

Colchester School Board

Meeting Agenda and Packet

January 2, 2024

**Colchester School District  
Board of Education Meeting Agenda  
January 2, 2024 - 7:00 P.M.  
Colchester High School Library**

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**Agenda**

- |              |   |                    |
|--------------|---|--------------------|
| <b>I.</b>    | <b>Call to Order</b>  |                    |
| <b>II.</b>   | <b>Citizen Participation</b>  |                    |
| <b>III.</b>  | <b>FY'25 Budget Discussion</b>  | <b>Information</b> |
| <b>IV.</b>   | <b>Approval of Colchester School District Announced Tuition Rates</b>   | <b>Action</b>      |
| <b>V.</b>    | <b>First Reading of Restrictive Behavioral Intervention Policy: F35</b>   | <b>Action</b>      |
| <b>VI.</b>   | <b>First Reading of Child Find Policy: F32</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>  | <b>Action</b>      |
|              | <ul style="list-style-type: none"><li>• December 19, 2023 (special)</li><li>• December 19, 2023 (general)</li></ul> |                    |
| <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>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

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

## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.   
**Subject:** Announced Tuition – FY 25  
**Date:** December 21, 2023

The announced tuition rates are based on the district’s overall proposed FY 2025 budget less any transportation and special education costs. The announced tuition rates are estimates of the allowable tuition reported by districts receiving tuition students. By law we are required to set the tuition rates before January 15<sup>th</sup> each year. Two years from now when the allowable tuition rates are released by the Agency of Education, we will learn the value of our estimates.

The table below shows the past announced and allowable tuition rates for the last few years. It also shows the recommended announced tuition rates for FY 2025.

Category	FY2025	FY2024	FY2023	FY2023	FY2022	FY2022
	Announced	Announced	Allowable	Announced	Allowable	Announced
Elementary	\$16,100	\$13,800	\$14,003	\$13,500	\$12,583	\$14,400
Grades 7 - 12	\$21,200	\$19,100	\$18,183	\$18,250	\$16,936	\$16,900

*Note: Special education tuition will be the announced tuition plus any additional costs incurred by the district.*

***Motion: I move to approve the announced tuition rates for FY’2025 at \$16,100 for elementary grades (K – 6) and \$21,200 for secondary grades (7 – 12).***

**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

### **POLICY: RESTRICTIVE BEHAVIORAL INTERVENTION**

**DATE ADOPTED: November 15, 2011**

#### **1. STATEMENT OF PURPOSE**

The Colchester School District is committed to creating and maintaining a positive, orderly, civil and safe learning environment in all of its schools. The Board has adopted a comprehensive plan [16 VSA 1161a (a)] for responding to student misbehavior, including the promotion of positive behavioral interventions and supports in schools. The district's approach to the use of physical restraint and seclusion is intended as one component of that plan. (See Policy F1: Student Conduct and Discipline.)

#### **2. POLICY**

It is the policy of the district that its students not be subjected to physical restraint or seclusion, as defined by Vermont State Board of Education Rule 4500, except as permitted by that Rule. The district emphasizes the use of positive behavioral interventions and supports to address targeted student behaviors, and use of appropriate physical restraint and seclusion methods should occur only when less restrictive interventions have failed or would be ineffective in stopping imminent danger of physical injury or property damage. Restraint and/or seclusion shall not be used for the convenience of staff, as a substitute for an educational program, as a form of discipline or punishment, in response to a student's use of profanity or other verbal or gestural display of disrespect, or in response to a verbal threat unaccompanied by demonstrated means of or intent to carry out the threat.

#### **3. DEFINITIONS**

Rule 4500 definitions of the terms "physical restraint" and "seclusion" apply to those terms as used in this policy. "School personnel" means individuals working in the district who are employed by the district or who perform services for the district on a contractual basis, and school officers, while acting in that capacity.

#### **4. TRAINING**

All school personnel who engage in the physical restraint or seclusion of students shall have received training and certification in a State-recommended restraint training program. Certification shall be renewed annually. Training shall include training in all requirements of Rule 4500.

Legal References: V.S.A. Title 16 § 1161A & VSBE Rule 4500

Last Adopted:	October 20, 2009
Date Warned:	September 30, 2011
First Reading:	October 4, 2011
Second Reading:	October 18, 2011
Third Reading:	November 1, 2011
Fourth Reading:	November 15, 2011

Restraint and seclusion shall not be imposed by staff not so trained unless trained personnel are not immediately available due to the unforeseeable nature of the danger.

The Superintendent shall ensure that all principals receive training in Rule 4500 requirements no later than September 1 and that each newly hired principal receives such training upon commencement of employment.

**5. REPORTING AND DEBRIEFING**

It shall be the responsibility of each building principal to ensure that all reporting and debriefing requirements of Rules 4503-4505 are implemented as prescribed by those Rules.

**6. NOTIFICATION**

The Superintendent/designees shall ensure that annual notification is given to parents and personnel, at or before the beginning of the academic year, of the policies and procedures pertaining to the use of physical restraint and seclusion and of the school's intent to emphasize the use of positive behavioral intentions and supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.

**7. INVESTIGATION**

The Superintendent/designee and building principal shall ensure that all complaints regarding a use of restraint or seclusion are investigated, and written findings issued, within thirty (30) days of receipt of the complaint. If the findings do not resolve the complaint, the principal shall refer the findings to the Superintendent for review and final action. Students on IEPs or 504 plans may also use dispute resolution options available under the State Board of Education Rules 2365.1.4-2365.1.6. (See Policy D10: Public Complaints about Personnel.)

**8. PROCEDURES**

The Superintendent/designee shall prepare and promulgate procedures to implement this policy. The procedures shall also, at a minimum, comply with and implement Rule 4500. Copies of this policy and the procedures shall be posted on the district's website and shall be provided to school personnel and/or parents of students in attendance upon request.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: USE OF RESTRAINT AND SECLUSION**

**DATE ADOPTED: DRAFT**

#### **1. STATEMENT OF PURPOSE**

The Colchester School District is committed to creating and maintaining a positive, orderly, civil and safe learning environment in all of its schools. The Board has adopted a comprehensive plan [16 VSA 1161a (a)] for responding to student misbehavior, including the promotion of positive behavioral interventions and supports in schools. (See Policy F1: Student Conduct and Discipline.)

#### **2. POLICY**

M, seclusion, as defined by Vermont State Board of Education Rule 4500, except as permitted by that Rule. The district emphasizes the use of positive behavioral interventions and supports to address targeted student behaviors, and use of appropriate physical restraint and seclusion methods should occur only when less restrictive interventions have failed or would be ineffective in stopping imminent danger of physical injury. Restraint and/or seclusion shall not be used for the convenience of staff, as a substitute for an educational program, as a form of discipline or punishment, in response to a student's use of profanity or other verbal or gestural display of disrespect, or in response to a verbal threat unaccompanied by demonstrated means of or intent to carry out the threat.

#### **3. DEFINITIONS**

Rule 4500 definitions of the terms "physical restraint" and "seclusion" apply to those terms as used in this policy. "School personnel" means individuals working in the district who are employed by the district or who perform services for the district on a contractual basis, and school officers, while acting in that capacity.

#### **4. TRAINING**

All school personnel who engage in the physical restraint or seclusion of students shall have received training and certification in a State-recommended restraint training program. Certification shall be renewed annually. Training shall include training in all requirements of Rule 4500.

Restraint and seclusion shall not be imposed by staff not so trained unless trained personnel are not immediately available due to the unforeseeable nature of the danger.

Legal References: V.S.A. Title 16 § 1161A & VSBE Rule 4500

Last Reviewed: November 15, 2011  
 Date Warned: December 22, 2023  
 First Reading: January 2, 2024  
 Second Reading:

The Superintendent shall ensure that all principals receive training in Rule 4500 requirements no later than September 1 and that each newly hired principal receives such training upon commencement of employment.

**5. REPORTING AND DEBRIEFING**

It shall be the responsibility of each building principal to ensure that all reporting and debriefing requirements of Rules 4503-4505 are implemented as prescribed by those Rules.

**6. NOTIFICATION**

The Superintendent/designees shall ensure that annual notification is given to parents and personnel, at or before the beginning of the academic year, of the policies and procedures pertaining to the use of physical restraint and seclusion and of the school's intent to emphasize the use of positive behavioral intentions and supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.

**7. INVESTIGATION**

The Superintendent/designee and building principal shall ensure that all complaints regarding a use of restraint or seclusion are investigated, and written findings issued, within thirty (30) days of receipt of the complaint. If the findings do not resolve the complaint, the principal shall refer the findings to the Superintendent for review and final action. Students on IEPs or 504 plans may also use dispute resolution options available under the State Board of Education Rules 2365.1.4-2365.1.6. (See Policy D10: Public Complaints about Personnel.)

**8. PROCEDURES**

The Superintendent/designee shall prepare and promulgate procedures to implement this policy. The procedures shall also, at a minimum, comply with and implement Rule 4500. Copies of this policy and the procedures shall be posted on the district's website and shall be provided to school personnel and/or parents of students in attendance upon request.

## Use of Restraint and Seclusion Procedures

### Training

The Colchester School District will identify personnel within the district to receive and maintain Trainer Level Certification from an identified Vermont AOE sanctioned physical restraint program. Trainers will provide training to all behavior specialists, interventionists and any additional staff who may need to support students with restraint or seclusion. The training schedule will follow the identified physical restraint program requirements. The District designee will maintain a log of employees training dates and refreshers. In addition, the certified trainers will ensure that all principals are trained in Rule 4500 and where needed, trained in the physical restraint techniques.

### Documentation/Reporting

Colchester School District will maintain written records of each use of restraint and seclusion. Each School should use the required AOE Documentation (insert link).

#### **Building Administrator Responsibilities:**

1. Documentation of the restraint or seclusion should be completed by the end of the school day or within 24 hours.
2. The School Building Administrator will review the documentation.
3. The School Building Administrator will
  - a. **Contact Parents/Guardians;** via phone, email, in person
  - b. **Provide a copy documentation** of the restraint/seclusion will be provided to parents.
  - c. **Incident Debrief Meeting;** Invite the guardians to participate in a meeting that takes place within 4 days of the incident.
  - d. **Student Debrief** of the incident will take place within 2 days of the incident.
  - e. **Staff Debrief** of the incident will take place within 2 days of the incident.
  - f. Notify Superintendent or Designee by sharing a copy of the restraint and seclusion report.

#### **Superintendent or Designee Responsibilities:**

1. Review documentation.
2. Superintendent or Designee should review all restraints or seclusions that meet the following criteria:
  - a. Death, injury or hospitalization as a result of the restraint or seclusion.
  - b. Physical restraint has been used for more than a duration of 15 minutes.
  - c. Restraint or seclusion has been used in violation of the rules.
  - d. An individual employee or contracted service provider has engaged in a physical restraint or seclusion 3 times on 1 or more students.
  - e. If the student was restrained more than 1 time in a school day.
  - f. A student has been restrained or secluded more than 3 times in a school year.
  - g. A student is restrained or secluded who is not on a behavior intervention plan.



3. Send Report to AOE within 3 school days by filling out the online form provided by AOE when it falls under one of the following:
  - a. Death, injury or hospitalization as a result of the restraint or seclusion.
  - b. Physical restraint has been used for more than a duration of 30 minutes.
  - c. Restraint or seclusion has been used in violation of the rules.

### **Annual notification to parents/guardians/students**

At or before each academic year, each school (defined in 4500.3(10)) will inform all school personnel, parents/guardians of the policy pertaining to the use of physical restraint and seclusion and emphasizing the use of positive behavioral intervention and supports to prevent and avoid the use of restraint and seclusion.

### **Complains and investigations**

1. A parent or school personnel may file a complaint regarding the use of restraint or seclusion at any time in accordance with school district policy.
2. The complaint shall be in writing and directed to the building principal.
3. If the person filing the complaint is unable to submit the complaint in writing, the recipient of the complaint shall complete the form based on a verbal complaint. In this case, the complainant shall be provided with a copy of the complaint.
4. All complaints shall be investigated by the school or district and written findings issued within thirty (30) days;
5. Unresolved complaints shall be directed to the superintendent of the Supervisory Union where the student resides in accordance with the school board's established complaint process.
6. A student on an individualized education plan (IEP) or Section 504 Plan may also use the dispute resolution options available under Rules 2365.1.4 - 2365.1.6, if appropriate.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: CHILD FIND**

**DATE ADOPTED:** June 20, 2017

### **POLICY STATEMENT – (SECTION 504)**

It is the policy of the Colchester School District to undertake annually to identify and locate every qualified handicapped person residing in the District who is not receiving public preschool, elementary or secondary education, and to take appropriate steps to notify qualified handicapped persons and their parents and guardians of their rights under Section 504 of the Rehabilitation Act of 1973.

The Superintendent or his/her designee shall develop and implement procedures necessary to implement this policy.

### **POLICY STATEMENT – (IDEA)**

It is the policy of the Colchester School District to identify, locate and evaluate all children with disabilities, aged birth to 22, residing in the District, regardless of the severity of disability, including those who are homeless, vulnerable adults or wards of the State, and those who are attending independent schools or programs of home study in the District, and who are in need of special education and related services. This effort includes identifying, locating, and evaluating highly mobile children, including migrant children, as well as children suspected of having disabilities who are in need of special education, even though they are advancing from grade to grade.

### **IMPLEMENTATION**

The Superintendent or his/her designee shall develop and implement procedures to carry out this policy. The procedures shall include a description of the practical effort to be made annually to locate children with disabilities, and to inform their parents of the availability of special education services, including those who are not enrolled in school; those who turn 3 years of age at any time after the school year begins and prior to the beginning of the next school year; those who may be suspected to have a disability and be in need of special education, although advancing from grade to grade; those who are attending private schools or approved programs of home study; and those who are highly mobile (such as migrant and homeless children).

The child find procedures shall provide for a number of different methods of locating children with disabilities, such as employing print media, oral communications (by presentations, radio, telephone, or similar efforts), and methods involving notices sent to others who provide services to children and families, (for example: hospitals, pediatricians' and psychologists' offices, and/or similar providers, social services agencies, parent advocacy groups, etc). Child find efforts for children with disabilities birth to 22 shall be co-coordinated with other public agencies serving those children.

Last Adopted: September 7, 2004  
 Date Warned: June 2, 2017  
 First Reading: June 6, 2017  
 Second Reading: June 20, 2017

## CHILD FIND PROCEDURES

1. **Annual Notices under the IDEA and Section 504 of the Rehabilitation Act of 1973.**  
The District shall annually provide notice to Colchester residents, in the forms attached as Child Find Notices Forms A and B, of the District's duty to identify, locate and evaluate children between the ages of birth to 22, who have disabilities or are suspected of having disabilities, to determine whether the children have rights to services and other supports as individuals with disabilities under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973 (Section 504).
  
2. **Distribution of Annual Notices.**
  - a. **Implementation of these child find procedures for the District** shall be overseen by [the District's special education director] ("Director"), with the principals of Colchester schools carrying out building-specific child find efforts.
  
  - b. **Notice Before Any Significant Child Find Activity.** The Director shall ensure that there is public notice before any significant activity is conducted to identify, locate or evaluate children ages birth to 22.
  
  - c. **Publication of Notices.** The Child Find Notices shall be disseminated to the public as follows:

### District-wide (Director):

By publication on the District's website;  
 By including the Notices in all District parent/student handbooks;  
 By publication in at least one newspaper circulated in Colchester;  
 By including in any mailings that are sent to parents of students in attendance  
 By mailing to the headmaster of each independent school in Colchester  
 By mailing to DCF and mental health agencies that serve Colchester residents, for posting  
 By mailing to Colchester day care facilities for posting;  
 By mailing to doctors' offices in Colchester for posting;  
 By mailing to local radio and television stations for public service announcements.  
 By mailing to the Colchester Library and Colchester Town Offices for posting

### Each Colchester School (Principal):

By posting prominently on a bulletin board(s) seen by parents and members of the public, and on a bulletin board in the faculty room;

By including in the school's website;  
 By including in the school's parent/student handbook;  
 By including in any mailings that are sent to parents of students in attendance

- d. **Target Groups for Child Find.** Child find efforts, including methods of disseminating the annual child find notices, shall be designed so as to locate (in addition to others):
- Children who are not enrolled in school;
  - Children enrolled in independent schools or programs of home study in the district;
  - Students who are suspected of having a disability even though they are advancing from grade to grade;
  - Children who are highly mobile such as migrant children;
  - Children who are homeless or in State custody or who are vulnerable adults; and
  - Those who turn 3 years of age at any time after a school year begins and prior to the beginning of the next school year
- e. **Notice in Native Languages.** The Director shall ensure that the child find notices are available in the native languages of major population groups in the District.
- f. **FERPA Rights and Protections.** The annual notice and the notice with respect to a planned child find activity should include a statement that any information gathered through child find activities shall remain confidential as required by the Family Educational Rights and Privacy Act, and shall direct parents and guardians to the school's Student Records Policy and procedures for a full description of those protections.
- g. **Child Count Reporting.** Annually, the Director shall submit to the AOE in the AOE's specified electronic format, data requested regarding students ages 3 through 21 who have been found eligible for special education under the IDEA.

### 3. Handling of Referrals:

#### a. Employee Responsibilities:

All employees shall be responsible for forwarding to the Director, within 2 calendar days of receipt, every referral, inquiry or request regarding identification and evaluation of a child suspected of having a disability. If the referral, inquiry or request was not made in writing, the referring employee shall prepare a written record identifying the requesting party (including contact information) and the date and substance of the referral, inquiry or

request, and forward it to the Director.

**b. Review and Action on Referral:**

- i. The Director shall review the referral, inquiry or request to determine whether it constitutes a request for evaluation under either 504 or the IDEA, and if so, shall forward the request at once to the appropriate EPT or 504 team. (Where a referral is for a special education evaluation, an EPT meeting to determine whether there is a reason to suspect a disability must be held within 15 days of receipt of the initial request,) (See (ii) immediately below.) The parents shall be provided with a copy of Parental Rights in Special Education or 504 Student/Parent Rights, as applicable, and make a record of providing the Rights to the parents.
- ii. If the Director determines that the request is not a request for an evaluation, the Director shall follow up with the person who made the request, and make sure that an appropriate response is provided.
- iii. After gathering sufficient information, the EPT or 504 Team shall follow its usual procedures to determine at a Team meeting, whether there is reason to suspect a disability. At the meeting, the parent shall be provided with a copy of Parental Rights in Special Education and/or 504 Student/Parent Rights, and a record shall be made of providing the Rights to the parents. If the Team concludes that there is a reason to suspect a disability, the Team shall follow its usual evaluation planning and disability determination procedures, to determine whether the student is eligible under the IDEA or protected by Section 504, as the case may be.
- iv. If the Team concludes that there is no reason to suspect a disability, the Team shall notify the parents of the decision and the reasons for the decision. In the case of an EPT decision, a Prior Written Notice of Refusal shall be completed for this purpose and provided to the parents. All information provided to the Team by the parent and other sources shall be noted and preserved. A copy of Parental Rights (IDEA or 504 as applicable) shall be provided to the parents, and a record shall be made of providing the Rights to the parents.

**COLCHESTER SCHOOL DISTRICT CHILD FIND NOTICE:  
SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Colchester School District (CSD) has a duty to identify and locate any children, aged 3 to 22 (including children who are homeless or wards of the State), who reside in the CSD, have disabilities and are not receiving a public education, in order to evaluate such children to determine whether they have disabilities under Section 504 of the Rehabilitation Act of 1973 and/or under Title II of the Americans with Disabilities Act of 1990, and to notify them of their rights under those laws.

If you have or know such a child in your home, school, or neighborhood, please write or phone:

**Superintendent of Schools  
PO Box 27, 125 Laker Lane  
Colchester, VT 05446  
802-264-5999**

## NOTICE

### **Colchester School District Seeks to Identify Children with Disabilities for Special Education Services**

Federal and State law provide that all qualifying children with disabilities have a right to a free, appropriate public education, including, where appropriate, special education and related services.

The Colchester School District has a duty to identify and locate all children or youths who have disabilities or are suspected to have disabilities, who live the Colchester School District, and who are between the ages of 3 and 22, in order to evaluate them and engage in planning of services, as appropriate, under the federal special education law, the Individuals with Disabilities Education Act (IDEA). The District seeks to identify all such children, including those who are homeless, are wards of the State, are vulnerable adults, or are highly mobile (such as migrant children), and those who are attending private school or programs of home study in the District.

Colchester School District also must to identify and locate all infants, birth to age 3, who may have disabilities, for evaluation and services under Part C of the federal special education law, Individuals with Disabilities Act.

If you have or know of such a child in your school, home, or neighborhood, please write or phone the **Superintendent of Schools, PO Box 27, 125 Laker Lane, Colchester, VT, Tel. 264-5999**, for further information.

## CHILD FIND PROCEDURES

1. **Annual Notices under the IDEA and Section 504 of the Rehabilitation Act of 1973.**  
The District shall annually provide notice to Colchester residents, in the forms attached as Child Find Notices Forms A and B, of the District’s duty to identify, locate and evaluate children between the ages of birth to 22, who have disabilities or are suspected of having disabilities, to determine whether the children have rights to services and other supports as individuals with disabilities under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973 (Section 504).

2. **Distribution of Annual Notices.**

- a. **Implementation of these child find procedures for the District** shall be overseen by [the District’s Director of Student Support Services] (“Director”), with the principals of Colchester schools carrying out building-specific child find efforts.
- b. **Notice Before Any Significant Child Find Activity.** The Director shall ensure that there is public notice before any significant activity is conducted to identify, locate or evaluate children ages birth to 22.
- c. **Publication of Notices.** The Child Find Notices shall be disseminated to the public in a variety of settings and modalities including but not limited to the following: District’s website, parent/student handbooks, one newspaper circulated in Colchester, independent school in Colchester, DCF and mental health agencies that serve Colchester residents, day care facilities doctors’ offices in Colchester, local radio and television stations for public service announcements and to the Colchester Library and Colchester Town Offices for posting

**Each Colchester School (Principal):**

By posting prominently on a bulletin board(s) seen by parents and members of the public, and on a bulletin board in the faculty room;  
By including in the school’s website;  
By including in the school’s parent/student handbook;  
By including in any mailings that are sent to parents of students in attendance

- d. **Notice in Native Languages.** The Director shall ensure that the child find notices are available in the native languages of major population groups in the District.
- e. **Child Count Reporting.** Annually, the Director shall submit to the AOE in



the AOE's specified electronic format, data requested regarding students ages 3 through 21 who have been found eligible for special education under the IDEA.

### **3. Handling of Referrals:**

#### **a. Employee Responsibilities:**

All employees shall be responsible for forwarding to the Director, within 2 calendar days of receipt, every referral, inquiry or request regarding identification and evaluation of a child suspected of having a disability. If the referral, inquiry or request was not made in writing, the referring employee shall prepare a written record identifying the requesting party (including contact information) and the date and substance of the referral, inquiry or request, and forward it to the Director.

#### **b. Review and Action on Referral:**

- i. The Director shall review the referral, inquiry or request to determine whether it constitutes a request for evaluation under either 504 or the IDEA, and if so, shall forward the request at once to the appropriate EPT or 504 team. (Where a referral is for a special education evaluation, an EPT meeting to determine whether there is a reason to suspect a disability must be held within 15 days of receipt of the initial request,) (See (ii) immediately below.) The parents shall be provided with a copy of Parental Rights in Special Education or 504 Student/Parent Rights, as applicable, and make a record of providing the Rights to the parents.
- ii. If the Director determines that the request is not a request for an evaluation, the Director shall follow up with the person who made the request, and make sure that an appropriate response is provided.
- iii. After gathering sufficient information, the EPT or 504 Team shall follow its usual procedures to determine at a Team meeting, whether there is reason to suspect a disability. At the meeting, the parent shall be provided with a copy of Parental Rights in Special Education and/or 504 Student/Parent Rights, and a record shall be made of providing the Rights to the parents. If the Team concludes that there is a reason to suspect a disability, the Team shall follow its usual evaluation planning and disability determination procedures, to determine whether the student is eligible under the IDEA or protected by Section 504, as the case may be.
- iv. If the Team concludes that there is no reason to suspect a disability, the Team shall notify the parents of the decision and the reasons for

the decision. In the case of an EPT decision, a Prior Written Notice of Refusal shall be completed for this purpose and provided to the parents. All information provided to the Team by the parent and other sources shall be noted and preserved. A copy of Parental Rights (IDEA or 504 as applicable) shall be provided to the parents, and a record shall be made of providing the Rights to the parents.

**COLCHESTER SCHOOL DISTRICT CHILD FIND NOTICE:  
SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Colchester School District (CSD) has a duty to identify and locate any children, aged 3 to 22 (including children who are homeless or wards of the State), who reside in the CSD, have disabilities and are not receiving a public education, in order to evaluate such children to determine whether they have disabilities under Section 504 of the Rehabilitation Act of 1973 and/or under Title II of the Americans with Disabilities Act of 1990, and to notify them of their rights under those laws.

If you have or know such a child in your home, school, or neighborhood, please write or phone:

**Director Of Student Support Services  
PO Box 27, 59 Rathe Rd  
Colchester, VT 05446  
802-264-5999**

## NOTICE

### **Colchester School District Seeks to Identify Children with Disabilities for Special Education Services**

Federal and State law provide that all qualifying children with disabilities have a right to a free, appropriate public education, including, where appropriate, special education and related services.

The Colchester School District has a duty to identify and locate all children or youths who have disabilities or are suspected to have disabilities, who live the Colchester School District, and who are between the ages of 3 and 22, in order to evaluate them and engage in planning of services, as appropriate, under the federal special education law, the Individuals with Disabilities Education Act (IDEA). The District seeks to identify all such children, including those who are homeless, are wards of the State, are vulnerable adults, or are highly mobile (such as migrant children), and those who are attending private school or programs of home study in the District.

Colchester School District also must to identify and locate all infants, birth to age 3, who may have disabilities, for evaluation and services under Part C of the federal special education law, Individuals with Disabilities Act.

If you have or know of such a child in your school, home, or neighborhood, please write or phone the **Director of Student Support Services, PO Box 27, 59 Rathe Road Colchester, VT, Tel. 264-5999**, for further information.

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, December 19, 2023  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, December 19, 2023, in the Colchester High School Media Center. Board members in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, 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, Director of Student Support Services Carrie Lutz, and Principal Carolyn Millham.

### 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. Porters Point School Report

Information

Principal Carolyn Millham provided an overview of enrollment, staffing, academic and behavior data, and the culture and learning environments at Porters Point School. She shared how the school is working towards several goals that will improve outcomes for all students and reduce gaps for students in disaggregated groups. She also outlined some of the facility needs for the school which include updating the playground so it is better suited for K-2, and adding more parking and adult bathrooms. She also noted the general need for space, adding that one-on-one work with students often happens in hallways. The board discussed trends noted during the presentation and asked some follow-up questions.

### IV. FY'25 Budget Discussion

Information

Superintendent Amy Minor began the presentation with the enrollment forecast from McKibben Demographics which expects enrollment to remain steady through the year 2030. She noted that classrooms throughout the district are currently at or just below the recommended class size outlined by the Vermont Education Quality Standards (EQS). She reviewed the comparison charts from the past two fiscal years regarding spending per equalized pupil by district. In both years, Colchester spent less per pupil than any other district in Chittenden County. She acknowledged that it has been very important to the board to remain fiscally conservative by finding ways to provide high-quality education in a way that honors money provided by taxpayers.

Superintendent Minor summarized the six school report presentations provided at school board meetings over the past two months. Strengths included the commitment and dedication of employees, strong student enrollment, class sizes that are close to the EQS, academic data close to or above the state average in many areas, and added support for behavior and mental health. She

went on to list areas that the district is actively working to improve including closing the achievement gap for all students, expanding multilingual and new American services to mirror the increase in the number of students who are arriving in the country and beginning to learn English, adjusting special education caseloads and mitigating the challenges such as waitlists that students experience when accessing individualized programming for behavioral, mental health, and medical needs, and increasing the opportunities for students in grades 6-12 to engage outside of the classroom, especially after the school day ends.

Superintendent Minor gave a repeat overview of changes to the State's education funding formula and the impact of Act 127, which was designed to improve student equity by adjusting the school funding formula which subsequently influences the weighted pupil counts in districts. She then shared the FY'25 educational tax components that are known to date, noting that the district has not been given the Common Level of Appraisal (CLA) by the State, which is a key component in the funding formula that generates the estimated local tax rate. Business and Manager George Trieb showed how the FY'25 numbers compare to last year but pointed out that the comparison is less meaningful than in previous years because this is the first year of the new funding formula.

Balancing the expectation that the new formula will have an increased impact on taxpayers, Superintendent Minor stated that ultimately, the top-level priority outlined by both the district and school level is to maintain the existing levels of professional staffing. However, Superintendent Minor recognized that there is still a significant need to increase the layers of support and opportunities for students. Board Chair Lindsey Cox asked for the leadership to come to the next board meeting with a list of additions to address those needs and what impact the additions would have on the estimated tax rate with the new tax caps. Board Chair Cox highlighted the importance of the board hearing what those needs are, even if they can not meet them in this upcoming budget cycle. The board asked some clarifying questions regarding the new funding formula and tax caps.

**V. Second and Final Reading of Student Health Policy: F8 Action**

There were no requested edits to the policy.

*Director Longo moved to approve the second and final reading of the Student Health Policy: F8. The motion passed unanimously.*

**VI. Approval of Consent Agenda Action**

The following consent agenda was reviewed by the board.

**COLCHESTER SCHOOL DISTRICT**

Board of Education Meeting, Special Meeting  
Central Office, Conference Room

Tuesday, December 19, 2023  
5:30 p.m.

**MINUTES**

The Colchester Board of Education held a Special Board Meeting on Monday, December 19, 2023. Board members in attendance included Board Chair Lindsey Cox, Directors Nic Longo, Felix Anderson, and Ben Yousey-Hindes. District administrators included Superintendent Amy Minor and Business and Operations Manager George Trieb.

**I. Call to Order**

Board Chair Lindsey Cox called the meeting to order at 5:30 p.m.

**II. Work Session: Facilities**

The board met to continue assessing and planning for work pertaining to the district’s facilities.

**III. Adjournment**

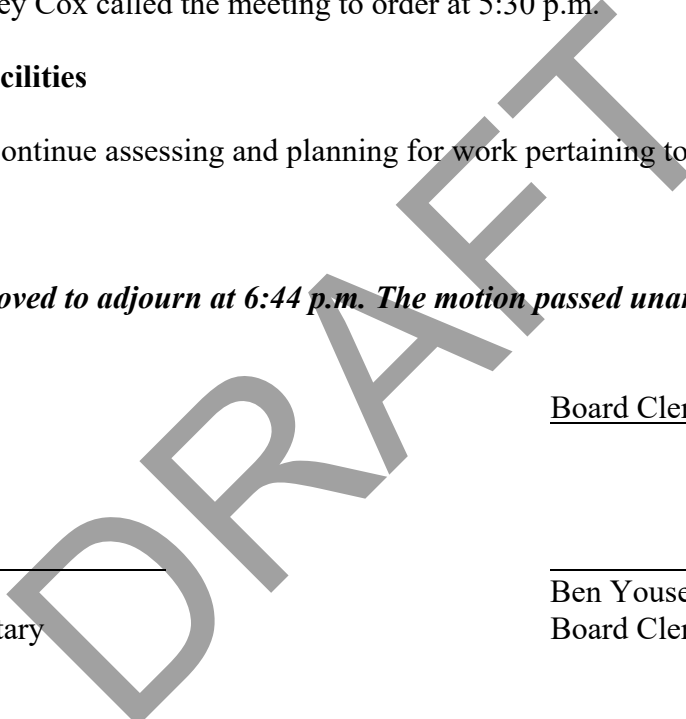
*Director Longo moved to adjourn at 6:44 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Meghan Baule  
Recording Secretary

\_\_\_\_\_  
Ben Yousey-Hindes  
Board Clerk



**CONSENT AGENDA**

**Board Meeting Date: December 19, 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	Carolyn	Dixon	Leave of Absence	Spanish Teacher	0.8	CHS	Request for a .20 FTE reduction for the remainder of SY23/24 dropping to a .60 FTE			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>
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***

<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	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			



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

**VII. Approval of Meeting Minutes** **Action**  
• December 5, 2023

*Director Anderson moved to approve the minutes from the meetings held on December 5, 2023. The motion passed unanimously.*

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

- Upcoming engagement sessions for long-term facilities.
- Superintendent Minor recognized Director of Communications Meghan Baule for being named a Front-Runner by the National School Public Relations Association. Each year, four Front-Runners are identified from across the country as emerging leaders who are doing outstanding work for their schools.

**IX. Future Agenda Items** **Information**

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

**X. Adjournment**

*Director Yousey-Hindes moved to adjourn at 8:49 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Meghan Baule  
Recording Secretary

\_\_\_\_\_  
Ben Yousey-Hindes  
Board Clerk