seat modules
  - 5.5 lbs. of plastic vs. competitors 3.5 lbs.
  - Color(s) T.B.D.
  - Lettered layout included at your request
- 5 ADA compliant seating spaces
- 1 set of end rails powder coated black
- Standard vinyl end curtain (*color tbd*)
- Stainless steel center isle rails
- Non-slip grip steps / Intermediate steps
- Rear filler boards
  - To enclose spaces between columns
- MANUAL OPERATION
- Factory installed wheels
- Shipping weight of 9,379 lbs.
  - This correlates to more steel on the overall structure
  - Bleachers ship via-tractor trailer on minimal number of skids, unloaded by Tri-State
- Removeable scorer's table
- 5-year warrantee
- Your cost supplied and installed is **\$119,875.00**

**Notes:**

- Above price includes: all required equipment, floor protection, and travel expenses
- Work to include removal and carting of all wall pads and basketball units
- Price valid for 30 days

Should you have any questions, please feel free to call.

Sincerely,

*Peter Mucciolo*

Print

Download PDF



# QUOTATION

Providing A+ Service at an Affordable Price

## A+ Athletic Products Inc.

439 Beccaris Dr  
Rollinsford, NH 03858  
United States

Phone: 207-619-0000

Fax: 603-343-1000

Mobile: 207-232-1600

www.goaplusnow.com

### BILL TO

**Colchester School District**

Rick Johnson

richard.johnson@colchestersd.org

**Estimate Number:** BL050422LT3

**P.O./S.O. Number:** Colchester High

**Estimate Date:** May 4, 2022

**Expires On:** May 19, 2022

**Grand Total (USD): \$57,500.00**

Product/Service	Quantity	Price	Amount
<b>Bleacher Equipment</b> To furnish, deliver and install: To Supply factory 1: 7 rows x 72' Wood Seats/Risers Friction Electric Operation, Int Aisles w/ P rails Ready Rails RADA Column Cuts	1	\$57,500.00	\$57,500.00

**Total:** \$57,500

**Grand Total (USD) :** \$57,500

### Notes / Terms



**OMNIBUS BUSINESS DEPOSIT ACCOUNT  
CERTIFIED RESOLUTION**

<b>Legal Name of Business (the "Depositor")</b>	<b>Colchester School District</b>
<b>Trade Names of Depositor, If Any (i.e. Doing Business As)</b>	
<b>Primary Address of Depositor</b>	59 Rathe Road Colchester, VT
<b>Type of Legal Entity</b>	<b>Public School</b>
<b>State of Organization</b>	<b>Vermont</b>

The Certified Resolutions that appear in this document have been duly adopted by the owner(s) or the governing body of the Depositor whose identifying information appears above and which the signer(s) below certify as correct. When the phrase "Deposit Accounts" appears in these Resolutions, it means any or all of the following People's United Bank deposit accounts: People's United Business Checking Accounts, People's United Business Savings Accounts, People's United Business Money Market Accounts, and People's United Commercial Certificates of Deposit or any additional accounts which may be established in the future.

When the phrase "Deposit Services" appears in these Resolutions, it means the following People's United Bank deposit services: People's United MasterMoney™ BusinessCard, People's United Business ATM Card, Telephone Banking, and Online Banking, or any additional service which may be requested.

The Certified Resolutions authorize and direct the Depositor: (i) to establish the Deposit Accounts with People's United Bank and to obtain the Deposit Services from People's United Bank; and (ii) to enter into and to be bound by the People's United Bank Business Deposit Account Contract (including the People's United Bank Business Schedule of Deposit Account Charges), in its current form and as it may be modified from time to time (the "Business Deposit Account Contract"). People's United Bank will open and maintain the Deposit Accounts and provide the Deposit Services for the Depositor in reliance on these Certified Resolutions.

**Authorization of Deposit Accounts at People's United Bank**

RESOLVED, That People's United Bank, National Association, an FDIC insured depository institution headquartered in Bridgeport, Connecticut, be, and it hereby is, designated a depository of funds of the Depositor, with authority to accept at any time for the credit of the Depositor deposits in the Deposit Accounts by any person or entity seeking to make such deposit and in whatever manner such deposit is endorsed or if unendorsed; and

RESOLVED, That the Depositor be, and it hereby is, authorized and directed to enter into and to be bound by the Business Deposit Account Contract and that all of the Deposit Accounts and Deposit Services shall be subject to such Business Deposit Account Contract, as modified from time to time and Depositor waives its right to jury trial in any action arising out of or connected with any account or service; and

**Authorized Individuals/ Signers**

RESOLVED, That each of the following named individuals, or persons from time to time holding the following offices of the Depositor, be, and each hereby is, designated as an Authorized Individual to act on behalf of the Depositor in accordance with these Certified Resolutions (fill in names and titles of individuals); and

<b>Name of Authorized Individual</b>	<b>Title of Authorized Individual</b>	<b>Signature</b>
<b>Julie Graeter</b>	<b>Treasurer</b>	
<b>Amy Minor</b>	<b>Superintendent</b>	

RESOLVED, that each Authorized Individual be and hereby is authorized to designate and/or remove other employees and agents of the Depositor as "Signers" on any of the Deposit Accounts, and each Signer is hereby authorized only to transact on those Deposit Accounts on which the Signer have been designated as a Signer; and

### **Use of Deposit Accounts**

RESOLVED, That People's United Bank be, and it hereby is, authorized and directed to certify, pay, or otherwise honor all checks, drafts, notes, bills of exchange, acceptances, and other instruments (collectively, "Instruments") or orders for the payment, transfer, or withdrawal of money, including electronic orders or transfers, for whatever purpose and to whomsoever payable when such Instruments and/or orders are made, signed, or endorsed by the signature, the facsimile or specimen signature (actual or purported), or the oral direction of any ONE of the Authorized Signers, including payments and/or transfers to any one or more Authorized Signers and even if such payment, transfer, or withdrawal will create or increase an overdraft in the account on which it is drawn, although any such payment shall be permitted in the sole discretion of People's United Bank; and

RESOLVED, That each Authorized Individual be, and hereby is, individually authorized on behalf of the Depositor to open and close the Deposit Accounts, to apply for and to obtain any services related to those accounts (including the Deposit Services), and to update information on any Deposit Account, and each Signer be and hereby is, individually authorized on behalf of the Depositor to endorse, negotiate, and collect any and all Instruments; and

RESOLVED, That each Signer be, and hereby is, individually authorized on behalf of the Depositor to instruct, orally or by such other means as People's United Bank may make available to the Depositor, People's United Bank to initiate the transfer of funds between any Deposit Account and any other Deposit Account; and

RESOLVED, That People's United Bank may rely on the signature, endorsement, order, facsimile signature, specimen signature, or oral instruction reasonably believed by People's United Bank to be made by any ONE Signer, and that People's United Bank may act on any direction of any ONE Signer without inquiry and without regard to the application of the proceeds thereof, provided that People's United Bank acts in good faith; and

RESOLVED, That the Depositor hereby acknowledges that People's United Bank will assign the Depositor a Business Personal Security Number and/or a Business Identification Number that any Signer will be able to use to access one or more of the Deposit Accounts via telephone, on the Internet, or through the use of a Business Card, if such a Card is issued to the Depositor; and

RESOLVED, That, if the Depositor receives a Business ATM Card or MasterMoney™ BusinessCard, the Depositor hereby authorizes each Authorized Signer to receive his or her own unique Personal Identification Number that will enable that Authorized Signer to utilize the Depositor's Business ATM card or MasterMoney™ BusinessCard to access some or all of the Deposit Accounts on behalf of the Depositor; and

### **Miscellaneous Resolutions**

RESOLVED, That People's United Bank shall not be liable in connection with the collection of Instruments and/or orders that are handled by People's United Bank without gross negligence, and People's United Bank shall not be liable for the acts or failure to act of its agents or subagents, any networks, clearing houses, or other interchanges or devices used, or for any other casualty; and

RESOLVED, That the Depositor assumes full responsibility for and shall indemnify People's United Bank against all losses, costs, liabilities, and claims resulting from payments, withdrawals, transfers, or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon, these Resolutions; and

RESOLVED, That the Depositor shall notify People's United Bank promptly and in **writing** of any change in (a) these Resolutions; (b) the identity of the Authorized Individuals; (c) the identity of persons authorized to obtain and use a Business ATM Card; (d) the identity of the persons authorized to use a MasterMoney™ BusinessCard on behalf of the Depositor; (e) the ownership of the Depositor; or (f) the Depositor's legal structure or status, including the Depositor's dissolution or bankruptcy; and

RESOLVED, That People's United Bank may rely on these Certified Resolutions and on any certification by any ONE Authorized Individual or authorized representative of the Depositor as to the names and signatures of the Authorized Signers of the Depositor until People's United Bank has actually received written notice, facsimile or otherwise, of a change and has had a reasonable period of time to act on such notice; and

RESOLVED, That each of the persons listed at the end of the Certified Resolutions as a signer of the Certified Resolutions be, and each hereby is, designated a duly authorized representative of Depositor for all matters related to these Certified Resolutions, including the execution of this document on behalf of the Depositor, and the certification to People's United Bank (a) of the name, office (if any), and signature of each of the Authorized Signers, (b) that the Resolutions set forth herein have been adopted in accordance with all applicable governing documents, third party agreements, and laws applicable to the Depositor, and (c) of all other matters to be certified herein.

### **Certifications**

Each individual who signs this document hereby certifies and warrants to People's United Bank that:

- (a) The Resolutions set forth herein: (i) have been properly adopted by the Depositor in accordance and conformity with the Depositor's governing documents, all agreements with third parties, and all laws applicable to the Depositor; (ii) have not been modified or rescinded; and (iii) are in full force and effect and binding on the Depositor.
- (b) He or she is the duly authorized representative of the Depositor, authorized to act on behalf of the Depositor in all matters pertaining to its rights, responsibilities, and activities in connection with these Certified Resolutions including but not limited to executing this document on behalf of the Depositor;
- (c) The Depositor is duly organized and in good standing in the jurisdiction in which it is organized;
- (d) A current and complete copy of the Depositor's organizational document (for example, its certificate of incorporation, its articles of organization, its partnership agreement, its charter, or other similar document) has been provided herewith to People's United Bank. Sole proprietorships are not required to submit an organizational document;
- (e) If the Depositor is a corporation owned by one shareholder, the undersigned certifies to People's United Bank that he/she is the sole shareholder and officer of such corporation;

- (f) If a trade name is used by Depositor, the undersigned certifies that a duly certified Trade Name or Doing Business As Certificate or the equivalent has been delivered to People's United Bank;
- (g) If the Depositor is a limited liability company or partnership, the undersigned are all of its members, managers, or partners, as the case may be;
- (h) He or she understands that People's United Bank will rely on the truth of these certifications in conducting business with the Depositor;
- (i) If the Depositor, or any one individual listed as an authorized signer, should direct People's United Bank to make preauthorized transfers, to combine or to electronically deliver account statements, or to establish an internet banking relationship including the designation of an internal administrator that can entitle other individuals (who may or may not be signers) to view and have access to any and all accounts granted the right by People's United Bank at its sole discretion, the Depositor hereby agrees to be subject to the terms and conditions of the BDAC, the Business Deposit Account Schedule of Charges, the Business Electronic Banking Agreement, and any other agreements, as updated, with People's United Bank that apply to the depositor's accounts now or in the future;
- (j) The Depositor (and any current or future authorized signatories or otherwise designated individuals) hereby certifies that it does not, nor will it ever engage in restricted transactions, such as internet gambling. Such transactions are prohibited from being processed into or out of the Depositor's account(s) or relationship via any means, including but not limited to check or check collection systems, electronic money transmission, card-based transactions (ATM or MasterMoney<sup>TM</sup> BusinessCard), ACH (Automated Clearing House), Wire Transfers, or third-party processors; and
- (k) Each signature below represents the true and accurate signature of the named person and that such person holds the corresponding title (if any);



IN WITNESS WHEREOF, I/we have signed these Certified Resolutions on the 21<sup>st</sup> day of June, 2022.

**SIGNING INSTRUCTIONS**

- **A Business Owned by Only One Person:** If the Depositor is owned by only one person, this document must be signed by the owner. In the case of a corporation that is owned by only one shareholder, this document must be signed by the president of the corporation.
- **Partnership:** If the Depositor is a partnership, this document must be signed by all of the general partners of the Depositor. This includes a business owned jointly by a husband and wife.
- **Limited Liability Company:** If the Depositor is a limited liability company with more than one member, this document must be signed by any nonmember manager of the Depositor. If there is no nonmember manager of the Depositor, this document may be signed by a member.
- **Limited Liability Partnership:** If the Depositor is a limited liability partnership with more than one partner, this document must be signed by each of the partners of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by any of the managers, rather than the partner(s).
- **Corporation Owned by More than One Shareholder:** If the Depositor is a corporation that is owned by more than one shareholder, this document must be signed by the secretary of the corporation (or in the alternative, the president, chief executive officer or chief financial officer of the corporation). If the person signing this document is also an Authorized Individual (listed above), at least one additional person must also sign this document.
- **Other Entity:** If the Depositor is an entity not listed above, this document must be signed by a person or persons authorized by the governing body of the Depositor to do so. If one of the persons signing this document is also an Authorized Individual (listed above), at least one additional person must also sign this document.

**IF ANY PERSON SIGNS THIS DOCUMENT OUTSIDE OF THE PRESENCE OF A PEOPLE'S UNITED BANK REPRESENTATIVE, THAT PERSON'S SIGNATURE MUST BE NOTARIZED.**

<hr/> <div>Signature</div> <hr/> <div>Printed Name</div> <div>Board Chair</div> <hr/> <div>Title</div> <hr/> <div>Signature of People's United Bank Witness</div> <hr/> <div>Printed Name of People's United Bank Witness</div>	<p align="center"><b>Notary Acknowledgement</b> (Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____ ) _____ )ss.: _____ County of _____ )</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p align="center">STAMP</p> <p align="right">_____ Notary Public, State of _____</p>
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<hr/> <div>Signature</div> <hr/> <div>Printed Name</div> <div></div> <hr/> <div>Title</div> <hr/> <div>Signature of People's United Bank Witness</div> <hr/> <div>Printed Name of People's United Bank Witness</div>	<p align="center"><b>Notary Acknowledgement</b> (Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____ ) _____ )ss.: _____ County of _____ )</p> <p><i>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</i></p> <p align="center">STAMP</p> <p align="right">_____ Notary Public, State of _____</p>
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## **COLCHESTER SCHOOL DISTRICT**

### **POLICY: FISCAL AND BUSINESS MANAGEMENT POLICY**

**DATE ADOPTED:** August 17, 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: May 18, 2021  
Date Warned: July 30, 2021  
First Reading: August 3, 2021  
Second Reading: August 17, 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 \$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.



**CONSENT AGENDA****Board Meeting Date: June 21, 2022****Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Matthew	Emery	New Hire	Social Studies	1.0 FTE	CHS	Request to Hire	James Price	Yes	Yes
Teacher	Paula	Palermo	New Hire	Math Interventionist	0.5 FTE	PPS	Request to Hire	Ashley Marlow	Yes	Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Support Staff	Logan	Spicer	New Hire	Paraeducator	20.00	CMS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Lucinda	Palaza	Resignation	Paraeducator	32.50	UMS	Notice of Resignation			
Support Staff	Pamela	Lash	Transfer	ELL Paraeducator	32.50	CMS	Notice of Transfer	Carole Kulikowski	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Library

Tuesday, June 7, 2022  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, June 7, 2022, in the Colchester High School Library. Board members in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Felix Anderson, and Student Board Representative Gloria Kigonya. District administrators and employees in attendance included Superintendent Amy Minor, Director of Curriculum Gwendolyn Carmolli, Colchester Middle School Principal Michele Cote, Diversity, Equity, and Inclusion Coordinator Jamilah Vogel, and CHS Teacher Susan Rosato. There were no audience members.

### **I. Call to Order**

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

### **II. Citizen Participation**

None.

### **III. Hear Presentation: BTC Program and Opportunities**

**Information**

Gloria Kigonya, the student representative on the school board, as well as a student at the Burlington Technical Center (BTC), gave a presentation that highlighted the different programs and opportunities available at BTC. She shared her personal experience in the Design and Illustration Program over the last two years. She explained how the program taught her foundational skills in the different aspects of art and shared examples of her work ranging from oils, graphic design, photography, and magazine. She stated that more than anything, her experience helped her refine her career path by providing connections, resources, and experiences beyond the traditional classroom.

### **IV. Hear Presentation: Summer Program Offerings for Students**

**Information**

Director of Student Support Services, Carrie Lutz, previewed the different offerings available to students this summer throughout the district. Over the past several years, the district has worked to expand its summer programming to cover more grade levels and offer additional focuses. In addition to the elementary program that has run in the past, CMS Principal, Michele Cote, shared the outline of the middle school program they are piloting for the first time this year. The three-week program will focus on providing opportunities for students to participate in high-interest activities that promote social learning. They were unsure what the response would be from families and students but are thrilled to have nearly 100 students enrolled. CHS English Learner Teacher, Susan Rosato, highlighted the post-COVID expansion of the Multilingual Learner Program which is focusing on developing communication skills through community experiences over two weeks for approximately 35 students in grades 6-12. In addition to these programs, Ms. Lutz also highlighted

supportive services that are offered to students over the summer including things like tutoring, speech-language services, and occupational and physical therapy.

All of the programs will run for a half-day in the mornings and include transportation, breakfast, and lunch at no cost to families.

**V. Black Lives Matter Flag**

**Action**

In March, at the request of students, the school board approved flying the Black Lives Matter (BLM) flag at all schools for three months per the district's Flagpole Request Policy. With the flag nearing the end of the three-month period, students from the Social Justice Alliance Clubs at Colchester Middle School and Colchester High School wrote a letter to the board requesting that the board continue flying the BLM flag at schools in the district. Gloria Kigonya, the student representative on the board and member of the Social Justice Alliance Club read the letter aloud. The letter urged the board and community members to recognize the significance that the flag has for minority students and requested to keep it raised throughout the summer. DEI Coordinator, Jamilah Vogel, shared that the Social Alliance Club has become well established over the school year and she believes that they will be able to jump in and do some meaningful work at the start of next school year to discuss next steps for the BLM flag.

***Director Anderson moved to raise the Black Lives Matter flag at all CSD schools for an additional three months beginning on Tuesday, Wednesday, July 6, 2022. The motion passed unanimously.***

**VI. Approval of District Busing Transportation Contract**

**Action**

Business and Operations Manager, George Trieb, provided the board with the sole bid stemming from the RFP process for a transportation contract to provide busing services for students. Mr. Trieb went over the highlights of the proposal submitted by the district's current provider, Mountain Transit of Student Transportation of America (STA).

Director Longo cited a recent bill that was passed in Washington to assist busing companies to transition to electric vehicles and asked if STA made any indication that they would be replacing some of our district's equipment with electric vehicles and infrastructure. Mr. Trieb stated it was not part of this contract negotiation period but that he would inquire with the company.

Director Yousey-Hines prompted a discussion to explore the possibility of the district taking over busing operations to have more control over services, equipment, hiring, and costs. They considered some basic pros and cons of such a substantial change and agreed it might be worth additional discussion in the future.

***Director Kigonya moved to authorize the business manager to finalize and sign the contract with Student Transportation of America to provide busing services for the district. The motion passed unanimously.***

**VII. Approval of Consent Agenda**

**Action**

The following Consent Agenda was reviewed by the board.

**CONSENT AGENDA**

**Board Meeting Date: June 7, 2022**

**Revised**

**Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Eleanor	Devereux	New Hire	Elementary Teacher	1.00	MBS	Request to Hire	James Bean	Yes	Yes
Administrator	Amber	Keep	New Hire	Director of Student Support Services	1.00	CHS	Request to Hire	Jean Shea	Yes	Yes
Teacher	Ashley	Leclerc-Pellerin	Resignation	Speech Language Pathologist	1.00	UMS/PPS/MBS	Request to Resign			
Teacher	Andrew	Rinere	Transfer	504 Coordinator	1.00	CHS	Request to Transfer	Jess Murray	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

**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	Kaitlin	Hodge	Termination	Communication Facilitator	35.00	CHS	Notice of Termination			
Support Staff	Anne	Cooch	Resignation	Paraeducator	32.50	CHS	Notice of Resignation			
Support Staff	Megan	McLoughlin	Resignation	Paraeducator - ELL	32.50	CHS	Notice of Resignation			
Support Staff	Janet	Astore	Resignation	Paraeducator	32.50	CHS	Notice of Resignation			
Support Staff	Chelsea	Morel	Resignation	Paraeducator	32.50	UMS	Notice of Resignation			
Support Staff	Heather	Sheppard	Resignation	Paraeducator - ELL	32.50	UMS	Notice of Resignation			
Support Staff	Anne	Campbell	Resignation	Paraeducator	32.50	PPS	Notice of Resignation			
Support Staff	Derek	Roy	Resignation	Technology Specialist I	40.00	CHS	Notice of Resignation			
Individual Contract	Rebecca	Strock	New Hire	Behavior Specialist	40.00	MBS	Notice of Hire	Jayne Gaudett	Yes	Yes
Support Staff	Gregg	Galati	Transfer	Behavior Interventionist	35.00	MBS	Notice of Transfer	Open Position	Yes	Yes
Support Staff	Thomas	Pratt	Resignation	Recess Supervision	15.00	MBS	Notice of Resignation			
Individual Contract	Lily	Baker	New Hire	Behavior Specialist	40.00	MBS	Notice of Hire		Yes	Yes
Support Staff	Dawn	Hanf	Resignation	Paraeducator	29.50	CHS	Notice of Resignation			
Support Staff	Lisa	Bullinger	Resignation	Paraeducator	32.50	CMS	Notice of Resignation			
Support Staff	Emily	Kopacz	Resignation	Autism Interventionist	36.25	CMS	Notice of Resignation			
Support Staff	Tamara	Tobin	Resignation	Paraeducator	32.50	CMS	Notice of Resignation			
Support Staff	Jerrica	Robare	Resignation	Paraeducator	32.50	CMS	Notice of Resignation			
Support Staff	Shannon	Gallagher	Resignation	Paraeducator	32.50	MBS	Notice of Resignation			
Support Staff	Haylee	Patch	Resignation	Lunch Supervisor	15.00	CMS	Notice of Resignation			

*Director Longo moved to approve the Consent Agenda as provided. The motion passed unanimously.*

**VIII. Approval of Meeting Minutes: May 17, 2022** **Action**

*Director Yousey-Hindes moved to approve the minutes from the meeting held on May 17, 2022. The motion passed unanimously.*

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

- The Colchester Alternative Program renovation is going well and is still on schedule to open in August. Teachers and support staff did a walkthrough recently.
- Kindergarten enrollment is going well and both schools have held an informational/meet and greet evening for incoming families.
- The board reviewed meeting dates for the '22-23 school year including a proposed retreat to discuss facilities on June 21 at 5:00 pm.
- CHS Seniors are graduating this Saturday at 10:00 am.
- Superintendent Amy Minor and School Board Chair Lindsey Cox thanked Gloria Kigonya for her service this school year on the board. They highlighted her poise, leadership, and participation to share the views of students throughout the district.

**X. Future Agenda Items** **Informational**

- Purchases

**XI. Executive Session to Discuss a Student Matter and Negotiations** **Action**

*Director Anderson moved to enter executive session at 8:17 p.m. to discuss a student matter and negotiations. The motion passed unanimously.*

*Director Kigonya moved to exit executive session at 9:12 p.m. The motion passed unanimously.*

**XII. Adjournment**

*Director Longo moved to adjourn at 9:13 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Ben Yousey-Hindes  
Board Clerk