

Colchester School Board

Meeting Agenda and Packet

April 18, 2023

**Colchester School District
Board of Education Meeting Agenda
April 18, 2023 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
|--|--------------------|
| I. Call to Order | |
| II. Citizen Participation | |
| III. Hear Quarterly Financial Report | Information |
| IV. First Reading of Management of Policies: A1 | Action |
| V. First Reading of Suspension of Policies: A2 | Action |
| VI. First Reading of Fund Raising, Solicitation, Advertising, and Surveying in Schools Policy: H4 | Action |
| VII. Second and Final Reading of Participation of Home Study Students in School Programs and Activities Policy: F26 | Action |
| VIII. First Reading of Independent Educational Evaluation Policy: F25b | Action |
| IX. Approval of Consent Agenda | Action |
| X. Approval of Meeting Minutes: April 4, 2023 | Action |
| XI. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XII. Future Agenda Items | Information |
| XIII. Adjournment | |

***Meeting Participation and Viewing Options**


Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizen's Participation agenda item. Please review the Public Comment Rules listed at www.csdvt.org/schoolboard 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

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

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr. 
Date: April 13, 2023
Subject: Year-To-Date Financial Report – March 2023

The table below shows the total budget and forecast revenue and expense figures for the period ending March 2023. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue the district would expect a slight deficit of \$97,233.

	Budget	Forecast	% of Budget	Variance
Revenue	\$47,304,209	\$47,869,580	101.20%	\$565,371
Expenses	\$47,304,209	\$47,966,813	101.40%	(\$662,604)
<i>Surplus/(Deficit)</i>				<i>(\$97,233)</i>

Attached to this memo is further detail about both the revenue and expenses through March. The district has spent 70.32% of the budget versus spending 66.39% last year at this time. The district's total commitments to date are very much in line with last year.

Revenue

- ✚ Overall, revenue is tracking higher than budget by \$565.4K or 1.20%.
- ✚ This is the first year of moving from a reimbursement based SPED funding model to a census-based model (Act 173).
- ✚ This is also the first year that the district formally budgeted for Extraordinary Reimbursement as this revenue stream has grown significantly over the past few years and as it will remain despite the transition to Act 173.
- ✚ Tuition revenue is forecast to be approximately \$287K or 20.98% higher than budget.
- ✚ Interest receivable is tracking significantly over budget due to a new banking arrangement and rising interest rates.

Amy Minor
Superintendent
of Schools

George Trieb
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

Expenditures

- ✚ The expenditures are projected to be running higher than budget by approximately \$662.6K due primarily to the unbudgeted teacher compensation increase and two unbudgeted items (5352/5451).
- ✚ Furniture and fixtures (5733) are running significantly over budget due to the installation of bleachers at CMS and the purchase of cafeteria tables at CHS and MBS.
- ✚ Supplies – Tech Software (5652) is also significantly over budget and this is due to multiple factors such as more software in classrooms (Dreambox), greater cost to host student software (Powerschool) and additional expenses for IT infrastructure (Firewall Replacement).
- ✚ Cash in lieu (5295) is over budget by approximately \$103K do to the change in the statewide healthcare eligibility, which increased the eligible buyout for those not taking insurance through the district.

The table below shows expenses paid in the second quarter either through board orders or payroll warrants.

Transaction Type	Date	Amount
Payroll Warrant	1/6/23	\$1,083,603
Board Orders	1/11/23	\$657,086
Payroll Warrant	1/17/23	\$72,065
Payroll Warrant	1/20/23	\$1,227,589
Board Orders	1/25/23	\$1,158,114
Total Expenditures		\$4,198,457

Transaction Type	Date	Amount
Board Orders		
Payroll Warrant	2/3/23	\$1,179,964
Board Orders	2/8/23	\$361,076
Payroll Warrant	2/10/23	\$43,830
Payroll Warrant	2/17/23	\$1,184,094
Board Orders	2/22/23	\$916,407
Total Expenditures		\$3,685,371

Transaction Type	Date	Amount
Payroll Warrant	3/3/23	\$1,177,040
Board Orders	3/8/23	\$448,763
Payroll Warrant	3/17/23	\$1,020,852
Board Orders	3/23/23	\$983,684
Payroll Warrant	3/31/23	\$1,193,058
Total Expenditures		\$4,823,397

Colchester School District
Year-End Budget Report - Voted Budget Revenue
As of March 31, 2023

Description	FY2023 Budget	FY2023 Forecast	Revenue Received	Percent Received	Variance Favorable/(Unfavorable)
LOCAL					
Fund Balance	\$1,600,000	\$1,600,000	\$1,600,000	100.00%	\$0
Tuition	\$1,368,750	\$1,655,896	\$1,655,896	120.98%	\$287,146
Interest Earnings	\$15,000	\$140,000	\$94,610	630.73%	\$125,000
Facility Rentals	\$25,000	\$15,000	\$5,450	21.80%	(\$10,000)
Impact Fees	\$150,000	\$150,000	\$0	0.00%	\$0
Miscellaneous	\$25,000	\$77,153	\$77,153	308.61%	\$52,153
Act 176 Funds - High School Completion	\$0	\$11,072	\$11,072	N/A	\$11,072
TOTAL LOCAL	\$3,183,750	\$3,649,121	\$3,444,181	108.18%	\$465,371
STATE					
General State Aid	\$37,637,147	\$37,637,147	\$24,795,532	65.88%	\$0
Transportation Aid	\$480,000	\$530,000	\$353,802	73.71%	\$50,000
Voc. Ed. Transportation Reimb.	\$33,000	\$33,000	\$19,518	59.15%	\$0
Driver Education Reimbursement	\$15,000	\$15,000	\$10,224	68.16%	\$0
TOTAL STATE NON SPECIAL EDUCATION	\$38,165,147	\$38,215,147	\$25,179,076	65.97%	\$50,000
SPECIAL EDUCATION					
Census Block Grant	\$4,440,643	\$4,440,643	\$3,119,880	70.26%	\$0
Extraordinary Reimbursement	\$425,000	\$475,000	\$304,786	71.71%	\$50,000
EEE Program	\$220,369	\$220,369	\$220,369	100.00%	\$0
TOTAL SPECIAL EDUCATION	\$5,086,012	\$5,136,012	\$3,645,035	71.67%	\$50,000
FEDERAL					
SpEd/Title IVB IDEA	\$860,000	\$860,000	\$502,597	58.44%	\$0
SpEd/EEE IDEA Pre-School	\$9,300	\$9,300	\$1,800	19.35%	\$0
TOTAL FEDERAL	\$869,300	\$869,300	\$504,397	58.02%	\$0
TOTAL REVENUE	\$47,304,209	\$47,869,580	\$32,772,689	69.28%	\$565,371

COLCHESTER SCHOOL DISTRICT

Year-to-Date Budget Report - Voted Budget Expenditures (by Account)

As of March 31, 2023

ACCOUNT #	ACCOUNT TITLE	As of March 31, 2023			AVAILABLE BUDGET	% OF BUDGET UTILIZED	VARIANCE
		FY'23 BUDGET	FY'23 FORECAST	EXPENDITURES YTD			
5111	TEACHERS	\$17,222,687	\$17,438,489	\$10,877,367	\$6,345,320	63.2%	(\$215,802)
5121	PARAEDUCATOR	\$3,196,919	\$3,196,919	\$2,207,130	\$989,789	69.0%	\$0
5131	SUBSTITUTES	\$435,000	\$435,000	\$332,205	\$102,795	76.4%	\$0
5141	ADMINISTRATION	\$2,042,299	\$2,042,299	\$1,525,346	\$516,953	74.7%	\$0
5151	MID-MANAGEMENT/SUPERVISOR	\$495,177	\$443,545	\$346,633	\$148,544	70.0%	\$51,632
5161	SUPPORT STAFF - CLERICAL	\$1,059,951	\$1,059,951	\$778,683	\$281,268	73.5%	\$0
5171	TECH & PROF STAFF	\$904,635	\$904,635	\$675,733	\$228,902	74.7%	\$0
5172	TCH & PRF STF-OT/PT/BS/CC	\$493,276	\$567,211	\$363,632	\$129,644	73.7%	(\$73,935)
5181	NON-CLERICAL GENERALISTS	\$898,332	\$898,332	\$668,186	\$230,146	74.4%	\$0
5191	STIPENDS- BOARD ED	\$8,500	\$8,500	\$8,500	\$0	100.0%	\$0
5192	STIPENDS- OTHER	\$539,629	\$539,629	\$484,201	\$55,428	89.7%	\$0
5211	HEALTH INSURANCE	\$4,236,978	\$4,100,000	\$3,563,040	\$673,938	84.1%	\$136,978
5212	HEALTH CARE CONTRIBUTION	\$7,000	\$7,000	\$5,977	\$1,023	85.4%	\$0
5218	HAS	\$20,000	\$41,600	\$41,600	(\$21,600)	208.0%	(\$21,600)
5219	HRA	\$843,536	\$735,000	\$458,862	\$384,674	54.4%	\$108,536
5220	FICA	\$2,046,959	\$2,046,959	\$1,351,556	\$695,403	66.0%	\$0
5232	VSTRS- OPEB	\$83,292	\$110,696	\$110,696	(\$27,404)	132.9%	(\$27,404)
5233	VSTRS- PENSION PAYMENTS	\$27,932	\$27,932	\$19,625	\$8,307	70.3%	\$0
5234	VMERS	\$334,847	\$350,000	\$280,681	\$54,166	83.8%	(\$15,153)
5251	TUITION REIMB- TEACHER	\$175,000	\$160,000	\$93,429	\$81,571	53.4%	\$15,000
5252	TUITION REIMB- SPT STF	\$37,000	\$15,000	\$9,194	\$27,806	24.8%	\$22,000
5253	TUITION REIMBURSEMENT - ADMIN	\$18,000	\$5,000	\$2,071	\$15,929	11.5%	\$13,000
5261	UNEMPLOYMENT COMPENSATION	\$40,000	\$0	\$0	\$40,000	N/A	\$40,000
5271	WORKERS COMPENSATION	\$246,036	\$232,000	\$214,161	\$31,875	87.0%	\$14,036
5281	DENTAL	\$290,901	\$275,000	\$221,949	\$68,952	76.3%	\$15,901
5292	LIFE	\$37,411	\$37,411	\$24,727	\$12,684	66.1%	\$0
5294	LTD	\$76,025	\$76,025	\$50,168	\$25,857	66.0%	\$0
5295	CASH IN LIEU	\$317,000	\$420,000	\$242,350	\$74,650	76.5%	(\$103,000)
5296	LIEU OF SICK	\$3,000	\$3,000	\$1,740	\$1,260	58.0%	\$0
5311	OFFICIAL/ADMIN SERVICES	\$500	\$500	\$0	\$500	N/A	\$0
5321	PROFESSIONAL EDU SERVICES	\$700,664	\$942,691	\$742,316	(\$41,652)	105.9%	(\$242,027)
5331	EMP TRAINING/DEVELOP	\$20,000	\$32,405	\$32,405	(\$12,405)	162.0%	(\$12,405)
5341	OTHER PROFESSNL SERVICES	\$701,911	\$575,000	\$358,751	\$343,160	51.1%	\$126,911
5342	AUDITING SERVICES	\$29,000	\$38,392	\$38,392	(\$9,392)	132.4%	(\$9,392)
5352	OTH TECHNICAL SERVICES	\$0	\$67,110	\$67,110	(\$67,110)	#DIV/0!	(\$67,110)
5411	UTILITY SERVICES	\$71,750	\$78,000	\$58,496	\$13,254	81.5%	(\$6,250)
5425	TRASH & RECYCLING	\$52,403	\$61,000	\$43,700	\$8,703	83.4%	(\$8,597)

COLCHESTER SCHOOL DISTRICT

Year-to-Date Budget Report - Voted Budget Expenditures (by Account)

As of March 31, 2023

ACCOUNT #	ACCOUNT TITLE	As of March 31, 2023			AVAILABLE BUDGET	% OF BUDGET UTILIZED	VARIANCE
		FY'23 BUDGET	FY'23 FORECAST	EXPENDITURES YTD			
5431	NONTECHNLGY REPAIR/MAINT	\$913,349	\$913,349	\$769,459	\$143,890	84.2%	\$0
5432	TECHNOLOGY REPAIR/MAINT	\$0	\$17,239	\$17,239	(\$17,239)	#DIV/0!	(\$17,239)
5441	RENTALS-LAND/BUILDINGS	\$115,000	\$97,172	\$97,172	\$17,828	84.5%	\$17,828
5442	RENTALS-EQUIPMNT/VEHICLES	\$85,000	\$95,000	\$87,467	(\$2,467)	102.9%	(\$10,000)
5451	CONSTRUCTION SERVICES	\$0	\$591,103	\$529,603	(\$529,603)	#DIV/0!	(\$591,103)
5490	OTHER PURCH PROPERTY SERV	\$35,000	\$42,849	\$42,849	(\$7,849)	122.4%	(\$7,849)
5513	STUDENT TRAN CONTRACT	\$1,644,347	\$1,475,000	\$851,938	\$792,409	51.8%	\$169,347
5519	STUDENT TRAN OTHER EXTRA	\$458,728	\$458,728	\$354,219	\$104,509	77.2%	\$0
5521	INSURANCE (NOT EMP BEN)	\$56,000	\$58,435	\$58,435	(\$2,435)	104.3%	(\$2,435)
5522	INSURANCE- LIABILITY	\$81,000	\$100,002	\$100,002	(\$19,002)	123.5%	(\$19,002)
5531	COMMUNICATIONS	\$60,000	\$35,000	\$22,992	\$37,008	38.3%	\$25,000
5533	POSTAGE	\$31,861	\$22,000	\$14,837	\$17,024	46.6%	\$9,861
5534	TELEPHONE AND VOICE	\$27,500	\$27,500	\$18,756	\$8,744	68.2%	\$0
5541	ADVERTISING	\$12,500	\$20,000	\$17,179	(\$4,679)	137.4%	(\$7,500)
5551	PRINTING AND BINDING	\$14,000	\$8,000	\$4,830	\$9,170	34.5%	\$6,000
5561	TUITN TO PUB VT LEAS	\$60,000	\$10,000	\$8,689	\$51,311	14.5%	\$50,000
5562	TUITN TO PRIV VT LEAS	\$2,238,239	\$2,000,000	\$1,329,382	\$908,857	59.4%	\$238,239
5566	TUITN TO VC-ON BEHALF	\$436,394	\$436,394	\$0	\$436,394	N/A	\$0
5567	TUITN TO VC	\$366,394	\$366,394	\$132,138	\$234,256	36.1%	\$0
5581	TRAVEL	\$42,237	\$35,000	\$19,855	\$22,382	47.0%	\$7,237
5611	GENERAL SUPPLIES	\$827,826	\$827,826	\$744,557	\$83,269	89.9%	\$0
5621	NATURAL GAS	\$187,200	\$170,000	\$121,047	\$66,153	64.7%	\$17,200
5622	ELECTRICITY	\$448,694	\$448,694	\$288,810	\$159,884	64.4%	\$0
5626	GASOLINE	\$20,000	\$25,000	\$19,461	\$539	97.3%	(\$5,000)
5641	BOOKS AND PERIODICALS	\$106,185	\$106,185	\$57,698	\$48,487	54.3%	\$0
5651	SUPPLIES - TECH RELATED	\$15,375	\$15,375	\$10,505	\$4,870	68.3%	\$0
5652	SUPPLIES - TECH SOFTWARE	\$175,000	\$270,000	\$264,602	(\$89,602)	151.2%	(\$95,000)
5731	MACHINERY	\$15,000	\$50,211	\$50,211	(\$35,211)	334.7%	(\$35,211)
5732	VEHICLES	\$40,000	\$0	\$0	\$40,000	N/A	\$40,000
5733	FURNITURE AND FIXTURES	\$90,000	\$202,526	\$202,526	(\$112,526)	225.0%	(\$112,526)
5734	TECH-RELATED HARDWARE	\$420,146	\$400,000	\$158,787	\$261,359	37.8%	\$20,146
5811	DUES AND FEES - STAFF	\$56,456	\$56,456	\$52,631	\$3,825	93.2%	\$0
5831	REDEMPTION OF PRINCIPAL	\$294,118	\$294,118	\$294,118	\$0	100.0%	\$0
5832	INTEREST ON LT DEBT	\$200,000	\$165,000	\$69,910	\$130,090	35.0%	\$35,000
5899	MISC EXPENDITURES - OTHER	\$17,110	\$17,110	\$13,163	\$3,947	76.9%	\$0
5911	FD TRSF- CONTRIB RSRV	\$0	\$136,916	\$136,916	(\$136,916)	#DIV/0!	(\$136,916)
	TOTALS	\$47,304,209	\$47,966,813	\$33,262,595	\$14,041,614	70.3%	(\$662,604)

COLCHESTER SCHOOL DISTRICT

POLICY: MANAGEMENT OF POLICIES

DATE ADOPTED: April 6, 2021

PURPOSE

VSA Title 16 § 563 specifies the powers of the school board and the duties of the board. The formulation and adoption of written policies is the basic method by which the board of school directors exercises its leadership in the operation of the school district.

I. DEFINITIONS

- A. Policies** guide the school board, administrators and other district employees, students, parents/guardians, and community members by stating district goals and establishing parameters for administrative action.
- B. Policy or purpose statements** are written principles adopted by the school board to set basic philosophy concerning the operations of the school district. They should be brief, yet be specific enough to provide clear guidelines.
- C. Procedures** are developed by the superintendent or their designee to provide for the management of the district by describing how tasks will be carried out and board policies will be implemented.

II. POLICY DEVELOPMENT

- A.** Policies shall normally be adopted at regular school board meetings. Revisions of any policy shall be treated in the same manner as the adoption of the policy.
- B.** There shall be at least two accepted readings (reviews) of each policy/revision. The policy may be adopted following the acceptance of the second reading, at the same meeting.
- C.** The school board shall provide public notice of its intent to adopt/revise any policy. This notice shall be made at least ten (10) calendar days prior to the adoption of the policy or revision. Usually, this notification will occur prior to the first reading of the policy.
- D.** The school board shall review the procedures and regulations associated with each policy upon adoption of the policy and upon revision by the superintendent.
- E.** Policies shall be codified in accordance with the Vermont School Boards Association's Model Policy Manual. All policies in effect upon the adoption of this policy shall be recoded and named to match that codification system.

Last Adopted: March 3, 2020
 Date Warned: March 12, 2021
 First Reading: March 16, 2021
 Second Reading: April 6, 2021

- F. It is the board's intention to review each policy every five (5) years.

III. ADMINISTRATIVE RESPONSIBILITIES

- A. The superintendent or their designee shall manage the implementation of this policy. They will ensure that each policy is formatted and codified in accordance with the district format and VSBA codification.
- B. The superintendent or their designee shall maintain the master policy manual. This manual shall contain the most recent adopted version of each policy and shall be the copy referred to if questions arise.
- C. The superintendent or their designee will maintain an up-to-date copy of the policy manual for public review. Updated policies will be posted publicly within five (5) days of adoption/approval.
- D. The district's web site will contain copies of all policies.

COLCHESTER SCHOOL DISTRICT

POLICY: **SUSPENSION OF POLICIES**

DATE ADOPTED: April 6, 2021

POLICY STATEMENT

The application of any section or sections of board policies not established by law or contract may be temporarily suspended by a vote of at least four (4) board members present at a regular or special meeting called for the purpose of dealing with a problem affected by a specific section or sections of policy.

The board shall, at its next regular meeting, reconsider its suspension of any policy, using adopted procedures to permanently adjust or amend its policies.

Last Adopted: October 28, 2005
Date Warned: March 12, 2021
First Reading: March 16, 2021
Second Reading: April 6, 2021

COLCHESTER SCHOOL DISTRICT

POLICY: FUND RAISING, SOLICITATION, ADVERTISING, AND SURVEYING IN SCHOOLS

DATE ADOPTED: October 17, 2001

PURPOSE:

It is the intention of the Colchester School District to fund its educational programs through the General Fund Budget approved by the voters whenever possible and practical. Fund raising, solicitation, advertising, and surveying in schools shall occur only when they support district goals. The School Board recognizes the need to prevent exploitation of students, parents and the community. The purpose of this policy is to set some limits on these functions so as to prevent the exhaustion of both the resources and the good will of the school community.

DEFINITIONS

Major: A major fund raising activity is one that involves or may involve the whole Colchester community. An example is the United Way.

Minor: A minor fund raising activity is one that involves only the students from one school building. The activity does not involve the whole Colchester community. Bake sales would fit into this category.

On going: There are some on-going projects that raise money for school events. Examples include sales at the School Stores, vending machines, the Concession Stand or the Booster Bingo. These fundraisers are on going in nature and the funds are designated to specific clubs or activities. On-going projects may run concurrently with Major and Minor fund raising efforts.

POLICY STATEMENTS

Fund raising, solicitation, advertising, and surveying in schools are not the primary proposes of the School District. These functions cannot be allowed to interfere with the educational programs.

No staff member or student shall be coerced or forced: to participate in fund raising activities either in selling or purchasing, to actively participate in solicitation or advertising efforts, to participate in surveys.

Commercial or political materials shall not be distributed directly to students or staff.

Fund raising

1. The School Board cannot supervise or control the fund raising activities of any autonomous organizations. However, when funds are raised to support school-sponsored activities and programs, such organization shall comply with the guidelines set forth herein.

Date Warned: August 31, 2001
 First Reading: September 5, 2001
 Second Reading: October 17, 2001

2. No fund raising activities or purchases shall cause an increase in the School District's liability either financially or otherwise.
3. The Superintendent of Schools is the approving authority for all major fund raising activities. Building Principals retain this authority for minor fund raising activities within their school building.
4. Any activity, which is partially funded by the School District, must be completely controlled by the School District.
5. Any activity, which results in the School District being represented outside the district, must be under the coordination and supervision of the district.
6. All fund raising related to food sale activities, such as Bake Sales or the sale of candy bars shall not interfere or compete with the Food Service program within the School District.
7. The Administrative Team shall make every effort to coordinate and limit the number of concurrent fund raising activities.
8. All school activity funds shall be deposited into the appropriate building student activity account and shall follow the policy and procedures of the STUDENT ACTIVITY ACCOUNTS POLICY

Solicitation and Advertising

1. Students are captive audiences, whose purpose is education. The Colchester School District does not intend to abuse the purpose of that audience by advertising or solicitation for the sale or otherwise promoting products. On the other hand, it may be in the best interest for students to learn about opportunities and products that may be of help or service to them. Additionally some advertisers may contribute to the school district in unique ways in exchange for advertising. An example is the scoreboards at the athletic fields with a soft drink advertisement affixed, which scoreboard is provided by the advertiser at no cost to the district.
2. The principal must approve all advertising, sales or solicitations on school premises. He/she shall use the educational value, age of the students, and nature of the items for sale as part of the decision criteria for such approval. The decisions to approve must be based on benefit to the student above all other criteria.

Surveying

1. Surveys of more than one building are considered major and require Superintendent approval. When a survey asks for participation from only one grade in one building, the building principal shall be the approving authority.
2. Surveys that question specific student behavior shall be referred to the Superintendent for approval.

The Superintendent shall develop Procedural Regulations to implement the intent of this policy. He or she may modify those procedures from time to time as necessary for the optimum operation of the School District.

PROCEDURAL REGULATIONS

Fund Raising

Procedures For Autonomous Organizations

1. All organizations must comply with all applicable local, state and federal laws and regulations.
2. The Superintendent (in the case of major) or the building principal (in the case of minor) must be informed of any activity aimed at raising funds for school related activities and programs, prior to the start of any such effort. Information to be provided must include starting and ending dates of the activity; amount anticipated to be raised, a description of the activity, and the purpose for which the funds will be expended. The intent of this clause is informational and possible coordination only, and not control.
3. Funds provided in support of school activities by an outside organization must not place the school in violation of any local, state, or federal law or regulation, nor shall such funds or activities increase the school district's liability.

Procedures for School Staff and Organizations

Major: A major fundraiser is defined as a project that involves or may involve the entire Colchester school community including out-of-school sales.

1. A major fundraiser will have a designated beginning and ending date.
2. The coach or advisor will present proposals for major fundraisers to the Superintendent via the building principal. Proposals will include: type of fundraiser, product or service to be sold, anticipated income, and intended use of the income.
3. In the event of a district-based raffle, the Superintendent prior to their sale must review raffle tickets. Tickets shall include school district name, sponsoring organization, price, and drawing date. All tickets remain the responsibility of the sponsoring organization with accountability to the Superintendent.
4. Approval by the Superintendent must be obtained before the fundraiser starts.
5. Prior to the start of a major project, the coach or advisor will provide each affected building principal with the Superintendent's approval information.
6. All major fundraisers will be placed on the district calendar of events.

Minor: A minor fundraiser is defined as a project that involves only students in a specific building, and does not involve the whole Colchester community.

1. Minor fundraisers may be operated at the discretion of the building principal. The proposal to the principal will include: type of fundraiser, product or service to be sold, anticipated income, and intended use of the income.

2. In the event of a school-based raffle, raffle tickets are to be reviewed by the school principal prior to their sale. Tickets shall include school name, sponsoring organization, price, and drawing date. All tickets remain the responsibility of the sponsoring organization with accountability to the principal.
3. Minor fundraisers may not exceed ten (10) school days. An extension may be granted at the principal's discretion.
4. No funds may be released for the use of the organization until all fund accounting procedures and requirements have been satisfied.
5. Purchases made as a result of these fund raising activities must be approved by the principal and appropriately inventoried or documented.
6. Building principals will assure that parents are notified prior to the start of fund raising projects.

On going: An on going fundraiser is one that is continuous in nature and supports a defined project or program. This type of fundraiser does not have the limited time frame that is associated with other fundraisers.

1. No funds may be released for the use of the organization until all fund accounting procedures and requirements have been satisfied.
2. Purchases made as a result of these fund raising activities must be approved by the principal and appropriately inventoried or documented.

Solicitation and Advertising

1. Permission to post bulletins announcing services to students or staff must be obtained from the school principal.
2. All sales or solicitations on school premises require the approval of the principal.
3. Availability of any announcements or materials not related directly to the instructional program of the school requires the principal's approval.

Surveys

1. Organizations or individuals wishing to survey students or staff must forward their request and a sample survey to the Superintendent or building principal for his/her approval.

COLCHESTER SCHOOL DISTRICT

POLICY: PARTICIPATION OF HOME STUDY STUDENTS IN SCHOOL PROGRAMS AND ACTIVITIES

DATE ADOPTED: May 15, 2018

POLICY STATEMENT

The Colchester School District recognizes that some families believe home schooling is the best educational format for their children. The Colchester School District believes that home study and fully enrolled students can benefit from participating together in school activities and programs and strives to provide educational services in ways which are consistent with the needs of both fully enrolled students and home study students.

In accordance with Act 119, home study students may participate in courses, programs, activities, and services and use school educational materials and equipment. Close communications between home study students and their local public schools are encouraged to promote the benefits of joint participation.

I. DEFINITION AND REGULATIONS

A. Home Study Program

“Home Study Program” means an educational program offered through home study which provides a minimum course of study and which is offered to not more than:

1. Children residing in that home; and
2. Children not residing in that home who either are two or fewer in number or who are from one family.

B. Special Services

Students enrolled full time in home study programs are not entitled to special education services at the public schools. The district, through consultation with parents/guardians, may, but are not required to, provide special education supports and services to fulltime homeschoolers through a “services plan”. A services plan may include professional consultation, special education and/or related services.

Legal References:

- 16 V.S.A. 563 (24)
- Vermont State Board of Education Manual of Rules & Practices §§4400, 9200.3.1, 2367
- 20 U.S.C. §§1400 et seq., IDEA
- 34 C.F.R. §§ 300.450-2, 76.650-662

Last Adopted: August 2, 2000
 Date Warned: April 27, 2018
 First Reading: May 1, 2018
 Second Reading: May 15, 2018

A part time home study student who is enrolled in a course at the district may be eligible for special education services if needed to access the specific course.

C. Compliance with Procedures

All parents and guardians will comply with the application and enrollment deadlines as well as all legal and policy requirements such as immunization and the provision of student information including health records, emergency contacts and other necessary background information outlined in the administrative procedures.

All students must abide by rules of conduct and other conditions set forth in the student handbook, school policies and procedures.

D. Supervision of Students

School personnel are responsible for supervising students during their approved participation in school-sponsored activities. Parents of home study students must provide supervision for their children when they are at school but not participating formally in school activities.

E. Transportation

Home study students may participate in the regular school transportation arrangements to attend school programs in which they are enrolled. The school will not supply special transportation except as provided for in law.

II. PARTICIPATION

Participation of home study students in programs and activities shall be subject to the following conditions.

- A.** Home study students must supply to the school a copy of their formal home study enrollment notification from the Secretary of Education.
- B.** Home study students who participate in part of the regular public school curriculum are expected to adhere to the school's disciplinary and attendance policies.
- C.** All students are subject to the same age, performance, and prerequisite standards for admission to courses and co-curricular activities.
- D.** A home study student shall be eligible to enroll as a part-time student in a school operated by the district as long as they take 3/5 of their core courses at home.
- E.** Home study students seeking admission to courses requiring prerequisites will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. The teacher, school counselor,

- and/or principal will discuss alternative ways to demonstrate achievement with the parents of home study students. Final determination of a student's qualifications to enroll in a course requiring prerequisites will be made by the teacher, school counselor, and/or principal.
- F. Students may not enroll for single subjects which are taught as part of integrated courses - those courses that cover two or more subjects and are taught by a single individual or team - but may seek admission to the integrated course.
 - G. Participation in athletic and other extra-curricular programs and activities will be in compliance with the school's eligibility requirements as well as with the 1999 guidelines adopted by the Vermont Principals Association.
 - H. It may be neither practical nor feasible for home study students to participate in special programs that have unclear or flexible schedules. The parents or guardians of home study students must take the initiative to check with the school on the scheduling of events and possible changes that may occur.
 - I. The parents or guardians of home study students may be asked to provide supervision for some activities on the same basis as the parents of fully enrolled students.
 - J. Home study students may participate in the school's standardized testing program at the regularly scheduled times after giving appropriate notice to the school as outlined in the administrative procedures.

III. USE OF FACILITIES, EQUIPMENT AND MATERIALS

Use of facilities, equipment and materials by home study students is subject to the following conditions.

- A. The use by home study students does not interrupt or disrupt regularly scheduled uses.
- B. Request for use has been made and approved according to the administrative procedures that apply to all requests for such use.
- C. The use does not involve removal of equipment from the school premises except as explicitly allowed.
- D. Library books and other materials are signed out according to established procedures and are subject to replacement or fines for damage or loss as defined in the administrative procedures.

IV. SCHOOL ADMINISTRATION

- A.** The school will include home study students on the school register and count them for the purpose of state aid for the portion of the school day in which students are enrolled in academic courses.
- B.** For each co-curricular activity in which a non-enrolled home study student participates, the school shall count 0.03 FTE as allowed under rule 9200.3.1.
- C.** The capacities of classroom courses and other co-curricular activities are outlined in administrative procedures and updated regularly to reflect the class sizes specifically desired by the district, the capacity of special equipment used in science, language, business laboratories or other specialized classrooms, or other limitations on participation.
- D.** In cases where applications for enrollment exceed capacity, first priority for enrollment in curricular and co-curricular activities will be determined considering the following for all students:
 - 1.** Is the course or activity needed as a prerequisite to another course or activity?
 - 2.** Is graduation of the student dependent upon completion of the course?
 - 3.** In the absence of other prevailing factors, enrollment will be determined by:
 - i.** Performance based criteria.
 - ii.** Fully enrolled students will have first priority in co-curricular activities. This option may not be applied to admissions to academic programs.
 - iii.** First-come, first-served.
- E.** When choices for admission to either academic or co-curricular programs must be made because of limited space, the district will report to the Secretary of Education on the form provided. The district shall provide other information on the integration of home study students into the public school as requested by the secretary.
- F.** The principal, or their designee, is responsible for administering this policy and for all decisions made under the direction of this policy. The principal or designee will act on all requests within 10 working days of receiving the request.

V. APPEALS PROCESS

Should a parent or guardian disagree or have concerns with the principal's decision, an appeal may be made to the Superintendent of Schools [Colchester School District, P.O. Box 27, Colchester, VT 05446-0027/Telephone: 802-264-5999]. Within ten working days of receiving an appeal, the Superintendent shall meet with the parent(s) and make a decision on the appeal in a prompt fashion. A final appeal from the Superintendent's decision may be made to the Colchester School Board which will

schedule a timely hearing and render a final decision within ten working days of the hearing date.

COLCHESTER SCHOOL DISTRICT

POLICY: INDEPENDENT EDUCATIONAL EVALUATION POLICY

DATE ADOPTED: December 19, 2017

POLICY STATEMENT

The Colchester School District (CSD) recognizes that the Individuals with Disabilities Act (the “Act”) and its implementing regulations provide a right to parents to obtain an independent educational evaluation (IEE) of their child if the parent disagrees with an evaluation obtained or performed by the child’s special education Evaluation and Planning Team.

Under the Act, the parent has a right to obtain an IEE at public expense if:

1. The other criteria in statute, regulations, and local policy/procedures are met; and
2. The CSD does not initiate a due process proceeding to show that the Evaluation and Planning Team’s evaluation is appropriate.

The Superintendent or their designee shall develop and revise procedures, including IEE criteria, as needed to implement this policy, in compliance with state and federal law.

Last Adopted: March 8, 2005
Date Warned: December 1, 2017
First Reading: December 5, 2017
Second Reading: December 19, 2017

INDEPENDENT EDUCATIONAL EVALUATION PROCEDURES

Independent Educational Evaluations Paid for by the School District

The following procedures apply to all independent educational evaluations (IEEs) to be paid for by the School District, whether arranged for by the Evaluation Planning Team or as an Independent Educational Evaluation at parental request.

1. **Dissemination of IEE Policy and Procedure.** [At the time the Written Evaluation Report, or other report, of evaluation by the District is delivered to the parents, and/or] when parents inquire concerning independent evaluations, the parents shall be provided with a copy of this local procedure and policy, including attached Schedules A and B.
2. **Discussion of IEE with District Before IEE.** Parents and guardians are encouraged to consult, in advance of scheduling an independent evaluation, with the Director of Special Services concerning the need for an independent evaluation and the qualifications of the evaluator and relevant local evaluation standards. The Director (or designee) may inquire of the parents the reason(s) why they object to the evaluation team's evaluation, but the parents may not be required to respond, and the District may not unreasonably delay the providing of the evaluation at no cost to the parent or the filing for due process to defend the District's evaluation, whichever the District decides to do.
3. **Criteria Applicable to IEE's Paid for By the School District.** An independent evaluation at public expense must be obtained under the same criteria that the District uses when it initiates an evaluation and uses an outside evaluator. See, Criteria for Evaluations Initiated by District or Parents at Public Expense (Schedule A).

The District may challenge and refuse to reimburse any evaluator/evaluation (or part thereof) not meeting the criteria, by requesting a due process hearing. The request for due process should be made without unnecessary delay.

4. The Director shall provide parents or guardians, upon request, with a list of evaluation agents/sites that provide evaluations in the required geographic area. (See Schedule B). Parents and guardians are not required to select an evaluator from the list. The list is provided for informational purposes only. Inclusion of an evaluator on the list does not mean that the District recommends or endorses the evaluator, nor does it mean that those listed have the licensing or other qualifications to perform a particular kind of evaluation or test. Parents should make sure that the evaluator is located within the required geographical area, and should verify with a potential evaluator that the independent evaluator meets the qualification criteria of Schedule A, with respect to the particular evaluation or test(s) to be performed.
5. Except for the criteria described in the IEE policy, this procedure, and Schedules A and B, the District may not impose conditions or timelines related to obtaining an independent educational evaluation at the District's expense. 34 C.F.R. §300.502(e)(2).

6. **Consideration of Results of IEE by EPT and/or IEP Teams.** The results of any independent evaluation which meets the School District's independent evaluation criteria, whether or not paid for at District expense, and whether or not it precedes or follows a District evaluation, shall be considered by the Evaluation and Planning Team (EPT) and/or IEP Team meeting participants in any decision made with respect to the provision of a free appropriate public education to the student, and may be presented as evidence in a due process hearing regarding that child. Where a decision has been made prior to the availability of the results of the IEE, the relevant team should be convened to consider the IEE results when they become available.

7. **Only One Publicly-Funded Evaluation.** The District is not required to fund more than one parent-initiated independent evaluation for each District evaluation with which the parent disagrees. Each time the District conducts an evaluation with which the parent disagrees, however, the parent has a right to an independent evaluation. Parents are not entitled to reimbursement for independent evaluations which are not initiated as a result of disagreement with an evaluation by the District. The District always has the alternative of seeking a due process determination that its evaluation was appropriate, and/or that the parents' independent evaluation does not meet District criteria, as reflected in this procedure and Schedules A and B.

8. **Policy Requirements Apply to All IEE's.** Where a parent or guardian has obtained an independent evaluation without first consulting the Director of Instructional Support Services, reimbursement shall nonetheless be subject to all conditions and criteria set forth herein, including the IEE policy, Schedules A and B.

9. **Re-evaluation Distinguished:** **NOTE:** Where a parent or staff member feels that an evaluation is required:
 - (1) Because a child's performance, behavior or condition has changed since the last evaluation conducted by the Evaluation and Planning Team; or
 - (2) Because the child's performance, behavior or condition warrants evaluation of an area not previously identified as an area to be evaluated by the Team,

the staff member or parent should request that a *re-evaluation* (i.e., additional evaluation) be performed through the Evaluation and Planning Team. The Evaluation and Planning Team shall promptly prepare and implement an evaluation plan, with parental input, pursuant to the usual procedures. If the parents disagree with the results of the reevaluation, they may then request an independent evaluation at public expense pursuant to this procedure.

Independent Evaluations Ordered by a Hearing Officer.

If a Hearing Officer requests an independent educational evaluation as part of a hearing, the cost of the evaluation shall be at public expense.

SCHEDULE A

Evaluation Criteria For Independent Educational Evaluations Initiated By District or Parents At Public Expense

The following procedures and criteria apply to all independent educational evaluations to be conducted at District expense. Failure to comply with any of the criteria and/or procedures listed, may result in the District's refusal to fund an independent evaluation.

1. **Location:** All evaluations shall be conducted within the State of Vermont or within a 25 mile radius of the Colchester School District central office, Colchester, VT (the "designated area"). Under special circumstances (for example, where either scheduling or the uniqueness of the issue to be evaluated render assessment within the designated area impracticable), evaluations may be sought outside the designated area, with the prior written approval of the Superintendent. The person seeking an evaluation outside of the designated area shall show (a) that unique circumstances require evaluation outside the designated area; (b) that the costs of the evaluation are not excessive when compared to the customary and usual charges in Vermont for a comparable evaluation. In the event of such a waiver, other criteria listed below shall still apply, and reimbursement for approved associated expenses (meals, room, travel) shall be limited to the current District rates for meals and to the current federal government rate per mile for travel. (The current rates at a given time are available by phone from the Business and Operations Manager in the Colchester School District central office.) Travel other than by car, and lodging, shall be pre-approved by the Superintendent, shall be limited to the allowable expenses for one adult and the child, and shall be arranged in advance by the District.
2. **Qualifications of Evaluators:**
 1. Evaluators must have the following minimum qualifications:
 - (1) Expertise in the particular area for which information is sought and meet applicable state licensing and/or endorsement requirements;
 - (2) Training in administering the evaluation procedure(s) being used, and in scoring and interpreting the results, as required by and in conformance with the instructions provided by the producer of the evaluation procedure.
 2. In addition, where eligibility in any of the following categories of disability is concerned, the evaluator must be licensed in the applicable field specifically indicated by the appropriate provision of the VDE Rule 2362.1 (a)-(i), as it may be amended from time to time:
 - (1) Visual Impairment: optometrist or ophthalmologist;
 - (2) Deafness or being hard of hearing: audiologist, otologist or otolaryngologist;

- (3) Speech or language impairment: speech-language pathologist;
- (4) Orthopedic impairment: physician;
- (5) Chronic or acute health impairment: person with the professional licensure required by Rule 2362.1(g)(1)-(2), to wit: a person whose professional license qualifies him/her to offer an opinion on the existence of the specific condition suspected to be an other health impairment and its effect on the student's ability to function and who has specific training and experience in diagnosing and recommending treatment for the condition;
- (6) Emotional disturbance: psychologist or psychiatrist;
- (7) Autism: physician;
- (8) Traumatic Brain Injury: physician.

3. **Itemization or Description of Services:** If an evaluation consists of the administration of more than one test, the bill for the evaluator's fee should be itemized, including a description of each service performed, the identity, licensure and/or degree or certification level of each evaluator, and the hours spent by each individual evaluator performing any portion of the evaluation.
4. **Permissible Evaluation Tools, Techniques and Subject Matter:**
 - a. Independent evaluation costs are limited to reasonable and necessary expenditures for necessary and appropriate evaluation procedures. "Evaluation procedures" are defined as observation of the student and other necessary and appropriate diagnostic measures. They do not include time for evaluator research, parent consultation, program evaluation, or other tasks not directly involving administration, scoring or report in writing, of a diagnostic procedure and/or its results. Note: parent interviews/meetings with evaluation staff for purposes other than a formal interview as a part of the evaluation (to get child's medical history, for example) are **not reimbursable** as evaluation expenses. For example, fees for meetings(s) with the parents to discuss evaluation results are **NOT** reimbursable.
 - b. No area shall be evaluated, nor shall any evaluation procedure be carried out, unless appropriate justification can be given for it. No area should be the subject of an independent educational evaluation at public expense unless the Evaluation and Planning Team has first had an opportunity to evaluate the student in that area.
 - c. Tests and other evaluation materials must meet the special evaluation requirements set forth in VDE Rule 2362.2.1; and federal rules 34 C.F.R. §104.35(b) and 34 C.F.R. §300.532.

- d. **Familiarity with Eligibility Criteria.** The independent evaluator shall be familiar with Vermont's criteria for eligibility under VDE Rule 2362(a)(1)-(3), (b) and (c), federal requirements for evaluating for a specific learning disability, 34 C.F.R. 300.541, and categories of disability as outlined in VDE Rule 2362.1(a) through (1), including the fact that the eligibility determination is to be made by the Evaluation and Planning Team, not by an individual evaluator.

The task of the independent evaluator is to develop diagnostically relevant information about the child, and to provide an opinion of the type specifically described by the applicable Vermont rules for the suspected specific disability, for consideration by the Evaluation and Planning Team, in determining eligibility, and not for the independent evaluator to determine eligibility. The evaluator's report may include diagnostic findings to support or refute the existence of a disability in one or more disability categories; that the student is or is not functioning significantly below expected age or grade norms in one or more basic skills; and that the student is or is not in need of specially designed instruction to meet the unique needs of the child with disabilities, as required by VDE Rule 2362(a)-(c).

- e. Tests should be selected and administered so as best to ensure that if a test is administered to a child with impaired sensory, manual, or speaking skills, the test results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual or speaking skills, (unless those skills are the factors that the test purports to measure).
- f. Assessment tools and strategies should provide relevant information that directly assists persons in determining the educational needs of the child.
5. **Inclusion of Unusual Circumstances; Departure from Standard Assessment Conditions.** The independent evaluator shall note in his/her report any unusual circumstances of the testing or evaluation session which may have affected the results. If the assessment is not conducted under standard conditions, this should include (but is not limited to), a description of the extent to which it varied from standard conditions (for example, the qualifications of the person administering the test, the method of test administration, deviation from prescribed times for response, or the ages for which the test is normed, if different from the child's age).
6. **Correcting for Regression Error.** The evaluator must use a formal process for correcting regression error when determining whether a severe discrepancy exists between cognitive ability and achievement. The correction for the effects of regression may be achieved through either the use of a regression calculation chart, or through the use of statistical procedures which eliminate the effects of regression toward the mean.
7. **Bands of Confidence.** The evaluator shall use bands of confidence or standard error of measurement when reporting and interpreting test scores and other evaluation results, whenever they are available.

8. **Reporting of Scores.** The evaluator shall report all standard scores and all percentile rank scores whenever they are available.
9. **Provision of Access to Raw Data.** Evaluators must make available to the EPT and/or IEP team, upon request, test protocols and other underlying raw data on which their evaluations are based, in order for the Evaluation and Planning Team and/or IEP team to consider the weight of evaluation results.
10. **Observation.** Where observation of the student in the classroom is called for by the Evaluation Plan, the Director of Special Services shall contact the independent evaluator and the classroom teacher (or other applicable service provider) to make the arrangements necessary to observe the child. The Director of Special Services, in consultation with the evaluator, the teacher of the class to be observed, and any other appropriate District personnel, shall determine the length, location and timing of the observation, to minimize disruption to the class and student. Where a parent's independent evaluator requests an opportunity to observe, such evaluator shall be given an opportunity to observe at least comparable to any opportunities to observe accorded to the District's evaluator.

Sources: 20 U.S.C. §§1415(b)(1); 34 C.F.R. §§300.502; VDE Rule 2362.2.7.

CONSENT AGENDA

Board Meeting Date: April 18, 2023

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Candace	Condry-Bowles	New Hire	Alternataive Education Teacher	0.2	CHS	Request to Hire	New Position	Yes	Yes
Teacher	Samantha	Merrill	New Hire	School Counselor	1.0	MBS	Request to Hire	New Position	Yes	Yes
Teacher	Rachel	Cohen	Resignation	HumanitiesTeacher	1.0	MBS	Request to end employment 6/30/23			

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	Lily	Baker	Resignation	Behavior Specialist	1.0	MBS	Request to end employment 6/30/23			

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	Edward	Thibault	New Hire	Maintenance Worker	40	DW	Notice of Hire		Yes	Yes
Support Staff	Cynthia	Kuenzi	Resignation	Autism Interventionist	35	PPS	Request to end employment 06/16/23			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Library

Tuesday, April 4, 2023
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, April 4, 2023, in the Colchester High School Library. Board members in attendance were Directors Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya, and Student Board Representative Olivia Dallamura; Board Chair Lindsey Cox and Director Nic Longo arrived late with their times noted below. District administrators in attendance included Business and Operations Manager George Trieb, Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz, and Superintendent Amy Minor joined the meeting at 7:49 p.m.. Glen Cuttitta and Amanda Clayton from the Colchester Town Office were in the audience.

I. Call to Order

Board Director Ben Yousey-Hindes called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Hear Colchester School District Audit Report for FY'22 Information

Rick Brigham, CPA from Sullivan, Powers, and Co., provided the board and community with an overview of their audit report and findings for FY'22. A copy of the report is available on the district website. The audit was clean and the district was found to be in full compliance.

Director Nic Longo joined the meeting at 7:10 p.m.

IV. Approval of CSD Credit Card Resolution Action

Business and Operations Manager George Trieb informed the board about the district being in the process of applying for credit cards to be controlled by Central Office. Mr. Trieb explained that credit cards are used for purchasing that cannot be done by purchase order or direct invoicing.

Director Longo moved to authorize the business and operations manager to complete the paperwork necessary to obtain district credit cards through M&T Bank. The motion passed unanimously.

V. Approval for Purchase of Laptops at CHS and Chromebooks for CMS **Action**

Business and Operations Manager George Trieb prepared a memo for the board regarding the purchase of replacement devices for CMS and CHS. This is an annual purchase for students entering both 6th grade and 9th grade.

Director Kigonya moved to authorize the Business and Operations Manager to purchase IT equipment as requested. The motion passed unanimously.

VI. Second and Final Reading of Family/Parental and Medical Leave Policy: D14 **Action**

Family/Parental and Medical Leave (FMLA) is a federal law that requires employers to provide employees with job-protected, unpaid leave for qualified medical and family reasons. The Vermont School Board Association (VSBA) does not have a policy in its manual regarding FMLA. If the law were to change, it would supersede any local policy. It is recommended to remove this policy from the district's policy manual and instead making it an accessible procedural document managed by the district's human resources department. The district's HR team regularly navigates FMLA qualifications and eligibility when consulting with employees.

Director Anderson moved to approve the removal of the Family/Parental and Medical Leave Policy D10 from the CSD policy manual. The motion passed unanimously.

VII. Approval of Proposed Change to the 2022-2023 Calendar **Action**

Board Chair Lindsey Cox joined the meeting at 7:21 p.m.

Vermont statute requires school districts to provide 175 learning days for students. Colchester's school calendar contains an additional student day for a total of 176 student days. This year, because of emergency closings/snow days, the 176th student day now falls on a Monday. The calendar landed the same way last year and a recommendation was made to convert that 176th student day into an in-service day for teachers and educational support staff, allowing students to end the year on a Friday.

Director Longo moved to authorize the Superintendent to take the necessary steps to make Friday, June 16 the last day of school for students and to convert Monday, June 19 to an in-service day for teachers and educational support staff. The motion passed unanimously.

VIII. Approval of Town of Colchester Easement at Laker Lane/Blakely Rd Intersection **Action**
(moved from III)

The construction of the Colchester Recreation Center (CRC) was approved by the taxpayers in March. The CRC will include a driveway entrance at the intersection of Laker Lane and Blakely Road. The Traffic Impact Assessment for the project states that a signalized intersection at Laker Lane and Blakely Road is necessary. The design for that signalized intersection requires both permanent and temporary easements from the school district property on Laker Lane.

For this reason, the Town is hoping that the school district will elect to approve their request for an easement so it can expedite the project and mitigate the overall cost. Glen Cuttitta and Amanda

Clayton from the Town provided the board with a detailed presentation for the proposed design of the easement. The presentation included information from the traffic study conducted last year, along with possibilities for the future growth of the school district property on Laker Lane.

Members of the board asked clarifying questions about the traffic lights and the utility boxes on the Laker Lane side of the easement. Ms. Clayton explained how the traffic lights can be programmed on different schedules to accommodate when school is in session and at various times of day. She noted that this new set up it would also make it easy to add an additional traffic light for the potential of a right-hand turn lane as the district grows on the Laker Lane property. Additionally, Ms. Clayton described options of beautification for the utility boxes including painting the boxes and landscaping the area around them.

Director Yousey-Hindes moved to approve the easement as presented. The motion passed unanimously.

IX. Approval of Consent Agenda

Action

The following Consent Agenda was reviewed by the board.

DRAFT

CONSENT AGENDA

Board Meeting Date: April 4, 2023

REVISED

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Amy	Contesti	Resignation	Alternative Education Teacher	1.0	CMS	Request to end employment 06/30/23			
Teacher	Wendy	Goldsmith	New Hire	Elementary Teacher	1.0	PPS	Request to Hire	Jordanna Silverberg	Yes	Yes
Teacher	Jennie	Hoenigsberg	New Hire	ELL Teacher	0.3	PPS	Request to Hire	New Position	Yes	Yes
Teacher	Sarah	Carrol	New Hire	ELL Teacher	0.2	UMS	Request to Hire	New Position	Yes	Yes
Interventionist	Kate	Ellingson	Transfer	Math Interventionst	1.0	MBS	Request to Hire	New Position	Yes	Yes
Teacher	Mary	Geibel	Resignation	Elementary Teacher	1.0	PPS	Request to end employment 06/30/23			
Teacher	Paula	Palermo	New Hire	Math Interventionst	0.5	PPS	Request to Hire	New Position	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	Eric	Benz	New Hire	Paraeducator - Special Education	32.5	CMS	Notice of Hire	Logan Spicer	Yes	Yes
Support Staff	Kirsten	Patch	Termination	Administrative Assistant - Guidance Registrar	32.5	CMS	Notice of Termination			

Director Anderson moved to approve the consent agenda as provided. The motion passed unanimously.

X. Approval of Meeting Minutes: March 21, 2023 Action

Director Anderson moved to approve the minutes from the meeting held on March 7, 2023. The motion passed unanimously.

XI. Board/Administration Communication, Correspondence, Committee Reports Information

- Superintendent Minor is finalizing the date for the Board Facilities Retreat.

XII. Future Agenda Items Information

- Policy Review Cycle

XIII. Adjournment

Director Longo moved to adjourn at 8:02 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Gabrielle Brooks
Recording Secretary

Ben Yousey-Hindes
Board Clerk