

Colchester School Board  
Meeting Agenda and Packet  
November 7, 2023

**Colchester School District  
Board of Education Meeting Agenda  
November 7, 2023 - 7:00 P.M.  
Colchester High School Library**

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**Agenda**

<b>I. Call to Order</b>	
<b>II. Citizen Participation</b>	
<b>III. Preschool Report</b>	<b>Information</b>
<b>IV. Union Memorial School Report</b>	<b>Information</b>
<b>V. FY'25 Budget Discussion</b>	<b>Information</b>
<b>VI. Second and Final Reading of Long Term Leaves of Absence Without Pay Policy: D13</b>	<b>Information</b>
<b>VII. Approval of Consent Agenda</b>	<b>Action</b>
<b>VIII. Approval of Meeting Minutes</b> • October 17, 2023	<b>Action</b>
<b>IX. Board/Administration Communication, Correspondence, Committee Reports</b>	<b>Information</b>
<b>X. Future Agenda Items</b>	<b>Information</b>
<b>XI. Executive Session to Discuss a Student Matter</b>	<b>Action</b>
<b>XII. 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.csdtv.org/schoolboard](http://www.csdtv.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

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.  
**Subject:** FY'25 Budget Timeline  
**Date:** October 17, 2023

Attached is the proposed budget development timeline for FY'25. Similar to last year, it should provide us with ample time to: (1) review and discuss all expenditure and revenue items internally, (2) prepare the expenditures baseline budget, (3) thoroughly discuss the baseline budget with the school board, employees and community, (4) prepare and discuss the superintendent's budget, and, (5) finalize a budget for the school board's approval and timely warning.

All of the dates noted fall on the scheduled school board meeting nights.

Please review and provide me with any feedback that you might have.

Thanks.

**Amy Minor**  
Superintendent  
of Schools

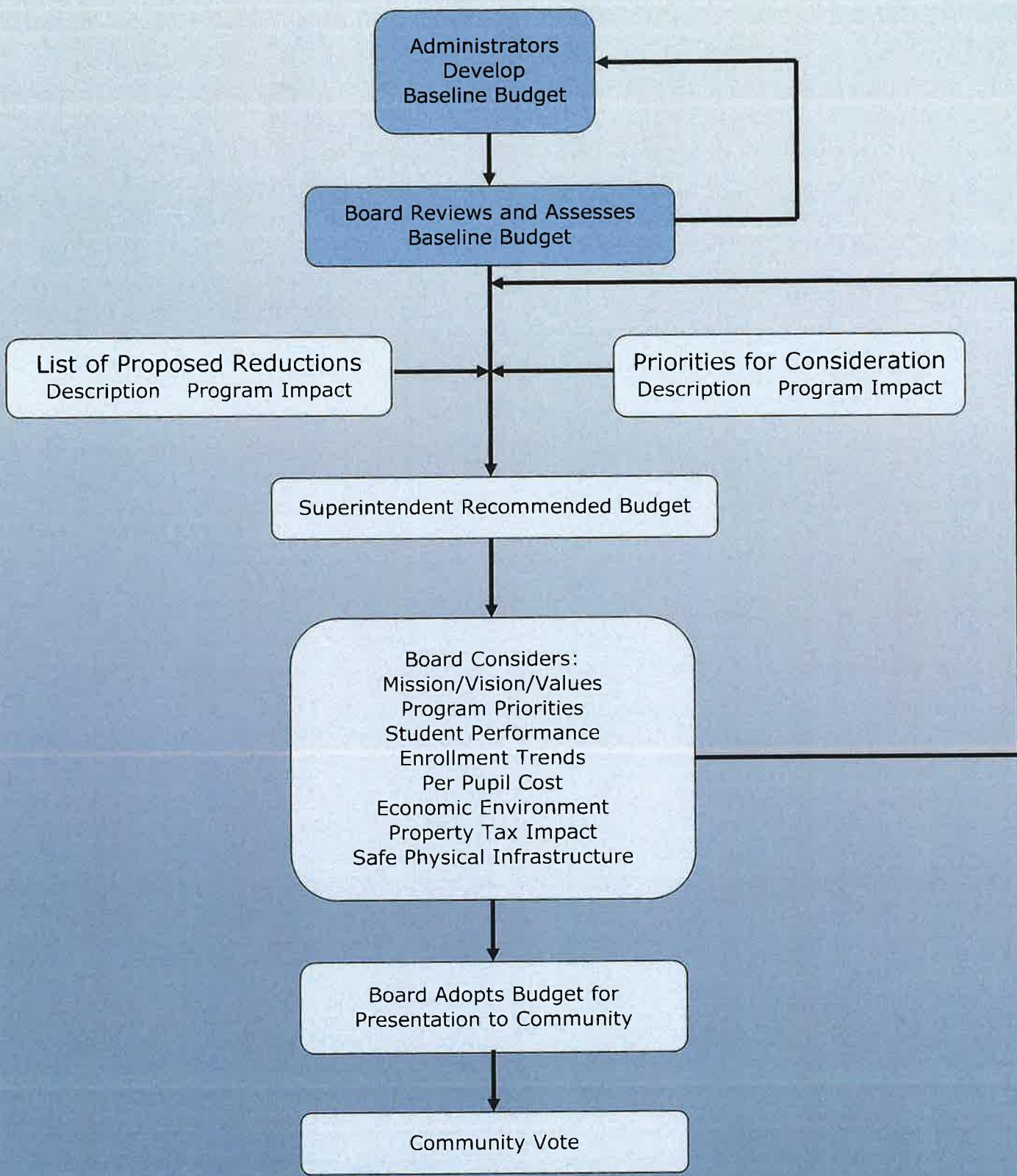
**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

Board Meeting Dates	Budget Topic	Specific Budget Items
10/17/23	Timeline	<ul style="list-style-type: none"> <li>• Review budget timeline/process – general budget discussion</li> </ul>
11/7/23	Expenditures/Strategy	<ul style="list-style-type: none"> <li>• Discuss new weighting methodology</li> <li>• Review tax calculation (terms/methodology)</li> <li>• Enrollment history and projections</li> <li>• Class size numbers – K-8 / FTE's instructional</li> </ul>
11/21/23	Expenditures	<ul style="list-style-type: none"> <li>• General budget discussion – prioritize key budget items (strategy driven process)</li> <li>• Budget Core Assumptions</li> <li>• Grant/Medicaid funded programs and personnel</li> <li>• Discuss new/discontinued programs – Impact</li> </ul>
12/5/23	Expenditures	<ul style="list-style-type: none"> <li>• Review and discuss baseline expenditure budget</li> <li>• Building Operational Budgets - PPS, UMS, MBS, CMS, CHS.</li> </ul>
12/19/23	Expenditures	<ul style="list-style-type: none"> <li>• Continue to review &amp; discuss expenditures</li> </ul>
1/2/24	Revenue	<ul style="list-style-type: none"> <li>• Present Superintendent's recommended budget</li> <li>• Discuss all potential sources of revenue – local, state, federal and SPED</li> </ul>
1/16/24	General	<ul style="list-style-type: none"> <li>• Discuss the proposed Superintendent's recommended budget impact on the education tax</li> <li>• School Board approves budget and warning</li> </ul>
2/6/24	Budget Discussions	<ul style="list-style-type: none"> <li>• Discuss and promote budget</li> </ul>
2/20/24		<ul style="list-style-type: none"> <li>• Discuss and promote budget</li> </ul>
3/4/24	Town Meeting	<ul style="list-style-type: none"> <li>• Town Meeting/School Report Night</li> </ul>
3/5/24	Meeting/Vote	<ul style="list-style-type: none"> <li>• Obtain approval for school budget</li> </ul>

# CSD Budget Development Process



## Funding Mechanism/Tax Components

### Who's Responsible

#### State Agencies and the Legislature

- Set education tax rates
- Calculate property tax adjustments
- Estimate the fair market value of property

#### School Boards and Towns

- Prepare school district budgets
- Administer the education property tax

#### Voters and Taxpayers

- Approve school district budgets
- Pay education taxes

### Timeline

- October – District begins budget preparation focused on expenditures
- November – District continues to examine expenditures
- December 1<sup>st</sup> – Tax Commissioner recommends education tax rates for the next fiscal year
- December – District receives pupil weighting calculation and Common Level of Appraisal (CLA)
- December – District continues to work on expenditures/revenue and how it effects the tax calculation
- January – School board approves the budget and it is warned
- February – Communicate the budget and its implications to the community
- March – Budget vote
- May – Final numbers come from the state to reveal true tax impact

### Definitions

- Property Dollar Yield – The yield is the per pupil amount that the education fund can support with uniform homestead tax rates of \$1.00 on homestead value
- Income Yield – Figure used to calculate tax caps based on income (approximately 70% of taxpayers are capped)
- Nonresidential Property – Includes all taxable real property that does not qualify as homestead – commercial and industrial property, rental housing, second homes, etc. The nonresidential property tax rate is uniform statewide – it does not vary with per pupil education spending

- Homestead Property – Primary residence and all contiguous land. This is influenced by per pupil spending
- Common Level of Appraisal – The CLA is a measure of how close each town's local appraisals are to the actual fair market value in that town
- Pupil Weighting – Long term weighted average daily membership formerly known as equalized pupils. This is a calculation (not a headcount).
- Average Daily Membership (ADM) – The number of publicly funded resident students in the district as a 20 day FTE from the 11<sup>th</sup> through the 30<sup>th</sup> day of the school year. A student is one ADM if publicly funded for the full 20 day period.
- Education Spending – Total budget less non-tax revenues such as federal and state grants as well as locally generated revenues such as tuition and interest.

### The Process

- The AOE reaches out to districts and SU's to provide a rough estimate of what their educational spending increase might be
- The AOE makes certain assumptions and submits them to the tax department
- The tax commissioner releases their letter of recommendation on December 1<sup>st</sup>
- Budgets are prepared for approval by the voters
- Several tax components move around throughout the process or assumptions are made in lack of data
- Budgets are approved and submitted to the state and the state adjusts their calculations based on what really happened with districts and SU's and what happened at the state level

### Colchester Budget Process

- Expenditures – How much do we need to fund education for the upcoming year
- Revenue – What are the various sources of revenue and what is the total needed
- Surplus/Deficit – What was the variance from the prior fiscal year and how does it affect the education funding number
- Education Funding – One of the numbers that truly matters and how it plays into the tax calculation
- What's important – Tax calculation, CLA, Pupil weighting, Income sensitivity

## COLCHESTER SCHOOL DISTRICT

### **POLICY: LONG TERM LEAVES OF ABSENCE WITHOUT PAY**

**DATE ADOPTED:** DRAFT

### **POLICY STATEMENT**

The school board recognizes that there may be occasions when an employee may wish to request a long-term leave of absence without compensation (salary, benefits, and seniority). All long term leaves of absence without pay requests must be submitted in accordance with applicable master agreements. Leave requests must be in writing and submitted to the Superintendent stating the purpose of the leave of absence, rationale supporting the request, and any other information that may be helpful to the board in making a determination as to whether the leave is warranted.

Long-term leaves are not an entitlement and they may be granted at the sole discretion of the board. The board may authorize the leave request when it deems such leaves to be reasonable and/or beneficial to the education programs within the District. An approved long term leave of absence without compensation shall be limited to one school year. Upon returning from a leave the employee may or may not be given the same assignment they had prior to the leave.

Last Reviewed: October 20, 2015  
Date Warned: September 29, 2023  
First Reading: October 3, 2023  
Second Reading: November 7, 2023

## CONSENT AGENDA

Board Meeting Date: November 7, 2023

### **Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
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### ***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
Individual	Eric	Low	New Hire	Behavior Specialist	1.0	CHS	Request to Hire	New position	No	Yes
Individual	Ordina	Smailhodzic	New Hire	Behavior Specialist	1.0	CHS	Request to Hire	New position	No	Yes

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

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, October 17, 2023  
7:00 p.m.

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, October 17, 2023, in the Colchester High School Media Center. Board members in attendance were Board Chair Lindsey Cox, Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya and Student Representative Phoebe Richardson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum Gwen Carmolli, Director of Student Support Services Carrie Lutz and Malletts Bay School Principal Jordan Burke. There were two individuals in the audience.

#### I. Call to Order

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

#### II. Citizen Participation

None.

#### III. Malletts Bay School Report Information

Principal Jordan Burke provided an overview of enrollment, staffing, academic and behavior data, and the culture and learning environments at Malletts Bay School. She shared goals the administrators and leadership team have been working towards and outlined some of the facility needs they have including housing the PreK program. The board discussed trends noted during the presentation and asked some follow-up questions.

#### IV. Town of Colchester Easement Request Action

As part of the Town of Colchester Sewer Project, Bryan Osborne, the director of public works, requested a land easement for sections of Blakely Road in front of Colchester Middle School and Malletts Bay School. He provided an overview of the project including the timeline and construction impacts. The easement has also been reviewed by the district's attorney. The board asked several questions, mostly about estimated disruption to school operations, storage and safety mitigations for the equipment, closures of the bike path, and protection of the trees and green space.

*Director Yousey-Hindes moved to approve the easement request, provided an agreement can be reached between the Town and the District regarding the discussed amendments to the contract language. The motion passed unanimously.*

#### V. Quarterly Financial Report Information

Business and Operations Manager George Trieb provided an overview of the district's Quarterly Financial Report. He reported that revenue and expenditures are tracking mostly as expected and if

the current spending trends continued, the district would expect a slight surplus of \$133,006. He stated the district's total commitments to date are very much in line with last year.

VI. CSD Budget Timeline and Discussion	Information
Business and Operations Manager George Trieb gave an overview of the FY'25 budget presentations and discussions that are planned for the next four months. Mr. Trieb noted that one notable impact on the estimated tax increase is the new weighting methodology for how equalized pupils will be calculated.	

VII. Approval of Consent Agenda	Action
The following consent agenda was reviewed by the board. There were no licensed employees listed that required approval.	

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## CONSENT AGENDA

Board Meeting Date: October 17, 2023

### **Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
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### ***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
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## ***Non-Licensed Employees (Support Staff), Informational***

<b>VIII. Approval of Meeting Minutes</b>	<b>Action</b>
• October 3, 2023 5:30 PM (Special)	
• October 3, 2023 6:00 PM (Special)	
• October 3, 2023 7:00 PM (General)	

*Director Longo moved to approve the minutes from the meetings held on October 3, 2023 including the special meetings at 5:30 pm and 6:00 pm and the general meeting held at 7:00 pm. The motion passed unanimously.*

<b>IX. Board/Administration Communication, Correspondence, Committee Reports</b>	<b>Information</b>
• Construction of the new bathrooms on the main floor at CHS is complete.	

<b>X. Future Agenda Items</b>	<b>Information</b>
• School reports • Continuation of the Policy Review Cycle • FY'25 budget discussions	

<b>XI. Adjournment</b>
<i>Director Kigonya moved to adjourn at 8:33 p.m. The motion passed unanimously.</i>

Recorder:

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Meghan Baule  
Recording Secretary

Board Clerk:

\_\_\_\_\_  
Ben Yousey-Hindes  
Board Clerk

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