

Colchester School Board

Meeting Agenda and Packet

May 16, 2023

**Colchester School District  
Board of Education Meeting Agenda  
May 16, 2023 - 7:00 P.M.  
Colchester High School Library**

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**Agenda**

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|--------------|--|--------------------|
| <b>I.</b>    | <b>Call to Order</b>   |                    |
| <b>II.</b>   | <b>Citizen Participation</b>   |                    |
| <b>III.</b>  | <b>Student Presentation: Trip to France</b>  | <b>Information</b> |
| <b>IV.</b>   | <b>Student Presentation: Trip to Andros</b>  | <b>Information</b> |
| <b>V.</b>    | <b>Second Reading of Fundraising Policy: H4</b>  | <b>Action</b>      |
| <b>VI.</b>   | <b>First Reading of School Relations with Attorneys and the Courts in Child Custody Cases: H8</b>  | <b>Action</b>      |
| <b>VII.</b>  | <b>Second and Final Reading of Nondiscrimination Policies: C6, C7, C8</b><br><i>C6: Nondiscrimination</i><br><i>C7: Nondiscrimination on the Basis of Gender</i><br><i>C8: Equal Educational Opportunities</i> | <b>Action</b>      |
| <b>VIII.</b> | <b>Approval of Consent Agenda</b>  | <b>Action</b>      |
| <b>IX.</b>   | <b>Approval of Meeting Minutes: May 2, 2023</b>  | <b>Action</b>      |
| <b>X.</b>    | <b>Board/Administration Communication, Correspondence, Committee Reports</b>   | <b>Information</b> |
| <b>XI.</b>   | <b>Future Agenda Items</b>   | <b>Information</b> |
| <b>XII.</b>  | <b>Executive Session to Discuss Superintendent Evaluation</b>  | <b>Action</b>      |
| <b>XIII.</b> | <b>Adjournment</b>   |                    |

**\*Meeting Participation and Viewing Options**

Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizen's Participation agenda item. Please review the Public Comment Rules listed at [www.csdvt.org/schoolboard](http://www.csdvt.org/schoolboard) prior to the meeting. If not attending in person, citizens may also participate in the meeting by emailing a prerecorded message to [schoolboard@colchesters.org](mailto:schoolboard@colchesters.org) with "Citizens Participation" listed in the subject line. It must be received by noon on the day of the meeting, include your full name and phone number, and follow the Public Comment Rules. LCATV will provide live stream coverage via: [www.lcatv.org/live-stream-3](http://www.lcatv.org/live-stream-3).

**COLCHESTER SCHOOL DISTRICT****POLICY: FUND RAISING****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, in schools is not the primary purpose of the School District and cannot interfere with the educational programs or have a negative impact on instructional time. Fund raising shall occur only when they support district goals. The School Board recognizes the need to prevent exploitation of students, families 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 entire Colchester community.
- Minor:** A minor fund raising activity is one that involves only the students from school program, classroom, team or other subset of the school building or School District. The activity does not involve the entire Colchester community.
- On going:** There are some on-going projects that raise money for school events. 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. Examples include sales that occur throughout the year such as a school stores, or a club selling a product all year long.

**GUIDELINES**

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.
2. No fund raising activities or purchases shall cause an increase in the School District's liability either financially or otherwise.
3. No staff member or student shall be coerced or forced to participate in fund raising activities.
4. 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.
5. Any activity, which is partially funded by the School District, must be completely controlled by the School District.

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

6. Any activity, which results in the School District being represented outside the district, must be under the coordination and supervision of the 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 Account Policy E4 and the Donations Policy E10.

**COLCHESTER SCHOOL DISTRICT****POLICY: SCHOOL RELATIONS WITH ATTORNEYS AND THE COURTS IN CHILD CUSTODY CASES****DATE ADOPTED: May 21, 2019****POLICY STATEMENT**

Colchester School District strongly supports the participation of parents and guardians in their child's educational program and believes that it is essential to ensure a child's academic success. Colchester School District recognizes that the relationship between the teacher and parents/guardians is a partnership that depends on allowing the teacher to maintain a central focus on the child's academic performance. The district is also aware that family issues around separation, divorce and custody may impact that child's ability to learn effectively. At times, students may approach a teacher, counselor, nurse and/or an administrator because they may need help. Disclosing said information may compromise the relationship with the student. (It should be noted that in cases of abuse or neglect, school personnel are mandated reporters.) In those times, it is essential that school personnel remain neutral and focused on maintaining a healthy learning environment for the child.

It is the policy of the Colchester School District that school staff shall refrain from providing an attorney(s) representing either parent/guardian any information regarding the student in connection with an adversarial proceeding where the other parent/guardian is an opposing party, other than directory information, unless directed to do so by an order of the court, or pursuant to a lawfully issued subpoena.

If school personnel are asked to provide additional information voluntarily by the attorney representing either parent/guardian in preparation for a custody case, then the employee is directed to decline the request. If the employee is served by a subpoena requesting such information, the employee shall promptly inform the superintendent, who may, through the school attorney, move for a protective order from the court or otherwise seek to protect the student's and/or district's interests.

**Legal References:**

Family Educational Right and Privacy Act (FERPA)

Last Adopted: November 6, 2007  
Date Warned: May 3, 2019  
First Reading: May 7, 2019  
Second Reading: May 21, 2019

**COLCHESTER SCHOOL DISTRICT****POLICY:   NONDISCRIMINATION****DATE ADOPTED: DRAFT****POLICY STATEMENT**

In the performance of its duties, the Colchester School Board will safeguard the constitutional rights and dignity of all persons who come within its jurisdiction and will ensure fair and equal educational and employment opportunities in all of its policy determinations and actions. The board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law and will provide equal access to designated youth groups.

Students, parents/legal guardians, employees, applicants for employment, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District are hereby notified that this District does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, gender identity, disability, age, political affiliation or marital status in admission or access to, or treatment or employment in, its programs and activities.

The District shall make reasonable accommodations to the known qualifying physical or emotional disabilities of an applicant or employee, unless the district can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity. This includes but is not limited to: equal treatment (including aid, benefits, services, and application of rules and regulations); access to all courses; access to all athletic, intramural or extracurricular activities; access to all vocational programs and activities; access to counseling with nondiscriminatory instruments and materials; equal treatment for applicants to all positions.

A person has been designated by the District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other federal or State of Vermont non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

Last Reviewed:   May 17, 2005  
Date Warned:     April 27, 2023  
First Reading:    May 2, 2023  
Second Reading:  May 16, 2023

**COLCHESTER SCHOOL DISTRICT****POLICY:   NONDISCRIMINATION****DATE ADOPTED:** May 17, 2005**POLICY STATEMENT**

In the performance of its duties, the Colchester School Board will safeguard the Constitutional rights and dignity of all persons who come within its jurisdiction and will implement the goals of equal educational opportunity and equal employment opportunity in all of its policy determinations and actions.

The School Board and those who administer its decisions will not discriminate against any person or groups of persons because of age, ancestry, creed, color, disability, gender, marital status, national origin, place of birth, race, religion, sexual orientation, and physical or mental condition not related to performance of a position.

School Board policies and actions of the administration will be directed toward extending equal educational opportunity for all students, and the extension of equal opportunity employment throughout the district.

Date Warned:     April 29, 2005  
First Reading:    May 3, 2005  
Second Reading:  May 17, 2005

**COLCHESTER SCHOOL DISTRICT****POLICY:   NONDISCRIMINATION ON THE BASIS OF GENDER****DATE ADOPTED:** May 17, 2005**POLICY STATEMENT**

The Colchester School Board, pursuant to Title IX of the Education Amendments of 1972, declares that the Colchester School District does not and will not discriminate on the basis of gender in the educational programs and activities of the District. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

It will be the continuing policy of the District to ensure fair and equitable educational and employment opportunities, without regard to gender, to all students and employees.

The Superintendent of Schools shall act as the Districts Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the designee.

Date Warned:     April 29, 2005  
First Reading:    May 3, 2005  
Second Reading:  May 17, 2005

**COLCHESTER SCHOOL DISTRICT****POLICY:    **EQUAL EDUCATIONAL OPPORTUNITIES******DATE ADOPTED:** June 21, 2005**POLICY STATEMENT**

The Colchester School District, in compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, assuring guarantees against discrimination on the basis of gender in any educational program and/or employment policies and practices, appropriate measures will be taken within the context of Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 guidelines and regulations to insure such compliance.

The Board in compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act affirms:

1. The right of all students to equal treatment (including aid, benefits, services, and application of rules and regulations) without regard to gender.
2. The right of every student to access all courses without regard to gender.
3. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in Health and Physical Education programs.
4. That no student will be excluded on the basis of gender from participation, be denied the benefits of, or be subjected to discrimination in athletics/intramural or extra-curricular activities.
5. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in vocational programs and activities.
6. The right of all students to equal treatment without regard to family status and living situation.
7. The right of every student to counseling without regard to gender, non-discriminatory counseling instruments and use, and in counseling materials.
8. The rights of all applicants for positions to equal treatment without regard to gender.

Date Warned:     June 3, 2005  
First Reading:    June 7, 2005  
Second Reading:  June 21, 2005

**CONSENT AGENDA**

**Board Meeting Date: May 16, 2023**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Nicole	Montana	New Hire	School Psychologist	1.0	CMS	Request to Hire	New Position	Yes	Yes
Teacher	Arianna	Marks	New Hire	Elementary Teacher	1.0	MBS	Request to Hire	Eleanor Devereux (James Bean)	Yes	Yes
Teacher	Erika	Merrell	Leave of Absence	ELL Teacher	0.6	MBS	Request LOA (~November – mid December 2023)			

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Individual	Michael	Schmidt	New Hire	Behavior Specialist	1.0	MBS	Request to Hire	Lily Baker	Yes	Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Handbook	Laura	Sexton	New Hire	Accounts Payable Bookkeeper	40	CO	Notice of Hire	Kim Newton	Yes	Yes
Support Staff	Gail	Messier	Resignation	Paraeducator - SpEd	1.0	MBS	Notice of Resignation (5/26/23)			
Support Staff	Linda	Schick	Resignation	Paraeducator - Speech	1.0	UMS	Notice of Resignation (6/30/23)			
Support Staff	Claire	Ross	New Hire	School Registrar	1.0	CMS	Notice of Hire	Kirsten Patch	Yes	Yes
Handbook	Charles	Rowse	New Hire	Facilities Director	1.0	DW	Notice of Hire	New Position	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Library

Tuesday, May 2, 2023  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, May 2, 2023, in the Colchester High School Library. Board members in attendance were Board Chair Lindsey Cox, Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya, and Student Board Representative Olivia Dallamura. District administrators in attendance included Superintendent Amy Minor, Director of Curriculum Gwendolyn Carmolli and CHS Principal Andrew Conforti. There was one audience member.

### I. Call to Order

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

### II. Citizen Participation

Colchester resident and parent in the district, Stephanie Cyphers, asked several questions related to athletics. She stated that teams are regularly fundraising, and she inquired how the money was being spent. She noted that the shortage of bus drivers has impacted the ability to transport teams at the middle school which is a challenge for working families. She also shared that her middle school student was given a high school uniform to play in. She emphasized the importance of sports and stressed that it is a public school district funded by taxes, which should be used to support athletics.

### III. Black Lives Matter Flag

#### Action

Student Board Member Olivia Dallamura read a letter from the CHS Student Justice Alliance (SJA) requesting that the Black Lives Matter flag continue to be flown at schools in the district through the end of the current school year, per the district's Flagpole Request Policy: E11. CHS Principal Andrew Conforti gave an overview presentation of the diversity, equity, and inclusion (DEI) work that the school and SJA have engaged in over the winter. There are currently 36 students in the SJA and the group visited elementary schools in the district to connect directly with their younger peers. These visits have included student-led lessons and activities on topics like the impact of microaggressions. He highlighted the conception of a new mural designed by students that represents the many different identities and elements that make up the CHS student population. He also outlined the upcoming school-wide assembly planned for next month that will celebrate the diversity at CHS. The event is being co-created with students and will have an emphasis on calling people in with student speakers, poets, and performers.

Student Board Member Olivia Dallamura shared how proud she was of the SJA, noting that the work they have done is a result of their passion and vision and it highlights the importance of student-led clubs.

Director Longo echoed how much elementary-aged children can benefit from the engagement and leadership of the SJA students. He shared that their visit led to a great conversation at home with his

elementary-aged child. He emphasized the importance of providing a comfortable space to model these conversations for the younger generation.

***Director Anderson moved to raise the Black Lives Matter flag at all CSD schools until the end of this school year, June 21, 2023. The motion passed unanimously.***

**IV. First Reading of Equity Policy: C1**

**Action**

This is a new policy that was recommended to be added to the district’s policy manual. The Vermont School Board Association has a model policy that they recommend and many school districts in Vermont have adopted or are in the process of adopting an equity policy. Superintendent Amy Minor shared that adopting an equity policy for CSD would solidify its commitment to diversity, equity, and inclusion and hold the entire community accountable for this critical work to ensure students feel safe and welcome at school. The policy presented to the board was a rough draft that was created after a thorough assessment of policies in place at other districts and with input from several stakeholder groups including employee leadership teams, student groups, and the district’s attorney. Following the approval of the first reading by the school board, the district intends to engage groups of families to increase the opportunity for feedback.

The board asked several questions related to how the actions resulting from this policy would be evaluated and suggested reorganization in a few areas. There was a discussion about moving some of the commitments outlined in the draft to a procedural document and adding a section to define some of the terms used throughout the policy.

The board was unanimously in support of the concept of the policy and was grateful to the administration and stakeholders who had worked to help create this first draft.

***Director Kigonya moved to approve the first reading of the Equity Policy: C1. The motion passed unanimously.***

**V. First Reading of Nondiscrimination Policies: C6, C7, C8**

**Action**

**C6: Nondiscrimination**

**C7: Nondiscrimination on the Basis of Gender**

**C8: Equal Educational Opportunities**

The CSD policy manual currently has three policies that speak to nondiscrimination. After completing an analysis of nondiscrimination policies across the state, reviewing the Vermont School Board Association’s model nondiscrimination policy, and consulting with the district’s attorney, it was recommended to combine these three policies into a single comprehensive policy. Director Yousey-Hindes asked to add “State of Vermont” when identifying laws and regulations that will be followed.

***Director Yousey-Hindes moved to approve the first reading of the Nondiscrimination Policy: C6, the Nondiscrimination on the Basis of Gender Policy: C7, and the Equal Educational Opportunities Policy: C8. The motion passed unanimously.***

**VI. Second and Final Reading of Policies: A1 and A2** **Action**  
**A1: Management of Policies**  
**A2: Suspension of Policies**

Both policies, A1 and A2, address the overarching governance of district policies. It was recommended to combine them into a single policy for consistency.

*Director Yousey-Hindes moved to approve the removal of the Suspension of Policies: A2 from the CSD policy manual and to approve the second and final reading of the Management and Suspension of Policies: A1. The motion passed unanimously.*

**VII. Second and Final Reading of Independent Educational Evaluation Policy: F25b** **Action**

In March of 2022, the board adopted the Special Education Policy: G2 which outlines how the district will follow and comply with the Vermont Agency of Education (AOE) Special Education Procedures and Practices Manual. The AOE's manual contains the most up-to-date regulations for an independent educational evaluation. To streamline and reduce redundancy, it was recommended to remove this policy and procedures from the district's manual.

*Director Longo moved to approve the removal of the Independent Educational Evaluation Policy: F25b from the CSD policy manual. The motion passed unanimously.*

**VIII. Approval of Consent Agenda** **Action**

The following Consent Agenda was reviewed by the board.

DRAFT

**CONSENT AGENDA**

**Board Meeting Date: May 2, 2023**

**REVISED**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Martin	Burnod	New Hire	Humanities Teacher	1.0	CHS	Request to Hire	Rachel Cohen	Yes	Yes
Teacher	Hannah	Coon	New Hire	Elementary Teacher	1.0	MBS	Request to Hire	Kate Ellingson	Yes	Yes
Teacher	Tim	Lynch	Resignation	Math Teacher	1.0	CHS	Request to End Employment 6/30/23			

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Individual	Lini	Wing	Resignation	Physical Therapist	0.3	MBS	Request to End Employment 6/30/23			

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Support Staff	Cheyenne	Shoemaker	Resignation	Behavior Interventionist	35	MBS	Notice of End of Employment (4/21/23)			
Support Staff	Cameron	Roberts	Resignation	Custodian	15	CMS	Notice of End of Employment (3/16/23)			
Support Staff	Tammi	Tandy	Resignation	Tech Specialist III	40	DW	Notice of End of Employment 5/31/23			

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

**IX. Approval of Special Meeting Minutes: April 18, 2023** **Action**

*Director Yousey-Hindes moved to approve the special minutes from the meeting held on April 18, 2023. The motion passed unanimously.*

**X. Approval of General Meeting Minutes: April 18, 2023** **Action**

*Director Anderson moved to approve the general minutes from the meeting held on April 18, 2023. The motion passed unanimously.*

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

- The board will have a retreat about district facilities on June 5<sup>th</sup> beginning at 5:30 pm.

**XII. Future Agenda Items** **Information**

- Policy Review Cycle
- Presentations from CHS France, Andros, and New York City Trips
- Social Emotional Learning Presentation
- End-of-the-Year Purchases

**XIII. Adjournment**

*Director Longo moved to adjourn at 8:14 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Ben Yousey-Hindes  
Board Clerk