

Colchester School Board

Meeting Agenda and Packet

December 5, 2023

**Colchester School District
Board of Education Meeting Agenda
December 5, 2023 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
|----------------------------------------------------------------------------------------|--------------------|
| I. Call to Order | |
| II. Citizen Participation | |
| III. Nursing Services Report | Information |
| IV. First Reading of Student Health Policy: F8 | Action |
| V. FY'25 Budget Discussion | Information |
| VI. Approval for the Replacement of District Copiers | Action |
| VII. Second and Final Reading of Caregiver and Community Involvement Policy: H2 | Action |
| VIII. Approval of Consent Agenda | Action |
| IX. Approval of Meeting Minutes
• November 21, 2023 | Action |
| X. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. Future Agenda Items | Information |
| XII. Adjournment | |

***Meeting Participation and Viewing Options**

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

COLCHESTER SCHOOL DISTRICT**POLICY: STUDENT HEALTH****DATE ADOPTED:** March 18, 2014**POLICY STATEMENT**

It is the intent of the school district that each student will have access to health services. These include health appraisal, communicable disease control, emergency and first aid care, and health counseling. These services will be carried out within the district's policy and procedure guidelines in conjunction with parents and community health resources. Vision, hearing, immunization reviews and child abuse reporting will be carried out as mandated by Vermont State Law.

Colchester School District recognizes that some of our students may have no source of primary health care. The nurse in each building shall make families aware of resources in our community for on-going medical care to ensure all children have a medical home. In so doing, a continuing relationship with a primary health care professional can be established.

PHYSICAL EXAMINATIONS

The Colchester School District strongly recommends that each child entering the Colchester Schools as an EEE, kindergarten, or transfer student have a physical examination. Parents should have their child examined by a health care provider of their choice at parent expense prior to initial enrollment. Parents are encouraged to have these exams done in either the spring or summer before the start of school.

Sports participation: In order to assure a student's health and well-being while participating in intramural or interscholastic sports, it is the Colchester School District's policy in keeping with the Vermont Principal's Association recommendation, that all student athletes must have a thorough medical examination every two years performed by a licensed physician. The "Well Exam – Sports participation Clearance Form", is the only clearance form recommended to be used. Failure to do so shall render the student ineligible to participate in practices and/or games.

IMMUNIZATIONS

Colchester School District follows the regulations adopted by the Vermont legislature which are set forth by the Vermont Department of Health and are based on the Advisory Committee on Immunization Practices. These regulations, which establish minimum immunization requirements for attendance, seek to prevent the introduction and/or transmission of vaccine preventable diseases within schools. Students not meeting vaccine or exemption requirements may not attend school without a provisional admittance form. Students provisionally admitted to pre-school or school must be fully immunized within six months of enrollment.

Date Warned: March 3, 2014
First Reading: March 4, 2014
Second Reading: March 18, 2014

Students are exempt from these regulations provided they have a medical exemption form signed by their health care provider or if they hold religious or philosophical convictions opposed to immunizations. The philosophical and religious exemption form is separate from the medical exemption form and must be signed annually for all exempted students. Parents must attest that they have read and understand evidence-based educational materials on immunization provided by the Vermont Department of Health.

Students who are not in compliance with the provisions of the law are at risk for exclusion. The student, or in the case of a minor, the student's parent or guardian must receive written notification by mail from the school or in person that the student is not in compliance as well as the steps needed to comply. In the event of exclusion, school officials shall notify the Department of Health.

USE OF PRESCRIPTION MEDICATIONS IN SCHOOL

The Colchester School District believes that when possible, prescription medications should be administered by parents and/or guardians in the home. Parents of students who routinely take medications at home need to communicate with the school nurse about which medication their child is taking as well as the name of the prescribing health care provider and any possible side effects which may occur.

There is a medication procedure in place for those students who need to take medications during the school day. Prescription medication must be brought in by the parent/guardian in a pharmacy labeled bottle. All prescription medications are kept in a locked and secure place. For safety reasons, no medication should be brought in by the student. Medications will be given by the school nurse or their designee according to the district's defined procedures.

Individual considerations will be given to older students who must keep emergency medication with them at all times. (i.e. EpiPen, inhaler). These students must keep the medication in a safe place and notify the health staff of use. Those students who are carrying prescription medication with them must have a note signed by their health care provider and parent/guardian on file in the health office authorizing them to self-carry their medication at school. Anyone found to be irresponsible for the safekeeping of their medication will be required to keep their medication locked in the health office and it will be administered by the school nurse.

The school nurse shall keep a record of all medications administered on the student's individual medication log.

HEAD LICE

Each year, six-twelve million cases of pediculosis (Head Lice) are reported in the United States, mostly in children. Unfortunately, embarrassment and misinformation often prevent safe, effective treatment. Keeping children out of school has not proven to decrease the risk of infection. It is our goal as the Health Services Department to support each student's educational process by educating parents and guardians on the most current research in the management of pediculosis. Head lice are not known to transmit infectious disease person-to-person. Therefore, it is the belief of the National Association of School Nurses, the Vermont Department of Health and the American Academy of Pediatrics that students should not be excluded from school for having nits (lice eggs). If your child is found to have head lice you will be notified by the school nurse and instructed on appropriate and effective treatment.

STUDENT HEALTH POLICY
PROCEDURES

Procedures for Chronic Disabilities or Illnesses:

When a student must take medication in school for a chronic disability or illness, the school nurse will:

1. Verify written authorization from the physician or authorized personnel, stating the student's name, medication, dosage, time to be given, and for how many days.
2. Ensure that medication is brought to school in its original labeled container.
3. Verify written permission by the parent or guardian.
4. Require that all medication be brought in by the parent or guardian. For safety reasons, no medication should be brought in by the student.
5. Keep a record of all medications administered on the student's individual medication log.
6. Store medication in a locked cabinet, unless refrigeration is required.
7. Give individual consideration to students who must keep medication with him/her at all times (i.e. inhalers). They must keep their medication in a secure place and be instructed when to notify staff of use. Anyone found not to be responsible for the safe keeping and use of inhalers, will have to keep medication locked in the nurses' office, and it will be administered by trained staff.
8. Communicate with the student, parent/guardian, and physician regarding the efficacy of any medication administered in school.

Procedures for Temporary Physical Condition:

When a student must take medication in school for a temporary physical condition, the school nurse will:

1. Verify written permission from the parent/guardian requesting that the school administer this medication. Medication must be brought to school in the original container, appropriately labeled by a pharmacist or physician.
2. Verify the name of medication, dosage, time interval, and reason for giving it.
3. Store medication in a locked cabinet, unless refrigeration is required.
4. Communicate with the student, parent/guardian, and physician regarding the efficacy of any medication administered in school.

Procedures for Head Lice:

1. Any staff member who suspects head lice shall report this to his/her school nurse.
2. The school nurse shall confirm the presence of head lice. If confirmed, hair is tied up, close contact is discouraged, and student is sent back to class. Parent/Guardian is then contacted during the school day.
3. If siblings are in the district, school nurses will notify each other of possible head lice in the family for inspection of other siblings during the school day.
4. Information is given to parent/guardian regarding the appropriate treatment of head lice. Encourage all family members to be checked, as well as notification to other close contacts including extended family, daycare, and social groups.
5. Handouts including Head Lice Information/Treatment Sheet Form HL 405 will be sent home with student and/or parent.
6. Parent/Guardian are required to notify the school nurse in writing (using the treatment confirmation form attached to HL 405) which lists the treatments initiated and includes the empty package of pediculocide used.
7. The school nurse will inspect close contacts of the affected student to confirm if they also need treatment. If any other cases are identified, steps 3-6 (above) will be followed.
8. If more than 2-3 cases are confirmed in the same class, a letter will be sent home to the entire class alerting families. The school nurse will continue to inspect the affected child(ren) as discretely as possible, maintaining confidentiality until all evidence is eliminated.
9. The school nurse will maintain communication with the families to offer assistance in carrying out the appropriate treatment recommendations. The most recent research indicates DAILY combing with a good metal lice comb for 2 weeks after the last evidence of head lice is the key step in its elimination. Additionally, a retreatment of a pediculocide is ESSENTIAL at the 10 day mark. (Not 8, 9 or 11 days. 10 is the only recommendation.)

Procedures for Injuries, Recess & P.E.:

Physical Education (P.E.) and recess are important components to a student's school day. If a parent requests that their child miss more than two consecutive Physical Education classes, a doctor's note will be required. If your physician excuses your child from P.E. classes, we will keep the student inside for a quiet recess in order to protect his/her physical safety. However, we believe a daily recess period is very important for elementary school students. Unless we have written documentation indicating a student should be excused from recess, we send all students outside for a daily 20-minute recess.

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT HEALTH

DATE ADOPTED: DRAFT

POLICY STATEMENT

It is the intent of the school district that each student will have access to health services. Health services include, but are not limited to, health appraisal, care coordination, communicable disease control, emergency and first aid care, and health counseling. These services will be carried out within the district's policy and procedure guidelines in conjunction with parents and community health resources. Vision and hearing screenings, immunization reviews, and child abuse reporting will be carried out as mandated by Vermont State Law. The Colchester School District nursing staff will maintain a Health Office Manual to standardize health services procedures according to best practice. The Health Office Manual will be reviewed and updated on a regular basis.

PHYSICAL EXAMINATIONS

The Colchester School District strongly recommends that each child in the district follow the American Academy of Pediatrics (AAP) recommendations for well-child visits. The AAP encourages the continuity of health care and supervision from birth through adulthood. Parents should have their child examined by a health care provider of their choice at parent expense prior to initial enrollment. Parents are encouraged to have these exams done in either the spring or summer before the start of school, when possible.

Sports participation: In order to ensure a student's health and well-being while participating in intramural or interscholastic sports, it is the Colchester School District's policy in keeping with the Vermont Principal's Association recommendation, that all student-athletes must have a thorough medical examination at least every two years performed by a licensed health care provider. The "Well Exam – Sports Participation Clearance Form", is the preferred clearance form to be used. Failure to do so shall render the student ineligible to participate in practices and/or games.

IMMUNIZATIONS

Colchester School District follows the regulations adopted by the Vermont legislature which are set forth by the Vermont Department of Health and are based on the Advisory Committee on Immunization Practices. These regulations, which establish minimum immunization requirements for attendance, seek to prevent the introduction and/or transmission of vaccine-preventable diseases within schools. An official immunization record must be presented to the school upon admission. Students not meeting vaccine or exemption requirements may be temporarily admitted only after the approval of a school nurse or administrator. Students

Last Reviewed: March 18, 2014
Date Warned: December 1, 2023
First Reading: December 5, 2023
Second Reading:

provisionally admitted to preschool or school must be fully immunized within six months of enrollment.

Students are exempt from these regulations provided they have a medical exemption form signed by their health care provider or if they hold religious convictions opposed to immunizations. The philosophical and religious exemption form is separate from the medical exemption form and must be signed annually for all exempted students. Parents must attest that they have read and understand evidence-based educational materials on immunization provided by the Vermont Department of Health.

Students who are not in compliance with the provisions of the law are at risk for exclusion. The student, or in the case of a minor, the student's parent or guardian must receive written notification by mail from the school or in person that the student is not in compliance as well as the steps needed to comply. In the event of exclusion, school officials shall notify the Department of Health.

USE OF PRESCRIPTION MEDICATIONS IN SCHOOL

The Colchester School District believes that when possible, prescription medications should be administered by parents and/or guardians in the home.

There is a medication procedure in place for those students who need to take medications during the school day. Prescription medication must be brought in by the parent/guardian in a pharmacy-labeled bottle. Prescription medications are kept in a locked and secure place. For safety reasons, no medication should be brought in by the student. Medications will be given by the school nurse or their designee according to the district's defined procedures.

Individual considerations will be given to older students who must keep emergency medication with them at all times. (i.e. EpiPen, inhaler). These students must keep the medication in a safe place and notify the health staff of use. Those students who are carrying emergency medication with them must have a note signed by their health care provider and parent/guardian on file in the health office authorizing them to self-carry their medication at school. Anyone found to be irresponsible for the safekeeping of their medication will be required to keep their medication locked in the health office and it will be administered by the school nurse or their designee.

The school nurse shall keep a record of all medications administered on the student's individual medication log.



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

November 30, 2023

Rep. Krowinski, Speaker of the House
Sen. Baruth, President Pro Tempore
Vermont State House
115 State Street
Montpelier, VT 05633-0004

Dear Speaker Krowinski and President Pro Tempore Baruth:

The Commissioner of the Vermont Department of Taxes, after consultation with the Agency of Education, the Secretary of Administration, and the Joint Fiscal Office, is required by 32 V.S.A. § 5402b to calculate and forecast a property dollar equivalent yield, an income dollar equivalent yield, and a non-homestead tax rate by December 1. This forecast is calculated as prescribed in statute and with the information that is available to date. Because of this, there are always variables or uncertainties that might result in a different outcome than what is forecasted. The Department of Taxes, Department of Finance and Management, Agency of Education, and the Joint Fiscal Office prepared consensus forecasts on various components of the Education Fund Operating Statement for Fiscal Year 2025 (FY25) so that the required analysis could be performed. I extend my thanks to the collaborative multi-agency team who gathered and analyzed the data to be able to publish this forecast.

5402b(a)(2) Mandated Forecast

In the mandated calculation and recommendation under 32 V.S.A. 5402b, the Commissioner must assume the following:

1. The homestead base tax rate is \$1.00 per \$100.00 of equalized education property value;
2. The applicable percentage under 32 V.S.A. 6066(a)(2) is 2.0;
3. The statutory reserves under 16 V.S.A. § 4026 are maintained at five percent; and
4. The percentage change in the average education tax bill applied to homestead property, non-homestead property, and taxpayers who claim a property tax credit is the same.

The values in the FY25 column in the following table satisfy the mandated parameters of the recommendation. As required by statute, the FY25 column assumes the nearly \$24 million in forecasted unreserved/unallocated funds from FY24 as well as \$13 million that was reserved in Sec. 2 of Act 52 of 2023 are applied towards offsetting FY25 property tax rate increases. Taxpayers would still see an average increase of 18.5% in their education tax liabilities if these yields and non-homestead rate were adopted.



	FY24 (for comparison)	FY25
Homestead Property Yield	\$15,443	\$9,452
Income Yield ¹	\$17,537	\$10,300
Non-homestead Property	\$1.391	\$1.442

Please note the significant decrease in the homestead property and income yields from FY24 to FY25. A large part of that decrease is driven by the new pupil weighting formula. That formula not only changes the weights, but it also stops using equalized pupils as the pupil count for the tax rate calculation and uses long-term weighted average daily membership (“LTWADM”) instead. Because LTWADM is a much larger number than equalized pupils, district per pupil spending amounts will be much lower than last year. For that reason, the yield needs to be lowered to raise enough revenue for the Education fund.

Average Homestead Rates

If the forecasted yields and rate in the table above were adopted, the average 2024-2025 (FY25) education tax rate for resident households would be as indicated in the table below. Equalized property rates are before the adjustment factor for the town level of appraisal.

	FY24 (for comparison)	FY25
Average Homestead Rate (equalized) ²	\$1.31	\$1.36
Average Income Rate	2.33%	2.67%

Average Actual Property Tax Rates

The average actual 2024-2025 (FY25) education property tax rates would be as indicated in the table below. Actual property rates are what taxpayers see on their bills and reflect both the locally voted school budget (for the homestead rate) and the adjustment factor for the town level of appraisal.

	FY24 (for comparison)	FY25
Average Homestead Rate ²	\$1.54	\$1.80
Average Non-homestead Rate	\$1.60	\$1.86

¹ Income yield and rates are calculated without regard to the 5% rate cap limitation in Act 127

² Homestead rates do reflect the 5% district level cap limitation in Act 127

Education Spending Growth

On a per-pupil basis, the expected growth in spending is forecast to be 12.8%, on average.

	FY24 (for comparison)	FY25	Rate of Growth
Total Education Spending (\$Millions)	\$1,709.7	\$1,915.0	12.01%
Long Term Average Daily Membership ³	84,009	83,433	-0.68%
Average Per Pupil Spending	\$20,351	\$22,953	12.8%

Key Considerations from the Administration's Point of View

For Vermonters and policymakers concerned about property taxes, housing affordability, or overall tax burden, this letter should sound a major alarm.

Even applying a projected \$37 million surplus (including \$13 million set aside from last year's surplus) to help offset rates this year in the Education Fund, **this forecast indicates average property tax bills will increase by approximately 18.5 percent for FY25.** Without the surplus, average property tax bills would be projected to increase by about 20 percent.

It is driven predominately by an estimated 12% increase in school spending. Information gathered by the Agency of Education in its survey of school districts indicates this estimated increase in school spending can primarily be attributed to:

1. The ending of one-time Federal ESSER funds – Many districts used those one-time funds to add new services and personnel to recover from the pandemic. A large portion of those districts believe these services continue to be necessary. That requires replacing those one-time federal dollars with state education funds.
2. A 16%+ increase in health care benefits – The vast majority of school employees receive health benefits. An increase of that magnitude in the cost of those benefits is approximately 3% in overall education spending for a district alone.
3. Overall inflation increasing the price of operating, living, and working in Vermont – fuel, electricity, buses, equipment, supplies, etc.
4. Debt service to new capital projects or renovations – Vermont's aging fleet of schools is becoming more expensive to maintain and repair as they continue to age.

³ Long Term Average Daily membership is an unweighted count of students. This figure is comparable to "equalized pupils," which was used to calculate per pupil spending and tax rates prior to Act 127 of 2022. Starting in FY25, long term weighted average daily membership will be used for calculating per pupil spending and tax rates.

For comparison, between FY19-22, the highest single year rate of growth in actual education spending was 4%. In FY23, we saw an increase in education spending of 5.35%. Last year in the December 1 letter, school spending was projected to increase by 8.5%, and increased by 8.44%.

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Ed. Spending (\$Millions)	1,371.4	1,426.2	1,482.0	1,496.6	1,576.7	1,709.7	1,915.0
Rate of Growth	1.70%	4.00%	3.91%	0.98%	5.35%	8.44%	12.01%

Last year’s prediction of an 8.5% increase rightfully generated affordability concerns among policymakers. Offsetting such increases in school spending over the last two fiscal years, however, were unprecedented \$78 million and \$137 million surpluses in the Education Fund, respectively. In last year’s December 1 letter, I wrote that such enormous surpluses were extraordinary and therefore could not be taken for granted as a long-term solution to affordability challenges. This year, over the first four months of the fiscal year, the non-property tax Education Fund revenues are tracking close to forecast, and we do not have reason to anticipate a large revenue upgrade at the January Emergency Board meeting. The current trend of increasingly large spending growth while revenues cool is not sustainable.

This year is also the first year of using the new pupil weights from Act 127 of 2022.⁴ When Act 127 became law, one of the concerns the Governor and Administration flagged was that the bill would increase overall costs in the Education Fund at a time when other substantial cost pressures were already being placed on it. Certain districts would gain tax capacity (the tax rate for a given level of per pupil spending) because of the pupil reweighting, and they were expected to use it. Meanwhile, those districts that lost tax capacity were not expected to be able to reduce spending enough to offset the new spending in the “winner” districts. Not surprisingly, based on current estimates from the Agency of Education, this dynamic appears to be playing out. In addition, consensus modeling suggests that the majority of school districts are projected to trigger the five percent equalized rate cap put in place to phase-in Act 127’s reweighting impacts, which may have further education spending ramifications going forward.

If the forecasts in this letter come to pass, the property taxes on a \$250,000 home would increase by about \$650 next year. The increase in the non-homestead rate will likely put upward pressure on rents as well. Keep in mind that most taxpayers who get an income-based credit pay an income rate that moves proportionally with property tax rates, and all credits applied to FY25 tax bills are based on prior year income and taxes paid. Because of this lag in property tax credits, all Vermont property taxpayers would experience the increases forecast in this letter in FY25 should it come to pass – regardless of income.

The Governor has long been concerned about Vermont’s demographics. Among the most significant impediments to reversing our demographic trends is access to quality, affordable homes for working families. While this is an issue that the Administration and Legislature have discussed before, the Administration recently highlighted for the Joint Fiscal Committee [the](#)

⁴ More information about pupil weights and the impacts of Act 127 are available in [this issue brief](#) from the Joint Fiscal Office

[scope of the housing unit gap Vermont is experiencing](#), and Secretary Kurrle and Secretary Samuelson have outlined the [Administration's perspective](#) on how to move forward.

Coupling a historically unaffordable housing market with an 18.5% average property tax increase will only worsen the housing affordability problem for Vermonters. At a time when residents are paying more for everything, the Governor has tasked the Administration with working with the Legislature to address our housing affordability problems and to find ways to restore sustainable growth and transparency in the Education Fund.

Sincerely,



Craig Bolio
Commissioner, Department of Taxes

cc: Kristin Clouser, Secretary, Agency of Administration
Heather Bouchey, Secretary, Agency of Education
Adam Greshin, Commissioner, Department of Finance and Management
Rep. Emilie Kornheiser
Sen. Ann Cummings
Rep. Peter Conlon
Sen. Brian Champion
Catherine Benham, Joint Fiscal Office
Jennifer Carbee, Office of Legislative Counsel

An Official Vermont Government Website

Agency of Administration
Department of Taxes

MENU

Child Care Contribution

LAST UPDATED ON NOVEMBER 13, 2023 AT 12:00 PM

What's New

Act 76 of 2023, an act relating to child care and early childhood education, tasks the Department of Taxes with the implementation and administration of a new Child Care Contribution (CCC), composed of a 0.44% payroll tax on wages and a 0.11% self-employment income tax.

- Collection of the Child Care Contribution shall begin on July 1, 2024.

What Employers Need to Know

- Employers are required to pay a 0.44% payroll tax on all employee wages earned in Vermont.
- An employer may choose to deduct and withhold a maximum of 25 percent of the required contribution (i.e., 0.11%) from employee wages.
- Employers will be required to remit CCC payroll tax payments to the Department in the same manner and frequency as they remit Vermont Income Tax Withholding, with quarterly reporting on the WHT-436 Quarterly Withholding Reconciliation. Additional tax guidance and updated forms will be available on this page as they are finalized.

What Employees Need to Know

- An employer may withhold up to 25% of the Child Care Contribution (CCC) from an employee's wages. The maximum an employer may elect to withhold is 0.11% of an employee's wages.
- Employees have no CCC filing requirement.
- Employees will see any CCC withheld by their employer reported on their W-2 tax form at the end of the year.

What Self-Employed Individuals Need to Know

- The Child Care Contribution (CCC) includes a 0.11% income tax on net self-employment income.
- The CCC uses the federal definition of net self-employment income; any income subject to federal self-employment tax is subject to the new CCC. However, unlike federal self-employment taxes, there is no cap on self-employment income subject to the CCC.
- Individuals with self-employment income will report self-employment income and remit CCC payments to the Department as part of their Vermont Personal Income Tax filing each year. Estimated payments for CCC shall be paid in the same manner and frequency as estimated personal income tax payments. Additional tax guidance and updated forms will be available on this page as they are finalized.

Frequently Asked Questions

What is the Child Care Contribution being used for?

Please visit the [Vermont Department of Children and Families Act 76 webpage](#) for information and resources about the new law.

How are employee wages defined?

The definition of wages for purposes of CCC is the same as the definition for wages subject to federal and Vermont income tax. These are traditionally thought of as "Box 1 wages" of an employee's W-2.

How will employers pay?

Employers will remit CCC payments in the same manner and frequency as they remit Vermont Income Tax Withholding. The same rules and penalties that apply to Vermont Withholding tax also apply to the new CCC. Employers will report CCC using new lines on the WHT-436 Quarterly Withholding Reconciliation form. Additional tax guidance and updated forms will be available on this page as they are finalized.

When will the first Child Care Contribution payments be due from employer/self-employed individuals?

The Child Care Contribution is effective on July 1, 2024. Monthly and semiweekly withholding taxpayers will be required to begin making payments after July 1, and report the CCC when filing form WHT-436 for the September 30, 2024 period. Quarterly withholding taxpayers will be required to make their first payment when filing WHT-436 for the September 30, 2024 period.

For self-employed individuals: The tax year 2024 personal income tax return (due April 15, 2025) will be the first income tax return that includes the self-employment CCC. However, you may need or want to make estimated income tax payments during 2024, including amounts for the CCC.

Which employers are subject to Child Care Contribution?

All employers required to remit Vermont Income Tax Withholding are subject to the CCC. Employers are required to remit CCC for all employee wages for which they are required to pay Vermont Income Tax Withholding.

What do out-of-state employers need to know about the Child Care Contribution?

An out-of-state employer is required to remit and report CCC for employee wages that require Vermont Income Tax Withholding. Wages paid to an employee who physically works in Vermont, either on a job site or from their Vermont home, are subject to the CCC.

Are employers required to withhold 25% of the Child Care Contribution from employees wages?

No, employers can withhold up to 25% of their CCC liability from employee wages (e.g., up to 0.11% of any employee's wages). Employers may withhold any amount up to 25% or pay the entire CCC. Employers are not required to withhold the same amount from every employee.

Who is subject to the Child Care Contribution self-employment income tax?

A self-employed individual is anyone who earns self-employment income. Self-employment income for purposes of the CCC has the same definition as federal self-employment income. However, self-employment income for purposes of the CCC has no income cap. Net self-employment income is subject to the CCC. For non-residents, the CCC applies to self-employment income earned in the State.

How will individuals with self-employment income pay?

Individuals with self-employment income will remit and report CCC to the Department on their Vermont Personal Income Taxes, starting with the 2024 income tax return, due April 15, 2025. Estimated CCC payments shall be paid in the same manner and frequency as estimated income tax payments. Additional tax guidance and updated forms will be available on this page as they are finalized.

[Home](#)

[Individuals](#)

Businesses

[Forms and Instructions](#)

[File and Pay](#)

[File an Extension](#)

[Register for A Business Tax Account](#)

[Business Center](#)

[Industry Guidance](#)


[Nonprofits](#)



Colchester School District

Administrative Offices, 59 Rathe Road, PO Box 27, Colchester, Vermont 05446
Phone: (802) 264-5999 • www.csdvt.org • Fax: (802) 318-4669

MEMO

To: School Board Directors
From: George A. Trieb, Jr. 
Subject: Replacement of Canon Copiers
Date: November 28, 2023

The purpose of this memorandum is to obtain approval from the school board for the replacement of twenty-two (22) Canon copiers districtwide.

The district currently leases twenty-two (22) copiers. The existing lease is a thirty-nine (39) month capital lease. Canon Solutions is proposing (see attached) to replace all equipment with new equipment and like models. There are two proposals shown on the attachment.

The district can pursue either a thirty-six (36) month lease or a forty-eight (48) month lease. The shorter lease would increase the payment to the district by \$537.63/month whereas the longer lease would decrease the payment by \$732.37/month. Selecting the longer lease term would provide savings of \$35,154 over the life of the lease.

The only real issue here is the term of the lease. As the machines have been working fine and as the technical support received is excellent, I am recommending that the district select the forty-eight (48) month lease term. If approved, all equipment would be installed after January 1st.

An appropriate motion would be: ***"I move to authorize the Business and Operations Manager to enter a lease as noted above for the replacement of district copiers"***.

Amy Minor
Superintendent
of Schools

George Trieb
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

Colchester School District

Submitted By: Marty Derda, Canon Solutions America, Inc 11-23

Current Program:

22 Machines on a 39 month lease due March of 2024

Monthly Lease payment \$5,946.53

Black and White service 666,667 @ \$.0034 = \$2,666.66

Color service monthly 5100 @ \$.0333 \$169.83

Current Total monthly expense, 39 months \$8,729.02

New proposed program

22 new machine, like for like, **36 months** \$6,563.49

Black and white service 666,667 @ \$.0038 2,533.33

Color service @ \$.033 169.83

NEW 36 MONTH TOTAL MONTHLY EXPENSE \$9,266.65

↑ \$537.63 MTH

22 new machines, like for like, **48 months** \$5,293.49

Black and white service 666,667 @ \$.0038 \$2,533.33

Color service @ \$.033 169.83

NEW 48 MONTH TOTAL MONTHLY EXPENSE \$7,996.65

NEW 48 MONTH TOTAL MONTHLY SAVINGS * \$732.37 ↓

TOTAL = \$35,153.76

COLCHESTER SCHOOL DISTRICT

POLICY: CAREGIVER AND COMMUNITY INVOLVEMENT POLICY

DATE ADOPTED: DRAFT

PURPOSE

It is the policy of the Colchester School District to encourage and support the involvement of caregivers in their child's education. Research has shown that caregiver involvement is a key factor in the academic and social success of students. It is important to involve caregivers in their child's education at home, in school, and within the larger community, particularly those historically underrepresented and most impacted by inequity. The district encourages the engagement of student, caregiver, and community voices to provide equitable learning for all students.

I. DEFINITIONS

Caregiver: Includes a parent, legal guardian or other person who is legally responsible for the child's welfare.

Home-School Compact: A requirement of Title I, Part A that is a written outline of how the school staff, parents, and students share the responsibility for improved student achievement of the State's academic standards.

Parent and Family Engagement: A requirement of Title I, Part A that describes the inclusion of parents, families, schools, and communities in order to support learning and school improvement.

II. IMPLEMENTATION

To facilitate involvement, the superintendent or their designee shall develop programs and procedures to accomplish the following objectives.

- A.** Caregivers should be informed about their children's educational programs and instructional methods and objectives. They should be notified directly of any significant changes.
- B.** Caregivers and the community should be provided with opportunities to become informed and communicate with educators on subjects such as program design, operations and evaluation.

Legal Reference:

16 V.S.A. § 165

Elementary and Secondary Act, Title I, Part A; 20 USC 1118 § 1120

Last Reviewed: October 1, 2019

Date Warned: November 17, 2023

First Reading: November 21, 2023

Second Reading: December 5, 2023

- C. Caregivers should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in improvement efforts and to give recommendations to school staff, administration and board members.
- D. Caregivers should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school and to build partnerships between homes and schools.
- E. Faculty, staff, administrators, school board members and school-community partners should be offered training opportunities intended to improve their abilities to build and maintain effective relationships with caregivers.
- F. Community members, caregivers, and families should have access to continuous improvement plans, school reports, and other relevant data as part of the Vermont Education Quality Standards.

III. **TITLE I**

To provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, particularly those historically underrepresented and most impacted by inequity, the Colchester School District receives Title I, Part A funds.

The Colchester School District will ensure the implementation of the district's Caregiver and Community Involvement Policy, Title I Parent and Family Engagement procedures and a Home-School Compact to address Title I, Part A Parent and Family Engagement requirements.

The district will maintain programs, activities and procedures for the involvement and engagement with caregivers of students receiving services or enrolled in programs under Title I, Part A.

Title I, Part A Parent Engagement Procedures

School Parent & Family Engagement Procedure

The Title I school will review the LEA Parent and Family Engagement Policy and the following procedures on an annual basis. Feedback on the procedures will be collected and taken into consideration for parent/guardian engagement opportunities.

Involvement

In order to provide all children an opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, the Title I school receives Title I, Part A funds. Therefore, each Title I school will review and gather feedback with the parents/guardians of participating students on a written parent and family engagement procedure. This procedure will outline how this school will involve parents/guardians in parent and family engagement in order to improve student academic achievement. The Title I School will:

- **Hold an annual meeting** for parents/guardians of participating children to inform parents of the school's participation in Title I, explain Title I, and to inform parents of their right to be involved
- **Gather feedback** from parents/guardians in the planning, review, and improvement of Title I programs and Title I Parent & Family Engagement procedures and activities
- **Provide information about the curriculum, assessments, and standards** used in use at the school
- **Provide opportunities for regular meetings** for parents/guardians to make suggestions and participate in decisions relating to the education of their children, and respond to suggestions as soon as practicably possible
- **Provide information** to parents/guardians about Title I, meetings and communication,
- **Review Home-School Compact** from participating parents/guardians, outlining how parents/guardians, school, and students will share the responsibility for improved student academic achievement
- **Provide opportunities for participation** of parents/guardians in parent engagement activities

Building Capacity for Involvement

To ensure effective involvement from parents/guardians and promote partnership between the school and parents/guardians, in order to improve student achievement, the Title I eligible school will use the following strategies to support parents/guardians of students eligible for Title I services:

- **Provide information** about academic standards, assessments, and Title I requirements
- **Provide materials and training** to help parents/guardians support their child's learning and academic achievement
- **Educate school staff** on the value of partnership between parents/guardians and school school

- **Coordinate and integrate** Title I parent/guardian engagement activities with other school activities
- **Communicate information** about Title I meetings and parent/guardian engagement activities

Review & Input

- Title I, Part A eligible schools will hold an Annual Meeting for parents of students eligible for supplemental instruction in reading and or math. The Parent & Family Engagement policy and Home-School Compact will be annually reviewed with parents/guardians of Title I eligible students and distributed to all parents of participating children on or before November 1 of the school year.
- Title I eligible schools will keep record of the annual meeting and notes of the parent/guardian input on Parent Engagement activities.

Home - School Compact

The Home - School Compact is a written document designed to outline the partnership between school, parents/guardians, and students in improved academic achievement. The Home- School Compact will be reviewed and agreed upon with parents/guardians of children participating in Title I programs. The Title I School will distribute the Home - School compact to all parents/guardians of students participating in Title I on or before November 1 of the school year.

CONSENT AGENDA

Board Meeting Date: December 5, 2023

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Carrie	Dixon	Reduction in FTE	Spanish Teacher	0.8	CHS	Request for FTE reduction (0.8 to 0.6 FTE)			
Teacher	Sidney	Martinez	New Hire	Long-Term Sub: Science (12/13/23 - mid Feb. 2024)	1.0	CHS	Request to Hire	Will Warren	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	Krista	Knaus	New Hire	Special Education Building Administrative Assistant I	40.0	CHS	Notice of Hire	Genie Denton	Yes	Yes
Support Staff	Gaston	Cahungu	Resignation	Custodian	40.0	CHS	Notice of Resignation			
Support Staff	Sara	Modire	Resignation	Custodian	40.0	CMS	Notice of Resignation			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

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

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, November 21, 2023, in the Colchester High School Media Center. Board members in attendance were Board Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, and Laurie Kigonya, with Board Chair Lindsey Cox participating via Zoom. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum Gwen Carmolli, Director of Student Support Services Carrie Lutz, and Food Service Director Steve Davis.

I. Call to Order

Board Director Nic Longo called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Food Services Report

Information

The Director of Food Services Steve Davis and Business and Operations Manager George Trieb provided the board with a summary of the food service program. The FY23 program finished the year with a deficit which is a result of both increased food and labor costs, and less COVID related Federal Funding. Federal funding allowed all districts in the nation to offer breakfast and lunch for free for all students during COVID. That funding was not offered for this school year, but the State of Vermont agreed to continue funding student meals at the state level. It is unknown if this funding for universal meals will continue in future years, but Mr. Davis was hopeful it will continue citing discussion at both the state and federal level.

The FY24 budget shows increases in both revenue and expenses with a projection of breaking even. This is also attributed to universal meals. Universal meals have increased the number of students eating the meals provided by the school which has invigorated the program. Districtwide, the number of students now eating school breakfast has gone up 31% and went down only 1.5% for eating lunch. He stated that the increased participation has reduced the stigma of eating a school-provided meal and has subsequently created a different and hugely positive atmosphere in the cafeteria. The stigma of eating a school-provided meal has basically disappeared because nearly everyone is eating a meal. Students have also become more engaged with the kitchen staff, sharing their opinions and suggestions on food choices. He said they are enjoying hearing from the students and are working to give them options that they enjoy.

He went on to say that we will soon be starting the 23-24 Procurement Review. This review cycle takes place every three years; however, it was slightly delayed due to COVID. The review looks at everything from our procurement procedures to codes of conduct and the vendor list for where our food is sourced.

IV. FY'25 Budget Discussion: Enrollment

Information

As the board prepares to engage in discussions for the FY'54 budget, Superintendent Amy Minor gave a district-wide overview of student enrollment. Colchester's enrollment is steady and has been projected in a recent demographic study to rise slightly over the next ten years. She went over individual school enrollment including grade level and class size. She also gave data regarding enrollment and class size in unified arts, teams, and tuition students at the middle and high schools.

V. First Reading of Caregiver and Community Involvement Policy: H2

Action

This policy has been updated as part of the review cycle. The policy was expanded to include the required section on Title I along with Title I procedure, while keeping specific language such as the term "caregiver." The updated version is in alignment with the VSBA's model policy.

Director Yousey-Hindes moved to approve the first reading of Caregiver and Community Involvement Policy: H2. The motion passed unanimously.

VI. Approval of Consent Agenda

Action

The following consent agenda was reviewed by the board.

CONSENT AGENDA

Board Meeting Date: November 21, 2023

Licensed Employees (Teacher/Administrator)

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

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

Contract 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
Handbook	Gina	Masse	New Hire	Special Education Driver	40.0	Districtwide	Notice of Hire	Donna Cross	Yes	Yes
Support Staff	Hannah	Gervais	New Hire	Behavior Interventionist	35.0	MBS/EEE	Notice of Hire	New position	Yes	Yes
Support Staff	Elizabeth	Brosseau	New Hire	Attendance Administrative Assistant I	40.0	CHS	Notice of Hire	Holly Bessette		
Support Staff	Eric	Green	New Hire	Custodian	40.0	CHS	Notice of Hire	Chiza Modelina	Yes	Yes
Co-Curricular	Pat	McCarthy	New Hire	Boys "B" Basketball Coach	25.0	CMS	Notice of Hire			
Support Staff	Randall	Lafountain	Resignation	Maintenance Worker	40.0	Districtwide	Notice of Resignation			
Support Staff	Kendy	Mayo	Resignation	Head Cook	40.0	MBS	Notice of Resignation			
Support Staff	Mia	Parizo	Resignation	Paraeducator	32.5	PPS	Notice of Resignation			
Support Staff	Lauren	Ledoux	Termination	Paraeducator	32.5	MBS/EEE	Notice of Termination			

No motion was needed to approve the consent agenda as provided.

VII. Approval of Meeting Minutes Action
• November 7, 2023

Director Kigonya moved to approve the minutes from the meetings held on November 7, 2023. The motion passed unanimously.

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

- Superintendent Minor shared with the board that she attended a UMS Faculty Meeting to present draft plans for an updated facility and gather feedback. She plans on presenting these draft plans with PPS after the holiday and bringing it to the board for early December.

IX. Future Agenda Items Information

- School reports
- Nursing report
- Continuation of the Policy Review Cycle
- FY'25 budget discussions

X. Adjournment

Director Yousey-Hindes moved to adjourn at 8:10 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Gabrielle Brooks
Recording Secretary

Ben Yousey-Hindes
Board Clerk