

Colchester School Board

Meeting Agenda and Packet

February 7, 2023

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

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**Agenda**

- I. Call to Order**
- II. Citizen Participation**
- III. Second and Final Reading of Students Who Are Experiencing Homelessness Policy: F18      Action**
- IV. Second and Final Reading of School Sponsored Trips:  
Curriculum-Based and Elective Trips Policy: G3      Action**
- V. Filming of FY24 Budget Presentation for LCATV      Information**
- VI. Approval of Consent Agenda      Action**
- VII. Approval of Meeting Minutes: January 17, 2023      Action**
- VIII. Board/Administration Communication, Correspondence, Committee Reports      Information**
- IX. Future Agenda Items      Information**
- X. Adjournment**

**\*Meeting Participation and Viewing Options**

Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizen's Participation agenda item. Please review the Public Comment Rules listed at [www.csdvt.org/schoolboard](http://www.csdvt.org/schoolboard) prior to the meeting. If not attending in person, 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

### **POLICY: STUDENTS WHO ARE EXPERIENCING HOMELESS**

**DATE ADOPTED: DRAFT**

### **POLICY STATEMENT**

The Colchester School District (District) is committed to the success of every student. Students experiencing homelessness in the District will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

The District will designate a liaison for students in homeless situations to carry out duties as required by law.

The District will ensure that students who are experiencing homelessness

- A. Are not stigmatized nor segregated on the basis of their status as homeless.
- B. Will be admitted to the school district in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest.
- C. Are provided transportation to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the District's liaison for students that are homeless.
- D. Will have access to all programs and services for which they are eligible, including but not limited to special education services, preschool, school nutrition programs, and language assistance for English learners.

### **I. DEFINITIONS**

- A. **Students experiencing homelessness** means those lacking a fixed, regular and adequate nighttime residence, which could include:
  - 1. Sharing the housing of another persons due to loss of housing, economic hardship or similar reason.
  - 2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
  - 3. Living in emergency or transitional shelters;
  - 4. Being abandoned in hospitals;
  - 5. Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;

Date Warned: January 13, 2023  
 First Reading: January 17, 2023  
 Second Reading: February 7, 2023

- 6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
  - 7. Migratory children living in conditions described in the previous examples.
- B. Enroll and enrollment** means attending classes and participating fully in school activities.
  - C. Unaccompanied youth** means a child or youth who is homeless not in the physical custody of a parent or guardian.
  - D. School of origin** means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. When a child or youth completes the final grade level served by the school of origin, it also includes the designated receiving school at the next grade level for all feeder schools.

## II. ADMINISTRATIVE RESPONSIBILITIES

The superintendent or designee shall develop written procedures to ensure the following rights of eligible students.

- A.** Equal access to the same free, appropriate public education, including public prekindergarten education, as is provided to other children and youth.
- B.** Immediate enrollment, even when records normally required for enrollment are not present.
- C.** Remain in the school of origin, if it is in the student's best interest, in order to maintain educational stability.
- D.** Access to all educational and related services for which they are eligible, including Title I services, educational programs for children with disabilities, educational programs for English learners, career and technical education, programs for gifted and talented students, and free school meals.
- E.** Full participation in school, which may include participation in extracurricular activities.
- F.** Transportation, provided by the local education agency (LEA), to and from the school of origin.
- G.** Privacy, such that information about a homeless student's living situation will be treated as a student education record and not deemed to be directory information.
- H.** Dispute an eligibility, school selection, or enrollment decision, and for a child or youth to be admitted to the school in which enrollment is sought, pending the resolution of the dispute.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: SCHOOL SPONSORED TRIPS: CURRICULUM-BASED AND ELECTIVE TRIPS**

**DATE ADOPTED:** DRAFT

#### **PURPOSE**

The school board recognizes that school-sponsored trips are important components of a student's development and educational program. In addition to supplementing and enriching classroom learning experiences, such trips encourage new interests among students, increase their understanding of the outside world, and increase awareness of community resources. Any student may be denied access to a field trip who demonstrates behavior, discipline, safety concerns or becomes ineligible for academic reasons. The board believes that careful planning can significantly enhance the value and safety of school trips.

#### **I. CURRICULUM-BASED TRIPS**

Curriculum-based trips are considered to be an integral part of the regular school curriculum and are available to all students. If for any reason a student does not attend but will be in school that day, alternative curricular-linked activities must be provided.

#### **II. ELECTIVE BASED TRIPS**

The board also recognizes the value of elective trips which are designed to enhance the educational program and learning opportunities for students. The opportunity to participate in elective trips will be open to students who have the requisite knowledge base, skills, and interest.

The district is not responsible for any costs associated with elective trips.

#### **III. APPROVAL**

All trips taking place within Vermont shall be approved by the principal. The principal will ensure that adequate staff coverage exists for instruction to continue in the teacher's absence. All day trips taking students outside of Vermont must also be approved by the Superintendent.

All overnight trips must be presented to the Superintendent for approval at least six months in advance. The Superintendent recognizes that there are times where the six-month deadline is not attainable. With approval from the principal, overnight trips taking place within the six-month deadline may be presented to the Superintendent on a case by case basis.

Last Adopted: October 3, 2017  
 Date Warned: September 30, 2022  
 First Reading: October 4, 2022  
 Second Reading: February 7, 2023

#### **IV. ADMINISTRATIVE RESPONSIBILITIES**

The Superintendent shall develop comprehensive procedures to facilitate the planning and approval process for all curriculum based trips. Such procedures shall include, but are not limited to the following:

- A.** Identification of clear educational objectives which relate directly to the school curriculum.
- B.** Advance coordination of accommodations to ensure equal opportunities for participation by students with disabilities.
- C.** Communication to all students and chaperones that the reach of school policies and the student handbook extends to the conduct of students during all school sponsored activities, including trips.
- D.** Safety plans for students and their proper supervision by school staff and appropriate volunteers.
- E.** Contingencies need to be made in advance to handle and address any number of safety considerations: missing student(s), theft, student behavior, or any security incident.
- F.** Appropriate planning and budgeting for the cost of the trip, including plans to ensure that no student is denied access to trips on the basis of cost.
- G.** Cancellation provisions regarding foreign trips.
- H.** Appropriate medical precautions.
- I.** Coordination with the U.S. State Department for trips outside of the United States or Canada.
- J.** Appropriate involvement of students and guardians in trip planning.
- K.** Develop a student selection process for elective trips with limited enrollment.

**CONSENT AGENDA**

**Board Meeting Date: February 7, 2023**

**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	Kira	Hislop	New Hire	Elementary Long-Term Substitute	1.0	PPS	Request to Hire	Additional Need	Yes	Yes
Teacher	Jordanna	Silverberg	End of Employment	Elementary Teacher	1.0	PPS	Request to end Employment effective June 30, 2023			

**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	Melissa	Bushell	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Emily Ryan	Yes	Yes
Support Staff	Celeste	Matte	Resignation	Paraeducator	13	PPS	Notice of Resignation			
Support Staff	Katie-Anne	Conway	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Holly Gingras	Yes	Yes
Support Staff	Michael	Breault	End of Employment	Custodian	40	PPS	Notice of End of Employment			
Support Staff	Feza	Walengamina	New Hire	Custodian	40	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Kaitlyn	Benoure	New Hire	Attendance Secretary	37.5	CHS	Notice of Hire	Anne Marie Lavalette	Yes	Yes
Support Staff	Mackenzie	Drake	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Lindsey	Troescher	New Hire	Human Resources Coordinator	40	CO	Notice of Hire	Kelsey Sadewicz	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Library

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

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, January 17, 2023, in the Colchester High School Library. Board members in attendance were Board Chair Lindsey Cox; Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya, and Student Board Representative Olivia Dallamura. District administrators in attendance included Superintendent Amy Minor, Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz, and Business and Operations Manager George Trieb. There were two CSD employees in attendance to present an agenda item and one audience member.

### 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. First Reading of Acceptable and Responsible Computer, Network, and Internet Use Policy: G10 Action

This policy was reviewed as part of the district's policy review cycle and in connection with the next agenda item that recommends the adoption of a cybersecurity policy. Often referred to as the AUP, this policy is provided to students and families annually during the registration process and must be agreed upon to use technology in the district. There were a few recommended updates and changes to the format and listed definitions.

Technology Director Pam Barclay and Network Administrator Peter Keenan were present to answer questions from the board. Board Chair Cox asked if there was any discussion during the review of this policy regarding the use of AI-generated plagiarism. Student Board Member Olivia Dallamura echoed that question, adding that she has heard about students who were considering trying it. Superintendent Minor stated there are procedures regarding plagiarism in some of the curriculum policies, procedures, and school handbooks but they could consider adding a section to the AUP.

Director Anderson noted that technology advances quickly and asked if there are any other areas in addition to AI-generated plagiarism that should be considered. Ms. Barclay stated because things evolve so fast, she would recommend reviewing this policy more frequently.

***Director Anderson moved to approve the first reading of Acceptable and Responsible Computer, Network, and Internet Use Policy: G10. The motion passed unanimously.***



#### **IV. First Reading of Cybersecurity Policy**

**Action**

Cybersecurity is a growing area of concern for school districts. This is a new policy that will soon be required by Vermont School Boards Association. Superintendent Minor stated there are two important purposes to this policy. First, to make sure the district is requiring users to complete mandatory training and secondly to have a reporting mechanism when an incident occurs.

The board engaged in a discussion with Technology Director Pam Barclay and Network Administrator Peter Keenan about the content of the policy and to who it applies. This initial draft of the policy focuses on human risk mitigation factors, and the board suggested adding a section to outline the district's obligations and current practices. They also requested outlining how students are engaged and educated in risk mitigation efforts. Mr. Keenan noted that students do not pose as much of a risk since they do not have the same access to the network as employees, however, teaching safe internet use is always important and something the schools should continue to do.

*Director Yousey-Hindes moved to approve the first reading of the Cybersecurity Policy. The motion passed unanimously.*

#### **V. First Reading of Students Who Are Experiencing Homelessness Policy**

**Action**

This is a new policy that is required by the Vermont School Boards Association (VSBA). Director of Student Support Services Carrie Lutz outlined procedures that are already in place in the district. The spirit of the policy follows the McKinney-Vento Homeless Assistance Act which guarantees educational rights and supports for students experiencing homelessness. The Act provides stability, so students are not forced to continually switch districts as they relocate in search of adequate housing. The board asked how a student is defined as experiencing homelessness along with several other clarifying questions. Board Chair Cox asked why this should be a local policy if it is already law. Superintendent Minor stated the VSBA requires local districts to adopt policies like this to strengthen consistency and ensure districts are compliant. She added that it also makes it more accessible for families to find and understand the supports offered to them.

*Director Kigonya moved to approve the first reading of the Students Experiencing Homelessness Policy. The motion passed unanimously.*

#### **VI. Approval of FY'24 Budget and Warning**

**Action**

Superintendent Amy Minor provided an overview of the information provided over the last two months including enrollment data, state-wide educational tax components, and the comparison of spending per equalized pupil between Chittenden County districts and the statewide average. She then provided the board with two scenarios that outlined recommended additions to staffing and a reduction in open positions. The rationale for the recommended positions were covered in detail at previous meetings. The first scenario would result in a budget of \$52,249,407 which is a 7.59% increase over the current budget and results in an estimated tax increase of 2.23%. The second scenario would result in a budget of \$52,401,407 which is a 7.90% increase over the current budget and results in an estimated tax increase of 2.61%. Superintendent Minor also noted there is a bill being considered in the legislature that could change what language is required to be on the ballot. She expected to know more once it was presented to the Governor next week.

Director Anderson asked if the scenarios were in the range of what other districts are proposing. Superintendent Minor said they in line, and actually slightly under, what other districts are considering. Director Yousey-Hindes pointed out that the estimated tax increase in both scenarios is well below the current rate of inflation and the recommended positions would in most cases directly impact students with the highest needs. Directors Kigonya and Anderson agreed that the recommended positions are important and would serve to increase student outcomes in needed areas. Director Longo appreciated the creative budgeting approach of adding these positions while also reducing open positions to lessen the tax burden. He stated an estimated tax increase of 2.6% is very reasonable and believes with the district's communication plan to inform voters that it would have voter support. Board Chair Cox agreed with the statements made and echoed confidence in the board and district's ability to connect and inform community members.

*Director Yousey-Hindes moved to adopt a budget of \$52,401,407 for the support and operation of the Colchester School District for the year beginning July 1, 2023. The motion passed unanimously.*

*Director Longo moved to warn the year 2023 Annual Town School District meeting by signing the warning for said meeting with the most current statutory ballot language. The motion passed unanimously.*

**VII. Approval of Consent Agenda**

**Action**

The board reviewed the following Consent Agenda.

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**CONSENT AGENDA**

**Board Meeting Date: January 17, 2023**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Typ</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	Emma	Miller	Leave of Absense	Speech Pathologist	1.0	UMS	Request leave of absense 2/1/23-2/17/23			
Teacher	Anita	Dayvie	New Hire	Physical Education Long-Term Substitute	1.0	CHS	Request to Hire	Courtney Boetsma	Yes	Yes

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

<b>Contract Typ</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 Typ</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	Kurt	Wagner	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Catherine Anderson Nguyen	Yes	Yes
Support Staff	Jaileen	Morel-Kunhardt	New Hire	Autism Interventionist	35	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Claire	Chamberlain	Resignation	Head Cook	40	UMS	Notice of Resignation			
Support Staff	Karen	Rolston	New Hire	Paraeducator	32.5	UMS	Notice of Hire	Joy Eidsheim	Yes	Yes
Support Staff	Louisa	Wakefield	New Hire	EL Paraeducator	32.5	CMS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Cameron	Roberts	New Hire	Custodian	15	CMS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Mila	Moussoua	New Hire	Custodian	20	CMS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Dahiro	Abdullahi	New Hire	Custodian	40	MBS	Notice of Hire	Open Position	Yes	Yes

DRAFT

*Director Kigonya moved to approve the consent agenda as presented. The motion passed unanimously.*

**VIII. Approval of Meeting Minutes: January 3, 2023 Action**

Director Yousey-Hindes corrected an error.

*Director Yousey-Hindes moved to approve the amended minutes from the meeting held on January 3, 2023. The motion passed unanimously.*

**IX. Approval of Special Meeting Minutes: January 10, 2023 Action**

*Director Anderson moved to approve the special minutes from the meeting held on January 10, 2023. The motion passed unanimously.*

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

- Superintendent Minor gave a facilities improvement update. Black River Design is preparing to meet and brainstorm expansion ideas with the administration team at Colchester Middle School.
- The board discussed and agreed to record an informational budget session at the next meeting. It will be posted on LCATV's website and air on their channel throughout February.

**XI. Future Agenda Items Information**

- Continuation of policy review
- Quarterly Financial Report

**XII. Adjournment**

*Director Yousey-Hindes moved to adjourn at 8:12 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Meghan Baule  
Recording Secretary

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