

Colchester School Board

Meeting Agenda and Packet

September 19, 2023

**Colchester School District  
Board of Education Meeting Agenda  
September 19, 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>Colchester High School Report</b>  | <b>Information</b> |
| <b>IV.</b>   | <b>Second and Final Reading of Tobacco Prohibition Policy: F3</b>             | <b>Action</b>      |
| <b>V.</b>    | <b>Second and Final Reading of Alcohol and Drug-free Workplace Policy: D8</b> | <b>Action</b>      |
| <b>VI.</b>   | <b>Teacher Evaluation Model Revision</b>                                      | <b>Action</b>      |
| <b>VII.</b>  | <b>Approval of Consent Agenda</b>   | <b>Action</b>      |
| <b>VIII.</b> | <b>Approval of Meeting Minutes</b><br>• September 5, 2023 (General)           | <b>Action</b>      |
| <b>IX.</b>   | <b>Board/Administration Communication, Correspondence, Committee Reports</b>  | <b>Information</b> |
| <b>X.</b>    | <b>Future Agenda Items</b>  | <b>Information</b> |
| <b>XI.</b>   | <b>Executive Session to Discuss Negotiations and a Student Matter</b>         | <b>Action</b>      |
| <b>XII.</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: TOBACCO PROHIBITION**

**DATE ADOPTED:** DRAFT

### **PURPOSE**

In accordance with state law, it is the policy of the Colchester School District to prohibit the use of tobacco or tobacco substitutes on school grounds or at school-sponsored functions. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities.

### **I. DEFINITIONS**

For purposes of this policy, administrative rules, and procedures developed pursuant to this policy:

- A. School grounds** means any property and facilities owned or leased by the school and used at any time for school-related activities, including but not limited to school buildings, school buses/vans/taxis, areas adjacent to school buildings, athletic fields, and parking lots.
- B. School sponsored activity** means activities including but not limited to field trips, project graduation events, co-curricular events, sporting events, work internships, job shadows, and dances.
- C. Tobacco product** has the same meaning as set forth in 7 V.S.A. 1001(3), as amended from time to time.
- D. Tobacco paraphernalia** has the same meaning as set forth in 7 V.S.A. 1001(7), as amended from time to time.
- E. Tobacco substitutes** have the same meaning as set forth in 7 V.S.A. 1001(8), as amended from time to time.

### **II. IMPLEMENTATION**

The Superintendent or their designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

Last Adopted: September 19, 2017  
Date Warned: August 11, 2023  
First Reading: August 15, 2023  
Second Reading: September 19, 2023

**A. Student Enforcement**

1. Students are not permitted to use or possess tobacco products, tobacco substitutes or tobacco paraphernalia on their person in school buildings, on school busses, or on school grounds at any time.
2. Students violating the policy will be subject to the discipline rules and procedures as outlined in the CSD Alcohol, Tobacco and Other Drugs Abuse Policy and each school student handbook.

**B. Faculty and Staff Enforcement**

1. Failure to comply constitutes a violation of School Board policy and may result in possible disciplinary action.
2. The administration and supervisors are responsible for enforcing the policy with school personnel. With non-school personnel, the administration's responsibility is to educate and to provide information about the policy.

**C. Communication**

1. The administration will communicate this policy to all employees and students.
2. Signs indicating this policy are placed in strategic locations throughout the district.
3. Coaches will communicate this policy to their players. Also, the policy will be announced before each athletic event.

**D. Education**

1. All schools will emphasize the importance of being tobacco free and will provide early intervention to prevent the use of tobacco products through smoking, vaping or chewing.
2. The administration will continue to support a variety of options focused on helping individuals to quit smoking, vaping or chewing tobacco.

**COLCHESTER SCHOOL DISTRICT****POLICY: ALCOHOL AND DRUG-FREE WORKPLACE****DATE ADOPTED: DRAFT****POLICY STATEMENT**

It is the policy of the Colchester School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer, or work study student is under the influence of drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of their duties.

**I. DEFINITIONS**

For purposes of this policy, administrative rules, and procedures developed pursuant to this policy:

- A. Alcohol** means malt beverages, vinous beverages, spirits, ready-to-drink spirits beverages, fortified wines and any other as defined by 7 V.S.A. § 2. This does not include medicinal products which may contain alcohol.
- B. Drug** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.
- C. Employee** means all persons directly or indirectly compensated by the school district for providing services to the district and all employees of independent contractors who provide services to the district.
- D. Volunteer** means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.
- E. Workplace** means the site for the performance of work for the School District, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field

Last Adopted: September 6, 2005  
Date Warned: August 11, 2023  
First Reading: August 15, 2023  
Second Reading: September 19, 2023

trip or athletic event, where students are under the jurisdiction of the School District.

- F. Work Study Student** means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

## **II. EMPLOYEE RESPONSIBILITIES**

As a condition of employment, each employee will notify the Superintendent in writing of their conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

An employee who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Board. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension, or termination at the discretion of the Board.

**CONSENT AGENDA**

**Board Meeting Date: September 19, 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	Deena	Murphy	New Hire	Long Term Sub - ELL (8/31-late November)	1.0	MBS	Request to Hire	Erika Merrell	Yes	Yes

**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>
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**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	Kurt	Wagner	Resignation	Para - SpEd	32.5	MBS	Notice of Resignation			
Support Staff	Hadija	Petro	New Hire	Custodian	40.0	CHS	Notice of Hire	New Position	Yes	Yes
Support Staff	Jillian	Hackett	New Hire	Para - SpEd	32.5	MBS	Notice of Hire	Open	Yes	Yes
Support Staff	John	Landis	New Hire	Para - SpEd	32.5	MBS	Notice of Hire	Open	Yes	Yes
Co-Curricular	Alicia	English	New Hire	Cheer Coach	25.0	CMS	Notice of Hire	Open	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

September 5, 2023  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, September 5, 2023, in the Colchester High School Media Center. Board members in attendance were Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Felix Anderson, and Student Representative Phoebe Richardson. Board Chair Lindsey Cox joined the meeting at 7:19 p.m. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Student Support Services Carrie Lutz, Director of Curriculum Gwendolyn Carmolli, CHS Principal Andrew Conforti, CMS Principal Michele Cote, Diversity, Equity and Inclusion Coordinator Jamilah Vogel, and several students and faculty members from the CHS Social Justice Alliance.

### 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. CHS Principal Andrew Conforti introduced the new student board member as Pheobe Richardson and praised her application for the school year appointment. She was described as an enthusiastic, well-rounded, and highly involved student who encompasses all the characteristics of a Laker. Superintendent Amy Minor praised Pheobe for a remarkable speech to all employees at the district's opening in-service event. Ms. Richardson shared that she is excited to have this opportunity to have an impact on the community.

### II. Citizen Participation

None.

### III. Second and Final Reading of Equity Policy: C1

Action

This agenda item was moved to item VII.

### IV. Year-End Financial Report

Information

Business and Operations Manager George Trieb provided an overview of the total budget and actual revenue and expense figures for the fiscal year 2023. The district ended the year with a \$162,745 deficit. Both revenue and expenditures were over budget which came close to offsetting each other. Mr. Trieb stated that while he would prefer to have a slight surplus rather than a deficit to end the year, overall, the district did well in managing the budget. The board asked some clarifying questions about specific line items.

### V. Fourth and Final Reading of Fundraising Policy: H4

Action

No additional changes were recommended.

*Director Yousey-Hindes moved to approve the fourth and final reading of the Fundraising Policy: H4. The motion passed unanimously, 4-0.*



**VI. Second and Final Reading of School Crisis Prevention and Response Policy: E3 Action**

No additional changes were recommended.

*Director Anderson moved to approve the second and final reading of the School Crisis Prevention and Response Policy: E3. The motion passed unanimously, 4-0.*

Board Chair Lindsey Cox joined the meeting at 7:19 p.m.

**VII. Second and Final Reading of Equity Policy: C1 (moved from item III) Action**

This policy was drafted with extensive feedback and input from students, employees, families, and external experts. Diversity, Equity, and Inclusion Coordinator Jamilah Vogel expressed pride for the process and the engagement of students in creating this policy, many of whom were in the audience. Director Anderson asked if there would be correlating procedures. Ms. Vogel shared that this policy would serve as a guiding document and a collective districtwide commitment to uphold the values articulated within each school's action plan. Superintendent Minor agreed that the school's action plans act in the same way procedures would. The members of the board expressed appreciation for the support of the Colchester community while drafting this exemplary policy which upholds the values and commitment of the district to provide a learning environment that is safe, inclusive, and welcoming for students.

*Director Longo moved to approve the second and final reading of the Equity Policy: C1. The motion passed unanimously, 5-0.*

**VIII. Second and Final Reading of School Search and Seizure Policy: F4 Action**

No changes were recommended.

*Director Kigonya moved to approve the second and final reading of the School Search and Seizure Policy: F4. The motion passed unanimously, 5-0.*

**IX. Second and Final Readings of Student Attendance: F30 and Truancy: F30b Policies Action**

No changes were recommended.

*Director Anderson moved to approve the removal of the Truancy Policy: F30b from the policy manual and approve the second and final reading of the Student Attendance Policy: F30. The motion passed unanimously, 5-0.*

**X. Approval of Consent Agenda Action**

The following consent agenda was reviewed by the board.

**CONSENT AGENDA**

**Board Meeting Date: September 5, 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	Guinevere	Fredriksen	New Hire	Long-Term Sub - Science (8/25 - TBD)	1.0	CHS	Request to Hire	Conor O'Loughlin	Yes	Yes

**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>
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**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	Brittany	Cresta	Transfer	Behavior Interventionist	35.0	PPS	Notice of Transfer (was para at PPS)	Kendra Simpson	Yes	Yes
Support Staff	Kevin	Kane	Transfer	Lead Custodian	40.0	PPS	Notice of Transfer (was custodian at PPS)	Steve Alger	Yes	Yes
Support Staff	Doncarlos	Davis	New Hire	Food Service Worker	27.5	CMS	Notice of Hire	Open	Yes	Yes
Support Staff	Aubrie	Stenta	New Hire	Guidance Registrar	40.0	CMS	Notice of Hire	Claire Ross	Yes	Yes
Support Staff	Deborah	Rabideau	New Hire	Homebound Tutor	10.0	CHS	Notice of Hire	Tim Berger	Yes	Yes
Support Staff	Susan	Amestoy	New Hire	Virtual Tutor	10.0	CMS	Notice of Hire	New Position	Yes	Yes
Support Staff	Courtney	Thibault	Resignation	Behavior Interventionist	35.0	MBS	Notice of Resignation			

*Director Yousey-Hindes moved to approve the consent agenda as provided. The motion passed unanimously, 5-0.*

- XI. Approval of Meeting Minutes** **Action**
- August 15, 2023 (General)
  - August 28, 2023 (Special)

*Director Kigonya moved to approve the minutes from the meetings held on August 15, 2023 and August 28, 2023. The motion passed unanimously.*

- XII. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- Principal Michele Cote shared an update on events at the middle school including the Cougar Community Night Open House, the up-and-coming parent group PACT that has been established, sporting try-outs and the support of student-athletes to participate at multiple skill levels, and some excellent professional development that was provided to faculty before students returned regarding cellphone use in adolescents.
  - Superintendent Amy Minor thanked the maintenance and custodial teams for their work over the summer to get buildings ready to open.

- XIII. Future Agenda Items** **Information**
- Policy Review Cycle
  - School Reports

**XIV. Adjournment**

*Director Yousey-Hindes moved to adjourn at 7:51 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