

Colchester School Board

Meeting Agenda and Packet

March 7, 2023

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

Agenda

- | | | |
|--------------|--|--------------------|
| I. | Call to Order | |
| II. | Citizen Participation | |
| III. | Second and Final Reading of Acceptable and Responsible Computer, Network and Internet Use Policy: G10 | Action |
| IV. | Second and Final Reading of Cybersecurity Policy: E13 | Action |
| V. | First Reading of School Board Policy: B1 | Action |
| VI. | First Reading of Code of Ethics for School Board Members: B2 | Action |
| VII. | Second and Final Reading of Public Complaints About Personnel Policy: D10 | Action |
| VIII. | Hear and Discuss FY'24 Budget Results | Information |
| IX. | Approval of Recommendation for Administrator Contract Renewals 2023-2024 | Action |
| X. | Approval of Consent Agenda | Action |
| XI. | Approval of Meeting Minutes: February 21, 2023 | Action |
| XII. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| XIII. | Future Agenda Items | Information |
| XIV. | 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 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 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.

COLCHESTER SCHOOL DISTRICT

POLICY: ACCEPTABLE AND RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE (AUP)

DATE ADOPTED: DRAFT

I. PURPOSE

The Colchester School District (“District”) recognizes that information technology resources (IT) are integral to educating today’s children for success in the global community. The School Board fully supports access to these electronic resources by students and staff. The purpose of this policy is to:

- A.** Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
- B.** Ensure the District takes appropriate measures to maintain the safety of everyone who accesses the District’s information technology resources.
- C.** Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other IT resources by school district.

II. DEFINITIONS

Information Technology Resources (IT): The internet, e-mail, electronic and social media, and other network resources, including but not limited to student data and student documents that is accessed on school property or remotely. It also includes devices owned or leased by the District such as computers, computer hardware and software, cell phones and laptops.

Users: Includes anyone who accesses the District’s IT resources, on-site and/or via a remote location, and anyone who uses the District’s IT devices either on or off-site.

III. POLICY STATEMENT

It is the policy of the District to provide students and staff access to a multitude of IT resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community. Users are expected to access IT resources as learning tools. The use of District IT resources is a privilege, not a right. With the privilege of access comes the expectation of all users to exercise responsible use of these resources.

Last Adopted: April 4, 2017
 Date Warned: January 13, 2023
 First Reading: January 17, 2023
 Second Reading: March 7, 2023

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the District's harassment and bullying policies.

IV. GENERAL PROCEDURES

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

- A. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
 1. **Respects One's Self:** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
 2. **Respects Others:** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.
 3. **Protects One's Self and Others:** Users protect themselves and others by taking cybersecurity measures. This includes reporting abuse and not forwarding inappropriate materials and communications. Users are responsible at all times for the proper use of their account by not sharing their system account password and locking their computer when not in use.
 4. **Respects Intellectual Property:** Users suitably cite any and all use of websites, books, media, etc.
 5. **Protects Intellectual Property:** Users request to use the software and media others produce.
- B. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
- C. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.

D. Methods to address the following:

1. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
 - a. Lewd, vulgar, or profane
 - b. Threatening
 - c. Harassing or discriminatory
 - d. Bullying
 - e. Terroristic
 - a. Obscene or pornographic
2. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, dissemination of personal information regarding minors.
5. Restriction of minors’ access to materials harmful to them.

E. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

V. OWNERSHIP OF IT RESOURCES

The District’s IT resources are the property of the Colchester School District.

VI. EXPECTATION OF PRIVACY

Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the District’s computers or other network resources, including personal files, images, and e-mails and other electronic communications.

VII. COMPLIANCE WITH CIPA

In accordance with the Children’s Internet Protection Act (CIPA), the District uses a filtering system to track and monitor all computer and Internet use on the District network. The system is designed to prevent access to material that is obscene, pornographic, or harmful as determined by school administrators. No filtering system is perfect, however. Due to the nature of the Internet and evolving technology, however, even with supervision of students the District cannot guarantee students will not reach an inappropriate site. It is the responsibility of all users to report any inappropriate sites to

school officials to ensure that content is filtered appropriately. Providing access to electronic information does not imply an endorsement by the District of the content, nor does the District guarantee the appropriateness or accuracy of information received.

VIII. IMPLEMENTING PROCEDURES/REGULATIONS

The Superintendent or their designee is responsible for establishing and updating from time to time procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include a description of the rules applying to all users of the District's IT resources, and a process for educating elementary and secondary students annually about Internet safety and responsible digital citizenship.

IX. LIMITATION/DISCLAIMER OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through its IT systems will be error free or without defect. The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's IT resources network, including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the IT resources system including the Internet, or for financial obligations arising through their unauthorized use.

X. ENFORCEMENT

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the District will handle the allegation consistent with the student disciplinary policy. Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

The District shall cooperate to the extent legally required with local, state and federal officials in any investigation related to the misuse of the District's IT resources.

COLCHESTER SCHOOL DISTRICT

POLICY: CYBERSECURITY

DATE ADOPTED: DRAFT

I. PURPOSE

The Colchester School District (“District”) supports secure network systems, including security for all personally identifiable information that is stored on paper or stored digitally on District maintained computers and networks. This policy supports efforts to mitigate and respond to potential cybersecurity incidents that may cause harm to the district, schools, students, or employees.

The primary objective of this policy is to ensure user awareness and training of cybersecurity and their role and responsibility in protecting district data.

- A.** Effective information security requires the awareness and proactive support of all users, supplementing and making full use of the technical security controls. This is obvious in the case of social engineering attacks and frauds, for example, which directly target individuals rather than IT and network systems.
- B.** Lacking adequate information security awareness, users are less likely to recognize or react appropriately to information security threats and incidents and are more likely to place information in danger through lack of education and carelessness.

II. DEFINITIONS

Cybersecurity: The art of protecting networks, devices, and data from unauthorized access or criminal use and the practice of ensuring confidentiality, integrity, and availability of information.

Personally Identifiable Information (PII): Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another or to infer someone’s individual identity.

Security Breach: The unauthorized acquisition or access of computerized data that compromises the security, confidentiality, or integrity of personal information.

Incident: Any event that threatens the confidentiality, integrity, or availability of District information assets (electronic or paper), information systems, and/or the networks that deliver the information. Any violation of computer security policies, acceptable use policies, or standard computer security practices.

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

Users: Includes anyone who accesses the District's IT resources, on-site and/or via a remote location, and anyone who uses the District's IT devices either on or off-site.

III. RISK MITIGATION STRATEGIES

The following security measures shall be taken to help mitigate cybersecurity risks.

- A.** All users will immediately notify the Technology Department of any cybersecurity incidents and possible security breaches.
- B.** Secure passwords are used on all district computers and changed periodically.
- C.** All district devices shall be locked with a password when unattended and will automatically lock when idle.
- D.** All employees shall undergo annual cybersecurity awareness training which emphasizes their personal responsibility for protecting student and employee information. Cybersecurity training shall include, but not be limited to:
 - 1.** Phishing and ransomware
 - 2.** Email and messaging security
 - 3.** Password complexity and two-factor authentication
 - 4.** Personal identifiable information
 - 5.** Malware and virus protection
 - 6.** Safely sharing files with other entities
- E.** All employees with access to sensitive information must ensure that access and transfer of the information is secure.
- F.** All employees shall enable two-factor authentication on their Google account.

IV. INCIDENT RESPONSE MANAGEMENT

The superintendent or their designee shall develop incident response procedures to be implemented should a cybersecurity incident occur.

COLCHESTER SCHOOL DISTRICT

POLICY: SCHOOL BOARD POLICY

DATE ADOPTED: April 6, 2021

POLICY STATEMENT

VSA Title 16 § 423 stipulates that each town school district shall have a school board. The purpose of this policy is to define the make up and some of the operating procedures that will be used by that legislative body.

I. QUALIFICATIONS (VSA Title 16 § 558)

- A. A member of the school board (hereafter referred to as "the board") must be a legal voter in the Colchester Town District.
- B. A member of the board shall not be regularly employed by the school district.

II. BOARD MEMBERSHIP

- A. The board shall be comprised of five members.
- B. The terms of office shall be for three years and two years. One member shall be elected for a three year term and one member elected for a two year term at each annual meeting of the school district. Terms shall end on the third annual and second annual meeting days following their election.
- C. Vacancies shall be refilled in accordance with VSA Title 16 § 424.
- D. Members of the board must be sworn in by the town clerk prior to entering upon the duties of their office. (VSA Title 16 § 561)
- E. The officers of the board shall be a chair, vice-chair, and clerk.
- F. The officers must be nominated annually at the board meeting which next follows the election, and the results of this nomination must be filed at the office of the town clerk and with the Vermont Commissioner of Education. (VSA Title 16 § 561).

Legal References:

V.S.A. Title 1 §§ 310 - 314

V.S.A. Title 16 § 423

- (1) *V.S.A. Title 16 § 424*
- (2) *V.S.A. Title 16 § 554b*

V.S.A. Title 16 § 558

- (3) *V.S.A. Title 16 § 561*
- (4) *V.S.A. Title 16 § 563*

Last Adopted: April 2, 2019
 Date Warned: March 12, 2021
 First Reading: March 16, 2021
 Second Reading: April 6, 2021

III. DUTIES AND RESPONSIBILITIES

- A. The powers, duties and responsibilities of the board are defined in VSA Title 16 § 563. The Colchester School Board will comply with these legal requirements.
- B. Roberts Rules of Order as modified for small boards shall govern the conduct of board meetings. (VSA Title 16 § 554b)
- C. All board meetings will be conducted in accordance with Vermont's open meeting law. (VSA Title 1 §§ 310 - 314)

IV. DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE BOARD

A. Chair

- 1. Presides over meetings of the board.
- 2. Calls special meetings.
- 3. Performs other duties as directed by the board.
- 4. In collaboration with the superintendent, establish the agenda for each meeting.

B. Vice Chair

- 1. Substitute for the chair whenever necessary.

C. Clerk

- 1. Perform all duties required by statute, VSA Title 16 § 561.

V. BOARD MEMBER EDUCATION

- A. Board members will take advantage of training opportunities to learn more about their role, school programs, Vermont Agency of Education functions and legislative activities.
- B. The school district will pay the cost for these training opportunities.

VI. BOARD GOAL-SETTING AND EVALUATIONS

- A. The board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent at least annually.
- B. These goals will address areas such as (not limited to):
 - 1. Policy making,
 - 2. Policy implementation,
 - 3. Community relations,
 - 4. Board interpersonal communication skills,
 - 5. Board-superintendent relations,
 - 6. Fiscal/budget management,
 - 7. The instructional program,
 - 8. Labor relations,
 - 9. Board in-service training and
 - 10. Government relations.

COLCHESTER SCHOOL DISTRICT**POLICY: CODE OF ETHICS FOR SCHOOL BOARD MEMBERS****DATE ADOPTED:** April 6, 2021**POLICY STATEMENT**

A school board member has no legal powers or authority unless acting at a school board meeting or acting for the school board after it formally grants power to act on its behalf. A school board member should perform the duties of a school board member in a manner consistent with this code of ethics.

I. BOARD GOVERNANCE

- A. Set goals for the school system and establish policies to direct its administration.
- B. Maintain confidentiality of discussion conducted in executive session and of other privileged information.
- C. Abide by board decisions regardless of how individuals voted.
- D. Act only as a member of the board and do not assume authority as an individual in school matters when the board is not in session.
- E. Be familiar with and observe Vermont education laws.
- F. Listen to legal counsel and constructive criticism to protect the board and the school system from liability.
- G. Attend all regularly scheduled board meetings, insofar as possible, and review study materials about the issues to be considered on each agenda.

II. BOARD/ADMINISTRATOR RELATIONS

- A. Give school officials authority commensurate with their responsibility, work through the properly appointed school officials according to the school system's organization and policies, and support school officials in the performance of their duties.
- B. Expect the superintendent to keep the board adequately informed through regular written or oral reports and hold the superintendent accountable through an annual job performance evaluation.
- C. Refer complaints, requests, and concerns to the superintendent or other appropriate staff member.

Last Reviewed: April 2, 2019
Date Warned: March 12, 2021
First Reading: March 16, 2021
Second Reading: April 6, 2021

- D. Use the chain of command and avoid making commitments or promises that compromise the board, administration or the school system.
- E. Listen to the recommendations of the superintendent and staff before making decisions and provide advice and counsel to the superintendent.
- F. Recognize that a board member's responsibility is to see that schools are well-run, but not to run them.

III. BOARD MEMBER RELATIONS

- A. Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- B. Voice opinions responsibly, maintain good relations with other board members, respect other board members' rights and opinions, and make no disparaging remarks, in or out of the board meeting, about other board members or school staff. Instead, express opinions in a professional, fair manner.
- C. Accept the responsibility to secure facts before arriving at conclusions.
- D. Expect more time to be spent on educational programs and procedures than on business details at board meetings.

IV. PERSONNEL RELATIONS

- A. Support employment of the best qualified people as school staff and insist on regular, impartial evaluations of all staff.
- B. Hire no superintendent, principal or teacher already under contract with another school unless assurance is first secured from the proper authority that the person can be released from contract.

V. COMMUNITY RELATIONS

- A. Represent the entire community and vote for what seems best for the children and youth of the school system.
- B. Interpret the attitudes, wishes and needs of the community to school staff and communicate the aims, methods and goals of the schools to the community.
- C. Create an environment that fosters community participation and involvement.

VI. BOARD PREPARATION AND TRAINING

- A. Be informed about educational issues by individual study and through participating in programs providing needed information such as those sponsored by the Vermont and National School Boards Associations.

- B. Take advantage of opportunities to improve your knowledge and to build your skills as locally elected members of governing school boards.
- C. Associate with board members from other schools to discuss school problems and cooperate in the improvement of public school conditions.
- D. Provide assistance to new school board members and make sure adequate orientation and training opportunities are offered them.

VII. CONFLICT OF INTEREST

Members of the board recognize the ethical duty of all public officers to avoid conflicts of interest. "Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by their actions as a member of the board. In the case of school board members, this duty is extended by Vermont statutory law to include a requirement that boards adopt policies and procedures to avoid the appearance of conflicts of interest. In order to comply with the obligations thus imposed, the board and its members will adhere to the following standards.

A. RECOMMENDED STANDARDS

1. Board members will be familiar with the NSBA and VSBA Codes of Ethics, and will observe their provisions.
2. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define school board powers and govern board member compensation and public bidding processes.
3. Board members will do nothing intended to give the false impression that they have the authority to make decisions or take action on behalf of the board or the school administration.
4. Board members will not take any action which is intended to give the impression that they would represent special interests or partisan politics for personal gain.
5. Board members will not use their position on the board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.
6. Board members will not accept anything of value in return for taking particular positions on matters before the board.
7. Board members will do nothing intended to leave the impression that their position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

B. AVOIDING CONFLICTS

When a board member becomes aware of involvement in a conflict of interest as defined in state law or this policy, they will declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

C. COMPLAINTS OF CONFLICT OF INTEREST

When a conflict of interest claim against a board member is brought to the board in writing, and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed.

1. Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining board members will determine by majority vote to take one of the following actions:
 - a) Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - b) Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify themselves from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or
 - c) Issue a public finding that the conflict of interest charge is supported by the evidence and, in addition to disqualifying themselves from voting or otherwise participating in the board deliberations or decision, the board member should be formally censured or subjected to such other action as may be allowed by law.

COLCHESTER SCHOOL DISTRICT**POLICY: PUBLIC COMPLAINTS ABOUT PERSONNEL****DATE ADOPTED:** DRAFT**POLICY STATEMENT**

The Board seeks to ensure that concerns and complaints regarding school personnel are resolved in a timely, respectful, and appropriate manner.

IMPLEMENTATION

Concerns and complaints should be resolved at the lowest level possible within the structure of the District. Individuals are encouraged to first bring a complaint or concern to the attention to the individual staff member. If the concern or complaint is not satisfactorily resolved with the individual staff member concerned, it should be brought to the attention of the staff member's immediate teacher/supervisor or administrator. Whenever possible, the complaint shall be in writing stating the issues and supporting facts. As appropriate, the individual staff member shall be advised of the nature of the complaint, shall be given an opportunity for explanation, comment, and presentation of the facts as they see them. Where appropriate, administrators should consult any applicable collective bargaining agreement or School District policies and/or procedures.

If the immediate supervisor or administrator does not resolve the complaint or concern, the complainant may refer the matter to the Superintendent for their review and decision.

When a concern or complaint is brought directly to the School Board or an individual Board member, it shall be referred to the Superintendent. The Superintendent will involve the immediate supervisor or administrator in the resolution.

It is the intent of the Board that the rights of all employees under collective bargaining agreements and Vermont law will be protected through the administration of this policy.

An adopted procedure accompanies this policy detailing the informal and formal procedures for responding to complaints from the public.

Last Adopted: October 2, 2012
Date Warned: September 30, 2022
First Reading: October 4, 2022
Second Reading: March 7, 2023

COLCHESTER SCHOOL DISTRICT
COMPLAINTS FROM THE PUBLIC FORM

INSTRUCTIONS:

This form is to be completed when filing a formal complaint, including complaints filed by members of the public under the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Educational Amendments Act of 1972. Please print or type.

Within three (3) work days after receipt of your complaint you will be contacted by the Principal or Supervisor to set up a meeting to discuss your complaint, if such a meeting has not already occurred. When possible, this meeting will be scheduled within ten (10) days of receiving this completed form.

The Principal or Supervisor will respond in writing within ten (10) work days of the receipt of the complaint or the date of the meeting, if any. The Principal or Supervisor may extend the timeline for no more than ten (10) additional days if necessary and will contact the complainant regarding the extension.

SECTION I: To be Completed by Person Filing Complaint

Name of Person Filing Complaint, Home Phone, Work Phone

Address

Student Name (if applicable), Grade of Student

State Complaint (attach additional sheets if necessary)

Action Requested (attach additional sheets if necessary)

Complainant's Signature

Date

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Library

Tuesday, February 21, 2023
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, February 21, 2023, in the Colchester High School Library. Board members in attendance were Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya, and Student Board Representative Olivia Dallamura. District administrators in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz, and Colchester High School Principal Andrew Conforti. There were two high school students in the audience. Board Chair Lindsey Cox joined the meeting at 7:29 pm.

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 Participation of Home Study Students in School Programs and Activities Policy: F26

Action

This policy review is part of the policy revision cycle. It was last reviewed in 2018 and has served the district well in the past. Language changes have been made to be more in line with the model policy from the Vermont School Board Association (VSBA). The board asked clarifying questions about how the enrollment process works for home study students.

Director Kigonya moved to approve the first reading of the Participation of Home Study Students in School Programs and Activities Policy: F26. The motion passed unanimously.

IV. Approval of Consent Agenda

Action

The board reviewed the following Consent Agenda. There were no licensed professionals listed, so no action was required by the board.

CONSENT AGENDA

Board Meeting Date: February 21, 2023

Licensed Employees (Teacher/Administrator)

Contract Typ	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support

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

Contract Typ	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support

Non-Licensed Employees (Support Staff), Informational

Contract Typ	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Kyle	Simard	New Hire	Technology Specialist	40	CHS	Notice of Hire	Chris Whittaker	Yes	Yes

DRAFT

V. Approval of Meeting Minutes: February 7, 2023 **Action**

Director Yousey-Hindes moved to approve the minutes from the meeting held on February 7, 2023. The motion passed unanimously.

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

- Reminder of the Colchester Town Meeting Night on Monday, March 6 at 7:00 p.m.

VII. Future Agenda Items **Information**

- Continuation of policy review

VIII. Quarterly Financial Report **Informational**

Business and Operations Manager, George Trieb, provided details on the year-to-date financial report for the period ending in December 2022. Revenue and expenditures tracked mostly as expected and the district should expect a slight deficit of \$180,038.

IX. Approval of CHS Bathroom Renovation **Action**

CHS Principal, Andrew Conforti, provided a detailed presentation of the proposed downstairs bathroom renovation for the high school. This renovation has been several years in the works, with the original bid put out just before the pandemic hit in March of 2020. The project was placed on hold after the costs of materials went up once things started to reopen after lockdown. The new design was made with the culture of the school in mind, along with the fact that the public uses these bathrooms for any event taking place at CHS. It features a modern design, all gender stalls, handicap and family accessible stalls, and a more open concept.

Principal Conforti had the design out in the CHS Main Office to get feedback from students. The general consensus was overall positive with some added ideas of improvement for student needs. The board asked some clarifying questions about the design, next steps of bidding if approved, and the plan for renovating the upstairs bathrooms.

Director Anderson moved to approve the CHS downstairs bathroom construction project based on the estimated cost provided by Black River Design. The motion passed unanimously.

X. School Facilities Update **Informational**

Superintendent Amy Minor provided the board with a detailed presentation regarding facilities updates and needs from each building. The common theme among the buildings is the need for more space, especially for support services. Some of these space constraints may have temporary solutions, while others cannot be addressed without a significant facilities renovation. The board requested more specifics about the support services and what they encompass since it is needed among all the buildings. They also requested more details for the short term versus long term solutions and how it will play into the maintenance of our buildings for the future.

XI. Executive Session to Discuss Negotiations

Action

Director Anderson moved to enter executive session at 8:21 p.m. to discuss negotiations. The motion passed unanimously.

Director Yousey-Hindes moved to exit executive session at 8:40 p.m. The motion passed unanimously.

XII. Adjournment

Director Yousey-Hindes moved to adjourn at 8:40 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Gabrielle Brooks
Recording Secretary

Ben Yousey-Hindes
Board Clerk

DRAFT