

Colchester School Board

Meeting Agenda and Packet

February 6, 2024

**Colchester School District
Board of Education Meeting Agenda
February 6, 2024 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | | |
|--------------|---|--------------------|
| I. | Call to Order | |
| II. | Citizen Participation | |
| III. | Second and Final Reading of Animals in the Classroom or on School Property Policy: F29 | Action |
| IV. | Second and Final Reading of Harassment of Employees: D12 | Action |
| V. | Quarterly Financial Update | Information |
| VI. | FY'25 Budget Discussion | Information |
| VII. | Approval of Consent Agenda | Action |
| VIII. | Approval of Meeting Minutes | Action |
| | • January 16, 2024 (general) | |
| IX. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| X. | Future Agenda Items | Information |
| XI. | 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.csdyt.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: ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY****DATE ADOPTED:** August 16, 2016**POLICY STATEMENT**

The Colchester Supervisory District recognizes that, under the proper conditions, animals can be an effective teaching aid.

It is also recognized that there can be medical and physical risks associated with animals, both wild and domesticated, in the classroom and/or on school property.

Additionally, federal and state law prescribe circumstances under which individuals with disabilities have a right to bring their service animals onto District premises.

The Superintendent or her/his designee shall prepare procedures and rules to be followed, consistent with State and federal law and guidelines, when an individual wishes to bring an animal onto school property and into any school building. The procedures and rules shall address the bringing of animals to school for instructional purposes, and shall also provide a process to be followed when a request is made by an employee or student with a disability to be accompanied at school by a service animal.

Date Warned: July 29, 2016
First Reading: August 2, 2016
Second Reading: August 16, 2016

COLCHESTER SCHOOL DISTRICT

POLICY: HARASSMENT OF EMPLOYEES

DATE ADOPTED: DRAFT

POLICY STATEMENT

In the Colchester School District, employee harassment, as defined herein and by state and federal law, is unlawful and will not be tolerated. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

I. DEFINITIONS

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

- A. Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district. For purposes of this policy, an employee includes any person employed directly or through a contract with another company by the District, agents of the schools, School Board members and any student teacher, intern, school volunteer or work study student.
- B. Unlawful Harassment:** Unwelcome conduct based on an employee's race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, or physical or mental condition that interferes with the employee's work or creates a work environment that is intimidating, hostile, or offensive. In determining whether conduct constitutes harassment:
 - a.** The determination shall be made on the basis of the record as a whole, according to the totality of the circumstances, and a single incident may constitute unlawful harassment.
 - b.** Incidents that may be harassment shall be considered in the aggregate with varying types of conduct and conduct based on multiple characteristics viewed in totality rather than in isolation.
 - c.** Conduct may constitute unlawful harassment, regardless of whether: 1) the complaining employee is the individual being harassed; 2) the complaining employee acquiesced or otherwise submitted to or participated in the conduct; 3) the conduct is also experienced by others outside the protected class involved in the conduct; 4) the complaining employee was able to continue carrying out the employee's job duties and responsibilities despite the conduct; 5) the conduct resulted in a physical or psychological injury; or 6) the conduct occurred outside the workplace.

Last Reviewed: November 1, 2000
 Date Warned: January 12, 2024
 First Reading: January 16, 2024
 Second Reading: February 6, 2024

- C. Sexual Harassment:** Sexual harassment is a form of unlawful harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, written, auditory, or visual conduct of a sexual nature by a District employee or a person engaged to perform work or a service for the District when:
- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of interfering with an individual's work or creating an intimidating, hostile or offensive working environment
 - d. Sexual harassment need not be severe or pervasive in order to be unlawful.
- D. Retaliation:** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

II. EXAMPLES

Unlawful harassment can include any unwelcome conduct which offends, denigrates, or belittles an employee because of the race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, physical or mental condition, marital status, or genetic information. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

- A. Sex** - Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

Please be aware that any sexual harassment allegations must be considered and processed pursuant to the District's Title IX policy.

- B. Race and Color** - Racial or color harassment may include unwelcome conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
- C. Religion** - Harassment on the basis or religion includes unwelcome conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.

- D. National Origin and Place of Birth** - Harassment on the basis of national origin includes unwelcome conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.
- E. Age** - Age harassment includes unwelcome conduct directed at someone (an applicant or employee) age 18 or older, such as offensive remarks about a person's ability to perform certain tasks because of age.¹
- F. Marital Status** - Harassment on the basis of marital status includes unwelcome conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed parent.
- G. Sexual Orientation** - Harassment on the basis of sexual orientation includes conduct directed at the characteristics of a person's sexual orientation.
- H. Gender Identity** - Harassment on the basis of gender identity includes unwelcome conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.
- I. Disability** - Disability harassment includes any unwelcome conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.
- J. Genetic Information** - Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

III. TRAINING

The District shall implement a reasonable training program to make employees aware of the District's harassment policies and procedures.

IV. ADMINISTRATIVE PROCEDURES

- A. Duty to Investigate.** In the event the district or supervisory union receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Colchester School District is

¹ 16 V.S.A. §495

committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.

- B. Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:

Non-Discrimination Coordinators: Jean Shea
Address: 59 Rathe Road, Colchester, Vermont 05446
Telephone number: 802-265-5999

Non-Discrimination Coordinators: Carrie Lutz
Address: 59 Rathe Road, Colchester, Vermont 05446
Telephone number: 802-265-5999

- C. Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.

- D. Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.

- E. Alternative Complaint Processes.** Employees may file complaints with both the district and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. Complaints should be filed within 300 days of any unlawful harassment. The agencies are:

Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission
1 Congress Street
Boston, MA 02114

- F. Mandatory Report.** Colchester School District employees, including administrators, supervisors, and School Board members, who witness or receive a report, formal or informal, written or oral, of unlawful harassment at school or during school sponsored activities shall report as soon as possible. Under certain circumstances, alleged harassment may also constitute possible abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.
- G. Confidentiality.** Witnesses, complainant, and the accused shall keep confidential matters related to the charge of unlawful harassment.

COLCHESTER SCHOOL DISTRICT
HARASSMENT POLICY DOCUMENTATION FORM

Date Filed: _____ Time: _____

I. YOUR NAME: _____ ACCUSED: _____

Description of Incident:

Reported by: _____
Signature

Witness (if applicable): _____
Signature

II. INFORMAL MEETING DOCUMENTATION _____ Check: ___ Successful ___ Unsuccessful
Date

Summary of Agreements:

III. NEXT STEPS (check all that apply):

- 1. _____ Resolution informally achieved.
- 2. _____ Additional informal meeting(s) scheduled.
- 3. _____ No resolution. Referred to formal procedure.

SIGNATURES

Party A Date

Party B Date

Witness (if applicable) Date

CONFIDENTIAL FORM
MAINTAINED BY DESIGNATED BUILDING REPRESENTATIVE

4. What redress are you seeking? What outcomes do you expect from this appeal?

5. List any other local, state, or federal agency with whom you are processing this complaint.

Submitted by _____ DATE _____
NAME

SIGNATURE

ROLE (check) Student Employee

FORWARD ONE COPY OF THIS CONFIDENTIAL FORM TO:

- Your Principal and/or Immediate Supervisor
- Colchester School District Administrative Offices



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
CC: Amy Minor
From: George A. Trieb, Jr.
Date: January 11, 2024
Subject: Year-To-Date Financial Report – December 2023

The table below shows the total budget and forecast revenue and expense figures for the period ending December 2023. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue the district would expect a surplus of \$634,941.

	Budget	Forecast	% of Budget	Variance
Revenue	\$51,131,407	\$51,940,290	101.58%	\$808,883
Expenses	\$51,131,407	\$51,305,349	100.34%	(\$173,942)
<i>Surplus/(Deficit)</i>				\$634,941

Attached to this memo is further detail about both the revenue and expenses through December. The district has spent 43.32% of the budget versus spending 44.36% last year at this time. The district's total commitments to date are very much in line with last year.

The table below shows expenses paid in the first quarter either through board orders or payroll warrants.

Transaction Type	Date	Amount
Board Orders	10/4/23	\$786,607
Payroll Warrant	10/6/23	\$48,576
Payroll Warrant	10/13/23	\$1,278,579
Board Orders	10/18/23	\$760,140
Payroll Warrant	10/27/23	\$1,282,610
Total Expenditures		\$4,156,512

Amy Minor
Superintendent
of Schools

George Trieb
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

Transaction Type	Date	Amount
Board Orders	11/1/23	\$1,058,584
Payroll Warrant	11/3/23	\$50,566
Payroll Warrant	11/10/23	\$1,284,300
Board Orders	11/15/23	\$467,581
Payroll Warrant	11/24/23	\$1,298,204
Board Orders	11/30/23	\$1,305,096
Total Expenditures		\$5,464,331

Transaction Type	Date	Amount
Payroll Warrant	12/1/23	\$96,011
Payroll Warrant	12/8/23	\$1,201,783
Board Orders	12/13/23	\$794,638
Payroll Warrant	12/15/23	\$44,980
Payroll Warrant	12/22/23	\$1,259,203
Board Orders	12/27/23	\$1,073,889
Total Expenditures		\$4,470,504

Colchester School District
Year-End Budget Report - Voted Budget Revenue

As of December 31, 2023

	FY2024	FY2024	Revenue	Percent	Variance
Description	Budget	Forecast	Received	Received	Favorable/(Unfavorable)
LOCAL					
Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	100.00%	\$0
Tuition	\$1,910,000	\$1,910,000	\$0	0.00%	\$0
Interest Earnings	\$15,000	\$280,000	\$141,178	941.19%	\$265,000
Facility Rentals	\$25,000	\$25,000	\$6,025	24.10%	\$0
Impact Fees	\$150,000	\$100,000	\$0	0.00%	(\$50,000)
Miscellaneous	\$25,000	\$26,219	\$26,219	104.88%	\$1,219
TOTAL LOCAL	\$3,125,000	\$3,341,219	\$1,173,422	37.55%	\$216,219
STATE					
General State Aid	\$40,950,148	\$40,950,148	\$26,856,457	65.58%	\$0
Transportation Aid	\$530,702	\$530,702	\$0	0.00%	\$0
Voc. Ed. Transportation Reimb.	\$40,000	\$45,000	\$18,109	45.27%	\$5,000
Driver Education Reimbursement	\$15,000	\$15,000	\$5,988	39.92%	\$0
TOTAL STATE NON SPECIAL EDUCATION	\$41,535,850	\$41,540,850	\$26,880,554	64.72%	\$5,000
SPECIAL EDUCATION					
Census Block Grant	\$4,876,424	\$4,872,656	\$3,249,066	66.63%	(\$3,768)
Extraordinary Reimbursement	\$446,250	\$1,056,366	\$1,056,366	236.72%	\$610,116
EEE Program	\$235,118	\$235,118	\$235,118	100.00%	\$0
TOTAL SPECIAL EDUCATION	\$5,557,792	\$6,164,140	\$4,540,550	81.70%	\$606,348
FEDERAL					
SpEd/Title IVB IDEA	\$903,000	\$884,316	\$99,519	11.02%	(\$18,684)
SpEd/EEE IDEA Pre-School	\$9,765	\$9,765	\$0	0.00%	\$0
TOTAL FEDERAL	\$912,765	\$894,081	\$99,519	10.90%	(\$18,684)
TOTAL REVENUE	\$51,131,407	\$51,940,290	\$32,694,045	63.94%	\$808,883

COLCHESTER SCHOOL DISTRICT

Year-to-Date Budget Report - Voted Budget Expenditures (by Account)

ACCOUNT #	ACCOUNT TITLE	As of December 31, 2023		EXPENDITURES YTD	AVAILABLE BUDGET	% OF BUDGET UTILIZED	VARIANCE
		FY'24 BUDGET	FY'24 FORECAST				
5111	TEACHERS	\$18,542,369	\$18,542,369	\$6,631,110	\$11,911,259	35.8%	\$0
5121	PARAEDUCATOR	\$3,604,802	\$3,604,802	\$1,396,036	\$2,208,766	38.7%	\$0
5131	SUBSTITUTES	\$469,998	\$469,998	\$237,510	\$232,488	50.5%	\$0
5141	ADMINISTRATION	\$2,058,615	\$2,058,615	\$1,021,119	\$1,037,496	49.6%	\$0
5151	MID-MANAGEMENT/SUPERVISOR	\$538,675	\$538,675	\$274,578	\$264,097	51.0%	\$0
5161	SUPPORT STAFF - CLERICAL	\$1,193,935	\$1,193,935	\$516,561	\$677,374	43.3%	\$0
5171	TECH & PROF STAFF	\$1,025,632	\$1,025,632	\$472,283	\$553,349	46.0%	\$0
5172	TCH & PRF STF-OT/PT/BS/CC	\$779,804	\$680,000	\$218,415	\$561,389	28.0%	\$99,804
5181	NON-CLERICAL GENERALISTS	\$993,303	\$993,303	\$469,923	\$523,380	47.3%	\$0
5191	STIPENDS- BOARD ED	\$8,500	\$8,500	\$8,500	\$0	100.0%	\$0
5192	STIPENDS- OTHER	\$595,000	\$595,000	\$342,445	\$252,555	57.6%	\$0
5211	HEALTH INSURANCE	\$4,657,258	\$4,657,258	\$2,902,120	\$1,755,138	62.3%	\$0
5212	HEALTH CARE CONTRIBUTION	\$12,000	\$12,000	\$2,859	\$9,141	23.8%	\$0
5218	HAS	\$55,000	\$55,000	\$6,061	\$48,939	11.0%	\$0
5219	HRA	\$739,231	\$739,231	\$194,095	\$545,136	26.3%	\$0
5220	FICA	\$2,281,023	\$2,281,023	\$843,770	\$1,437,253	37.0%	\$0
5232	VSTRS- OPEB	\$120,000	\$126,756	\$126,756	(\$6,756)	105.6%	(\$6,756)
5233	VSTRS- PENSION PAYMENTS	\$36,676	\$36,676	\$22,367	\$14,309	61.0%	\$0
5234	VMERS	\$420,000	\$420,000	\$192,603	\$227,397	45.9%	\$0
5251	TUITION REIMB- TEACHER	\$175,000	\$175,000	\$84,666	\$90,334	48.4%	\$0
5252	TUITION REIMB- SPT STF	\$37,000	\$37,000	\$14,409	\$22,591	38.9%	\$0
5253	TUITION REIMBURSEMENT - ADMIN	\$18,000	\$18,000	\$7,130	\$10,870	39.6%	\$0
5261	UNEMPLOYMENT COMPENSATION	\$40,000	\$20,000	\$1,038	\$38,962	2.6%	\$20,000
5271	WORKERS COMPENSATION	\$239,997	\$239,997	\$218,605	\$21,392	91.1%	\$0
5281	DENTAL	\$302,941	\$302,941	\$180,195	\$122,746	59.5%	\$0
5292	LIFE	\$34,982	\$34,982	\$28,627	\$6,355	81.8%	\$0
5294	LTD	\$79,416	\$79,416	\$39,297	\$40,119	49.5%	\$0
5295	CASH IN LIEU	\$185,000	\$185,000	\$95,883	\$89,117	51.8%	\$0
5296	LIEU OF SICK	\$3,000	\$0	\$0	\$3,000	N/A	\$3,000
5311	OFFICIAL/ADMIN SERVICES	\$500	\$500	\$0	\$500	N/A	\$0
5321	PROFESSIONAL EDU SERVICES	\$765,218	\$1,000,000	\$591,295	\$173,923	77.3%	(\$234,782)
5331	EMP TRAINING/DEVELOP	\$20,000	\$22,675	\$22,675	(\$2,675)	113.4%	(\$2,675)
5341	OTHER PROFESSNL SERVICES	\$709,954	\$600,000	\$200,549	\$509,405	28.2%	\$109,954
5342	AUDITING SERVICES	\$39,000	\$39,000	\$31,405	\$7,595	80.5%	\$0
5352	OTH TECHNICAL SERVICES	\$0	\$44,032	\$44,032	(\$44,032)	#DIV/0!	(\$44,032)
5411	UTILITY SERVICES	\$74,979	\$74,979	\$19,641	\$55,338	26.2%	\$0
5425	TRASH & RECYCLING	\$54,761	\$54,761	\$25,868	\$28,893	47.2%	\$0
5431	NONTECHNLGY REPAIR/MAINT	\$986,740	\$986,740	\$443,838	\$542,902	45.0%	\$0
5432	TECHNOLOGY REPAIR/MAINT	\$15,500	\$15,500	\$14,187	\$1,313	91.5%	\$0
5441	RENTALS-LAND/BUILDINGS	\$125,000	\$125,000	\$68,820	\$56,180	55.1%	\$0
5442	RENTALS-EQUIPMNT/VEHICLES	\$95,000	\$95,000	\$54,931	\$40,069	57.8%	\$0
5451	CONSTRUCTION SERVICES	\$0	\$0	\$0	\$0	N/A	\$0
5490	OTHER PURCH PROPERTY SERV	\$36,575	\$36,575	\$26,704	\$9,871	73.0%	\$0
5513	STUDENT TRAN CONTRACT	\$1,605,334	\$1,605,334	\$466,742	\$1,138,592	29.1%	\$0
5519	STUDENT TRAN OTHER EXTRA	\$519,999	\$519,999	\$222,791	\$297,208	42.8%	\$0
5521	INSURANCE (NOT EMP BEN)	\$70,000	\$69,727	\$69,727	\$273	99.6%	\$273
5522	INSURANCE- LIABILITY	\$110,000	\$104,338	\$104,338	\$5,662	94.9%	\$5,662
5531	COMMUNICATIONS	\$40,000	\$40,000	\$15,715	\$24,285	39.3%	\$0
5533	POSTAGE	\$33,295	\$33,295	\$13,377	\$19,918	40.2%	\$0
5534	TELEPHONE AND VOICE	\$28,739	\$28,739	\$11,962	\$16,777	41.6%	\$0
5541	ADVERTISING	\$13,063	\$15,000	\$10,704	\$2,359	81.9%	(\$1,937)
5551	PRINTING AND BINDING	\$14,630	\$14,630	\$0	\$14,630	N/A	\$0
5561	TUITN TO PUB VT LEAS	\$60,000	\$60,000	\$9,510	\$50,490	15.9%	\$0
5562	TUITN TO PRIV VT LEAS	\$2,355,528	\$2,500,000	\$1,047,010	\$1,308,518	44.4%	(\$144,472)
5566	TUITN TO VC-ON BEHALF	\$485,970	\$485,970	\$0	\$485,970	N/A	\$0
5567	TUITN TO VC	\$395,555	\$395,555	\$132,560	\$262,995	33.5%	\$0
5581	TRAVEL	\$44,138	\$44,138	\$36,598	\$7,540	82.9%	\$0
5594	SPED EXCESS TO PUB VT LEA	\$0	\$6,836	\$6,836	(\$6,836)	#DIV/0!	(\$6,836)
5611	GENERAL SUPPLIES	\$865,078	\$865,078	\$678,898	\$186,180	78.5%	\$0
5621	NATURAL GAS	\$195,624	\$195,624	\$37,347	\$158,277	19.1%	\$0
5622	ELECTRICITY	\$468,885	\$468,885	\$192,141	\$276,744	41.0%	\$0
5626	GASOLINE	\$25,000	\$25,000	\$13,592	\$11,408	54.4%	\$0
5641	BOOKS AND PERIODICALS	\$110,963	\$110,963	\$54,672	\$56,291	49.3%	\$0
5651	SUPPLIES - TECH RELATED	\$35,000	\$35,000	\$3,052	\$31,948	8.7%	\$0
5652	SUPPLIES - TECH SOFTWARE	\$282,567	\$301,835	\$301,835	(\$19,268)	106.8%	(\$19,268)
5731	MACHINERY	\$15,000	\$15,000	\$0	\$15,000	N/A	\$0
5732	VEHICLES	\$50,000	\$56,877	\$56,877	(\$6,877)	113.8%	(\$6,877)
5733	FURNITURE AND FIXTURES	\$99,000	\$99,000	\$75,787	\$23,213	76.6%	\$0
5734	TECH-RELATED HARDWARE	\$461,661	\$461,661	\$75,188	\$386,473	16.3%	\$0
5811	DUES AND FEES	\$58,996	\$58,996	\$50,024	\$8,972	84.8%	\$0
5831	REDEMPTION OF PRINCIPAL	\$294,118	\$294,118	\$294,118	\$0	100.0%	\$0
5832	INTEREST ON LT DEBT	\$205,000	\$150,000	\$64,830	\$140,170	31.6%	\$55,000
5899	MISC EXPENDITURES - OTHER	\$17,880	\$17,880	\$11,298	\$6,582	63.2%	\$0
5911	FD TRSF- CONTRIB RSRV	\$0	\$0	\$0	\$0	N/A	\$0
	TOTALS	\$51,131,407	\$51,305,349	\$22,150,435	\$28,980,972	43.3%	(\$173,942)

CONSENT AGENDA

Board Meeting Date: February 6, 2024

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
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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
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Non-Licensed Employees (Support Staff), Informational

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
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Support Staff	Tyler	Willard	New Hire	Paraeducator	32.5	CHS	Notice of Hire	Open Position		
Support Staff	Linda	Neitzer	New Hire	Food Service	7.0	CHS	Notice of Hire	Andre Jordao		
Support Staff	Andre	Jordao	Termination	Food Service	8.0	CHS	Notice of Termination			
support Staff	Julie	Brigante	New Hire	Food Service	30.0	CHS	Notice of Hire	Open Position		
support Staff	Sidney	Martinez	New Hire	Paraeducator	32.5	CHS	Notice of Hire	Open Position		
support Staff	Melissa	Bushell	Termination	Paraeducator	32.5	PPS	Notice of Termination			
support Staff	Melissa	Payne-Vilmor	New Hire	Administrative Assistant II	40.0	CHS	Notice of Hire	Gabriel Brooks		

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, January 16, 2024
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, January 16, 2024, in the Colchester High School Media Center. Board members in attendance were Board Directors Nic Longo, 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, Director of Student Support Services Carrie Lutz, and Social Emotional Learning Coordinator Jayme Gaudet. Board Chair Lindsey Cox joined the meeting at 7:35 p.m.

I. Call to Order

Board Vice Chair Nic Longo called the meeting to order at 7:03 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Second and Final Reading of Restrictive Behavioral Intervention Policy: F35 Action

No edits were requested. It was noted that the draft policy included in the public packet of supplemental materials for the meeting was an old version. The version being approved was the correct draft that was reviewed at the first reading on January 2, 2024.

Director Yousey-Hindes moved to approve the first reading of the Use of Restraint and Seclusion Policy: F35. The motion passed unanimously, 4-0.

IV. Second and Final Reading of Child Find Policy: F32 Action

This policy was last updated in 2017. The Child Find process aims to locate and identify students with a disability to determine eligibility for support and protection through the special education or Section 504 rules. The Child Find process is required by law for all school districts, and because of that, the Vermont School Board Association (VSBA) does not have a Child Find policy in their model policy manual. Most Vermont districts have the Child Find process outlined in a procedural document, not as a policy.

In March 2022, the Colchester School Board approved the Special Education Policy: G2. This policy states that the district will use the Vermont Special Education Procedures and Practices Manual developed by the Vermont Agency of Education. This manual clearly outlines the requirements and procedures for Child Find compliance. District administrators acknowledged the redundancy and recommended eliminating this policy from the CSD policy manual.

Director Anderson moved to approve the removal of the Child Find Policy: F32 from the CSD policy manual. The motion passed unanimously, 4-0.

V. First Reading of the Animals in the Classroom or on School Property Policy: F29

This policy was last reviewed in 2016. During the review process, it was determined that the Vermont School Board Association does not require or recommend school districts to have a policy on this topic, nor do they have it on their list to consider. District administrators recommended transitioning this policy to a set of procedures.

Director Kigonya moved to approve the first reading of Animals in the Classroom or on School Property Policy: F29. The motion passed unanimously, 4-0.

VI. First Reading of Harassment of Employees Policy: D12

This policy was last reviewed in 2017. The Vermont School Board Association (VSBA) requires school districts to have this policy and recently updated their model policy in November of 2023. The draft reviewed by the board aligns with the VSBA model policy and has been reviewed by attorneys. The board asked a few clarifying questions and discussed the steps that the district and employees would follow while using this policy.

Director Anderson moved to approve the first reading of Harassment of Employees Policy: D12. The motion passed unanimously, 4-0.

VII. Approval of the FY'25 Budget and Warning (moved to item X) Action

Director Yousey-Hindes moved to reschedule this item to later in the meeting pending the arrival of Board Chair Lindsey Cox. The motion passed unanimously, 4-0.

VIII. Approval of Consent Agenda Action

The board reviewed the consent agenda. Superintendent Amy Minor noted the retirement notice of two Colchester Middle School administrators at the end of the school year and thanked them for their service.

CONSENT AGENDA

Board Meeting Date: January 16, 2024

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Administrative	Julie	Tanguay	Resignation	Director of Student Support Services	1.0	CMS	Request to end employment 06/30/24			

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	Pam	Handy	New Hire	Paraeducator	32.5	UMS	Notice of Hire	Heather Sheppard	Yes	Yes
Support Staff	Heather	Sheppard	Resignation	Paraeducator	32.5	UMS	Notice of Resignation			
Support Staff	Lindsey	Troescher	Resignation	HR Coordinator	40.0	CO	Notice of Resignation			

DRAFT

Director Anderson moved to approve the consent agenda as presented. The motion passed unanimously.

- IX. Approval of Meeting Minutes** **Action**
- January 2, 2024 (general)
 - January 2, 2024 (special)
 - January 9, 2024 (special)

Director Kigonya moved to approve the minutes from the meetings held on January 2, 2024 and January 9, 2024. The motion passed unanimously.

- X. Approval of the FY'25 Budget and Warning** *(moved from item VII)* **Action**

Board Chair Lindsey Cox joined the meeting at the start of this presentation at 7:35 p.m.

Superintendent Amy Minor recapped her previous presentations, highlighting steady enrollment and the district's historical spending comparison to the state and regional districts. She noted the top priority of administrators is to maintain current staffing and programming for students in the next budget. She gave an overview of the FY'25 educational tax components, including state-controlled numbers such as the dollar yield and the common level of appraisal (CLA). Business and Operation Manager George Trieb highlighted the importance of the district qualifying for the 5% tax cap allowed through Act 127. He illustrated it by showing the estimated tax increase on various property values with and without the cap. He also gave the estimated figures for taxpayers in Colchester whose household makes less than \$129,000 per year and qualifies for a property tax credit. The state sets the criteria yearly, and the household income limit is lower than in previous years. Taxpayers who qualify for this credit pay their taxes based on income instead of property value. Historically, about 70% of residents qualified for the property tax credit. This year, it appears that approximately 61% of taxpayers will qualify.

At the board's request, Superintendent Minor provided two areas administrators identified as priority needs. The first is to respond to a sharp increase in new American students with an additional multilingual educator. The number of newcomer students with little or no English proficiency increased from six students two years ago to 31 this school year. When asked for another area of immediate need, Superintendent Minor highlighted 504 data at Colchester Middle School. Students identified with a disability are eligible for a 504 Plan. Ideally, plans are managed by employees with specialized training in disability law and educational knowledge of each disability area. Currently, the school's counselors handle 20 of the 39 middle school plans. No other school counselors in the district oversee 504 case management.

The board reviewed the three budget scenarios presented at the January 9, 2024 meeting, which included no additions, \$105K in additions to fund either support for 504 plan students or multilingual learners, or add \$210K to fund both. In all three examples, the estimated tax increase would be 15.50%.

Director Anderson agreed that the district should move forward to meet needs in as many places as possible. He pointed to recent contract negotiations and the critical adjustments to the pay structure to attract and retain employees. He recommended that the board be cautious, not knowing how

significantly Act 127 and the declining CLA would impact the tax rate in the coming years. He suggested not making any additions to the FY'25 budget. Board Chair Cox noted that the district has done well adapting to the changing needs of students and highlighted how crucial student support is to respond to achievement gaps that have surfaced ultimately. She stated that the data presented about newcomers and how the middle school managing Section 504 plans is significant enough to warrant additional staffing in those areas. Director Yousey-Hindes agreed with Board Chair Cox's statements and feels the needs outlined by administrators are critical. He emphasized his trust in school leadership and their capabilities for supporting students. He noted that the debated positions could have long-term adverse effects on the impacted students if the schools do not receive the resources to meet their needs. Director Kigonya agreed and supported providing the district with additional staffing resources to meet the outlined needs. Director Longo appreciated Director Anderson's comments about thinking about the future and acknowledged there would be an impact down the road based on decisions made this year. However, he highlighted that Colchester has been the region's lowest-spending district per pupil for years and is always well below the state average. He stated that Colchester would remain a fiscally restrained district even with adding these two positions. After continued discussion, the board agreed that the positions were critical to meeting the needs of students and moved to adopt a budget that included their addition.

Director Cox moved to adopt a budget of \$57,425,957 for the support and operation of the Colchester School District for the year beginning July 1, 2024, seconded by Director Longo. The motion passed unanimously, 5-0.

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

- The LCATV Informational Budget Video will be filmed at the start of the meeting on February 6. Student Board Representative Phoebe Richardson will moderate.
- The district is hosting two workshops to engage community members in facility planning. They are open to anyone in the Colchester community and will take place on Tuesday, January 23, and Wednesday, January 24, at 6:30 p.m. in the CMS Cafeteria.

XII. Future Agenda Items Information

- Continuation of the Policy Review Cycle
- Quarterly Financial Report
- NEASC Report from CHS

XIII. Adjournment

Director Kigonya moved to adjourn at 8:11 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk