

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, April 2, 2024  
7:00 pm

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, April 2, 2024, in the Colchester High School Media Center. Board members in attendance were Board Chair Lindsey Cox, Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Jennifer Fath, 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 CHS Principal Andrew Conforti. There were no community members in the audience.

### I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:00 pm and led in the Pledge of Allegiance.

### II. Citizen Participation

None.

### III. Hear Colchester School District Audit Report for FY'23 Information

Rick Brigham, CPA from Sullivan, Powers, and Co., provided the board and community with an overview of their audit report and findings for FY'23. A copy of the report is available on the district website. The audit was clean and the district was found to be in full compliance.

### IV. Hear Colchester High School NEASC Report Information

Colchester High School Principal Andrew Conforti provided an overview of the school's recent report from the New England Association of Schools and Colleges. In October of 2022 a collaborative team from NEASC came to observe, interview, and assess how the school operates and supports its students and staff. He shared highlights from the report which praised the school's well established core values and beliefs, a strong distributive leadership approach, the system of professional learning for faculty, the wide assortment of support services available to students, the newly refurbished areas of the school which were attentive to equity and inclusivity, and the school-wide effort towards formal and informal collaboration and professional development to improve student learning and well-being. He also went over the several priority areas that emerged from the self-study that CHS did that shaped the NEASC report. The school will continue to analyze data to better understand needs of students and improve engagement. They are seeking to increase opportunities for students to lead their own learning with authentic decision-making. They are continuing to implement strategies to improve existing systems, programs, and structures to support students academic, social, and emotional success. Overall, the school met all six foundational NEASC standards.

**V. Third and Final Reading of Library Materials Policy: G6** **Action**

The board reviewed the new draft based on feedback at the previous meeting. No further changes were requested.

*Director Kigonya moved to approve the third and final reading of the Library Materials Policy: G6. The motion passed unanimously.*

**VI. Third and Final Reading of Instructional Materials Policy: G5** **Action**

The board reviewed the new draft based on feedback at the previous meeting. No further changes were requested.

*Director Yousey-Hindes moved to approve the third and final reading of the Instructional Materials Policy: G5. The motion passed unanimously.*

**VII. Second and Final Reading of School Board Policies** **Action**  
**School Board Policy: B1**  
**Code of Ethics for School Board Members: B2**  
**Management and Suspension of Policies: A1**

These policies are reviewed annually following the election of school board directors. The board made a change to A1 to outline how the district uses the Vermont School Board Association's Model Policy Manual as a resource in policy development.

*Director Longo moved to approve the second and final readings of board policies B1, B2, and A1. The motion passed unanimously.*

**VIII. Approval of Purchase for Specialized Transportation Vehicle** **Action**

The district has increased its fleet of vehicles in the past several years from three to five vans to support the increase in need for specialized transportation to transport students experiencing homelessness and students in out-of-district placement programs. The purchase of the new vehicle will replace a 2017 Dodge Caravan. Director of Student Support Services Carrie Lutz presented three quotes to the board.

*Director Kigonya moved to authorize the Business and Operations Manager to purchase the recommended van for the district. The motion passed unanimously.*

**IX. Approval of Purchase for Laptops at CHS and Chromebooks at CMS** **Action**

*Director Yousey-Hindes moved to hold the approval of this purchase until the quotes could be updated. The motion passed unanimously.*

**X. Approval of Consent Agenda** **Action**

The board reviewed the following consent agenda. Superintendent Minor acknowledged the recommendation to hire Tara Sharkey as the next principal of Colchester Middle School. She shared highlights from Ms. Sharkey's resume and gave her appreciation to the search committee



*The board had questions specific to an individual request on the consent agenda and given the personnel nature, the motion was tabled until it could be discussed in executive session.*

**XI. Approval of Meeting Minutes Action**  
• **March 19, 2024 (general)**

*Director Kigonya moved to approve the minutes from the March 19, 2024 meeting. The motion passed unanimously.*

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

- The April 19 general meeting has been converted to a facilities work session at Central Office.

**XIII. Future Agenda Items Information**

- Storm Water Presentation
- DEI Committee Presentation
- Quarterly Financial Report
- Continuation of the Policy Review Cycle

**XIV. Executive Session to Discuss a Personnel Matter Action**

*Director Longo moved to enter executive session at 8:12 pm to discuss a personnel matter. The motion passed unanimously.*

*Director Longo moved to exit executive session at 8:54 pm. The motion passed unanimously.*

*Director Yousey-Hindes moved to approve the items on the consent agenda with exception of the leave of absence request which is denied. The motion passed unanimously.*

**XV. Adjournment**

*Director Longo moved to adjourn at 8:58 pm. The motion passed unanimously.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Ben Yousey-Hindes  
Board Clerk