

Colchester School Board

Meeting Agenda and Packet

December 19, 2023

**Colchester School District
Board of Education Meeting Agenda
December 19, 2023 - 7:00 P.M.
Colchester High School Library**

Agenda

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| I. Call to Order | |
| II. Citizen Participation | |
| III. Porters Point School Report | Information |
| IV. FY'25 Budget Discussion | Information |
| V. Second and Final Reading of Student Health Policy: F8 | Action |
| VI. Approval of Consent Agenda | Action |
| VII. Approval of Meeting Minutes
• December 5, 2023 | Action |
| VIII. Board/Administration Communication, Correspondence, Committee Reports | Information |
| IX. Future Agenda Items | Information |
| X. 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: 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 unless exempt.

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.

CONSENT AGENDA

Board Meeting Date: December 19, 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
Support Staff	Gabrielle	Lajeunesse	Leave of Absence	Paraeducator - SpEd	32.5	PPS	Request for unpaid LOA (5/22/24-6/7/24)			

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	Amy	Roy	New Hire	Food Service Worker	30.0	MBS	Notice of Hire	Debbie Bannister	Yes	Yes
Co-Curricular	Bila	Bogre	New Hire	Boys A Basketball	20.0	CMS	Notice of Hire		Yes	Yes
Co-Curricular	Mohamed	Awayle	New Hire	Boys A Basketball	20.0	CMS	Notice of Hire		No	Yes
Co Curricular	Alexis	Currie	New Hire	Indoor Track	20.0	CHS	Notice of Hire		Yes	Yes
Support Staff	Gabrielle	Brooks	Resignation	Administrative Assistant II	40.0	CHS	Notice of Resignation			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, December 5, 2023
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, December 5, 2023, in the Colchester High School Media Center. Board members in attendance were Board Chair Lindsey Cox, Board Directors Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya, and Student Representative Phoebe Richardson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum Gwen Carmolli, and District Nursing Supervisor Moriah McCullah.

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

None.

III. Nursing Services Report

Information

District Nursing Supervisor, Moriah McCullagh MSN RN CPEN SANE-A NCSN, provided an overview of health services throughout the district. She focused on data from the previous school year which included the number of total office visits, individual health plans, medications and treatment, vision and hearing assessments, and immunization rates. She also highlighted the achievements of the six nurses that make up the department, noting that four CSD nurses earned their national certification in school nursing. She highlighted that the district secured a \$79,000 grant from the VT Department of Health to focus on nurse leadership activities for all the nurses and gave examples of how they put the grant money to use. Looking to the future, the department is continuing their work to standardize procedures and paperwork in each health office as well as align their data collection districtwide. They are working on a quality improvement project aimed at improving follow-ups from screening referrals and they are looking to increase participation in state-level professional organizations.

IV. First Reading of Student Health Policy: F8

Action

This policy was last reviewed in 2014. District Nursing Supervisor, Moriah McCullagh, reviewed the policy and updated it to reflect changes over the last decade in best practice and the way health services are provided in the district. No changes to the draft policy were requested.

Director Kigonya moved to approve the first reading of the Student Health Policy: F8. The motion passed unanimously.

V. FY'25 Budget Discussion

Information

Business and Operations Manager George Trieb provided an overview of the FY '25 baseline budget which outlines all the expected expenses and the forecasted change from the current operating budget which totals an increase of 9.01%. Approximately 78% of the budget is compensation and benefits for employees. He touched upon the education tax rate letter that was recently issued by the VT Department of Taxes and noted that the statewide forecast indicates property tax bills will increase by approximately 18.5% for those not receiving a property tax credit. There are still unknown variables that will impact what the actual estimated tax increase will be in Colchester. The changes in the education funding formula are having a big impact on how the preliminary budget is being drafted, how the needs of students are being balanced with the impact on taxpayers. Board Chair Cox stated that balancing the needs of students with the impact on taxpayers will be particularly difficult this year.

VI. Approval for the Replacement of District Copiers

Action

Business and Operation Manager George Trieb sought approval to sign a new lease with Canon Solutions America to replace the district's 22 copiers with new models.

Director Yousey-Hindes moved to authorize the Business and Operations Manager to enter a lease as described for the replacement of district copiers.

VII. Second and Final Reading of Caregiver and Community Involvement Policy: H2

Action

There were no requested edits to the policy. For the accompanying procedures, Board Chair Cox suggested standardizing the references to parent, caregiver, and family so they are more consistent.

Director Anderson moved to approve the second and final reading of Caregiver and Community Involvement Policy: H2. The motion passed unanimously.

VIII. Approval of Consent Agenda

Action

The following consent agenda was reviewed by the board.

CONSENT AGENDA

Board Meeting Date: December 5, 2023

REVISED

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	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	Heather	McGrath	New Hire	Homebound Tutor	10.0	CHS	Notice of Hire	Deborah Rabideau	Yes	Yes
Support Staff	Andre	Jordao	New Hire	Food Service Worker	8.0	CHS	Notice of Hire	Sandra Martin	Yes	Yes
Support Staff	Adrian	Zemor	Resignation	Paraeducator - SpEd	32.5	CMS	Notice of Resignation			
Support Staff	Gaston	Cahungu	Resignation	Custodian	40.0	CHS	Notice of Resignation			
Support Staff	Sara	Modire	Resignation	Custodian	40.0	CMS	Notice of Resignation			

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

- IX. Approval of Meeting Minutes** **Action**
• **November 21, 2023**

Director Yousey-Hindes moved to approve the minutes from the meetings held on November 21, 2023. The motion passed unanimously.

- X. Board/Administration Communication, Correspondence, Committee Reports** **Information**

- The board made some calendar notations including a facilities retreat for December 19, placing a hold on January 23 for a potential extra budget meeting if needed, and scheduling filming for the budget roundtable with LCATV on February 6.

- XI. Future Agenda Items** **Information**

- School reports
- Continuation of the Policy Review Cycle
- FY'25 budget discussion

- XII. Adjournment**

Director Anderson moved to adjourn at 8:06 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk