

Colchester School Board

Meeting Agenda and Packet

September 17, 2024

**Colchester School District
Board of Education Meeting Agenda
September 17, 2024 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
|---|--------------------|
| I. Call to Order | |
| II. Citizen Participation | |
| III. Hear Union Memorial School 2023-24 Report | Information |
| IV. Hear Porters Point School 2023-24 Report | Information |
| V. Hear Quarterly Financial Update | Information |
| VI. Hear Update on District Facilities Renovation Bond Proposal | Information |
| VII. First Reading of Continuous Improvement Plan Policy: G8 | Action |
| VIII. Approval of Consent Agenda | Action |
| IX. Approval of Meeting Minutes
• September 4, 2024 | Action |
| X. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. Future Agenda Items | Information |
| XII. Adjournment | |

***Meeting Participation and Viewing Options**

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



Colchester School District

Administrative Offices, 59 Rathe Road, PO Box 27, Colchester, Vermont 05446

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MEMO

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr.
Date: September 17, 2024
Subject: Year-End Financial Report – June 2024

The table below shows the total budget and actual revenue and expense figures for the year ending June 2024. The district ended the fiscal year with a surplus of \$284,948.

	Budget	Forecast	% of Budget	Variance
Revenue	\$51,131,407	\$52,807,364	103.28%	\$1,675,957
Expenses	\$51,131,407	\$52,522,416	102.72%	(\$1,391,009)
<i>Surplus/(Deficit)</i>				\$284,948

Attached to this memo are further details about both the revenue and expenses through June.

Revenue

- ✚ Interest earnings finished \$308K above budget due to the change in banks and banking policy.
- ✚ Extraordinary reimbursement totaled \$1.7M, which was \$1.25M over budget. This resulted due to a carryover reimbursement from FY'23 and greater out of district expenses than anticipated.

Expenditures

- ✚ Total actual compensation of \$30M was slightly higher than the budget of \$29.9M for a deficit of \$97.5K or overspending by 0.30%.
- ✚ Total actual benefits of \$9.5M were slightly higher than the budget at \$9.4M for a deficit of approximately \$39K or overspending by 0.40%.
- ✚ Professional Ed Services, tuition to public Vermont LEAs and tuition to private Vermont LEAs (5321, 5561, 5562) were collectively over budget by \$1.1M due to unanticipated

Amy Minor
Superintendent
of Schools

George Trieb
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

SPED and Psych Services expenses. However, it should be noted that expenses in these categories often have offsetting revenue.

- Other Technical Services and Construction Services (5352, 5451) were unbudgeted items that had expenses totaling \$193K. These costs are the result of projects at CHS, and the bond preparation work completed by Black River Design.

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

Transaction Type	Date	Amount
Board Orders	4/3/24	\$735,073
Payroll Warrant	4/5/24	\$37,914
Payroll Warrant	4/12/24	\$1,282,427
Board Orders	4/17/24	\$634,725
Payroll Warrant	4/26/24	\$1,265,946
Total Expenditures		\$3,956,085

Transaction Type	Date	Amount
Board Orders	5/1/24	\$1,361,602
Payroll Warrant	5/10/24	\$1,142,993
Board Orders	5/15/24	\$676,373
Payroll Warrant	5/17/24	\$134,061
Board Orders	5/29/24	\$1,008,552
Payroll Warrant	5/31/24	\$90,537
Total Expenditures		\$4,414,118

Transaction Type	Date	Amount
Payroll Warrant	6/7/24	\$1,289,554
Board Orders	6/12/24	\$1,046,865
Payroll Warrant	6/18/24	\$3,678,166
Payroll Warrant	6/21/24	\$566,517
Board Orders	6/26/24	\$1,475,445
Total Expenditures		\$8,056,547

COLCHESTER SCHOOL DISTRICT

Year-End Financial Report - Voted Budget Expenditures (by Account)

ACCOUNT #	ACCOUNT TITLE	FY'24 BUDGET	FY'24 ACTUAL	% OF BUDGET UTILIZED	VARIANCE
5111	TEACHERS	\$18,542,369	\$18,772,418	101.2%	(\$230,049)
5121	PARAEDUCATOR	\$3,604,802	\$3,474,322	96.4%	\$130,480
5131	SUBSTITUTES	\$469,998	\$579,848	123.4%	(\$109,850)
5141	ADMINISTRATION	\$2,058,615	\$2,051,861	99.7%	\$6,754
5151	MID-MANAGEMENT/SUPERVISOR	\$538,675	\$554,093	102.9%	(\$15,418)
5161	SUPPORT STAFF - CLERICAL	\$1,193,935	\$1,134,199	95.0%	\$59,736
5171	TECH & PROF STAFF	\$1,025,632	\$968,317	94.4%	\$57,315
5172	TCH & PRF STF-OT/PT/BS/CC	\$779,804	\$665,219	85.3%	\$114,585
5181	NON-CLERICAL GENERALISTS	\$993,302	\$1,016,907	102.4%	(\$23,605)
5191	STIPENDS- BOARD ED	\$8,500	\$8,500	100.0%	\$0
5192	STIPENDS- OTHER	\$688,456	\$775,927	112.7%	(\$87,471)
5211	HEALTH INSURANCE	\$4,657,258	\$4,848,119	104.1%	(\$190,861)
5212	HEALTH CARE CONTRIBUTION	\$12,000	\$13,944	116.2%	(\$1,944)
5218	HAS	\$55,000	\$36,761	66.8%	\$18,239
5219	HRA	\$739,231	\$710,894	96.2%	\$28,337
5220	FICA	\$2,288,169	\$2,203,725	96.3%	\$84,444
5232	VSTRS- OPEB	\$120,001	\$128,265	106.9%	(\$8,264)
5233	VSTRS- PENSION PAYMENTS	\$36,675	\$36,675	100.0%	\$0
5234	VMERS	\$419,999	\$442,749	105.4%	(\$22,750)
5251	TUITION REIMB- TEACHER	\$175,000	\$149,485	85.4%	\$25,515
5252	TUITION REIMB- SPT STF	\$37,000	\$32,137	86.9%	\$4,863
5253	TUITION REIMBURSEMENT - ADMIN	\$18,000	\$16,956	94.2%	\$1,044
5261	UNEMPLOYMENT COMPENSATION	\$40,000	\$5,922	14.8%	\$34,078
5271	WORKERS COMPENSATION	\$239,998	\$246,344	102.6%	(\$6,346)
5281	DENTAL	\$302,941	\$314,203	103.7%	(\$11,262)
5292	LIFE	\$34,982	\$44,325	126.7%	(\$9,343)
5294	LTD	\$79,416	\$67,461	84.9%	\$11,955
5295	CASH IN LIEU	\$184,999	\$184,850	99.9%	\$149
5296	LIEU OF SICK	\$3,001	\$0	0.0%	\$3,001
5311	OFFICIAL/ADMIN SERVICES	\$500	\$500	100.0%	\$0
5321	PROFESSIONAL EDU SERVICES	\$732,059	\$1,203,953	164.5%	(\$471,894)
5331	EMP TRAINING/DEVELOP	\$20,000	\$36,573	182.9%	(\$16,573)
5341	OTHER PROFESSNL SERVICES	\$651,879	\$423,237	64.9%	\$228,642
5342	AUDITING SERVICES	\$39,000	\$47,330	121.4%	(\$8,330)
5352	OTH TECHNICAL SERVICES	\$0	\$187,987	#DIV/0!	(\$187,987)
5411	UTILITY SERVICES	\$74,979	\$55,702	74.3%	\$19,277
5425	TRASH & RECYCLING	\$54,761	\$63,154	115.3%	(\$8,393)
5431	NONTECHNLGY REPAIR/MAINT	\$986,740	\$1,030,952	104.5%	(\$44,212)
5432	TECHNOLOGY REPAIR/MAINT	\$15,500	\$19,333	124.7%	(\$3,833)
5441	RENTALS-LAND/BUILDINGS	\$125,000	\$123,084	98.5%	\$1,916
5442	RENTALS-EQUIPMNT/VEHICLES	\$95,000	\$79,290	83.5%	\$15,710
5451	CONSTRUCTION SERVICES	\$0	\$74,412	#DIV/0!	(\$74,412)
5490	OTHER PURCH PROPERTY SERV	\$36,575	\$26,704	73.0%	\$9,871
5513	STUDENT TRAN CONTRACT	\$1,617,334	\$1,591,694	98.4%	\$25,640
5519	STUDENT TRAN OTHER EXTRA	\$507,999	\$599,696	118.1%	(\$91,697)
5521	INSURANCE (NOT EMP BEN)	\$70,000	\$69,727	99.6%	\$273
5522	INSURANCE- LIABILITY	\$110,000	\$104,338	94.9%	\$5,662
5531	COMMUNICATIONS	\$40,000	\$32,965	82.4%	\$7,035
5533	POSTAGE	\$33,295	\$22,585	67.8%	\$10,710
5534	TELEPHONE AND VOICE	\$28,739	\$30,923	107.6%	(\$2,184)
5541	ADVERTISING	\$13,063	\$12,506	95.7%	\$557
5551	PRINTING AND BINDING	\$14,630	\$6,377	43.6%	\$8,253

COLCHESTER SCHOOL DISTRICT

Year-End Financial Report - Voted Budget Expenditures (by Account)

ACCOUNT #	ACCOUNT TITLE	FY'24 BUDGET	FY'24 ACTUAL	% OF BUDGET UTILIZED	VARIANCE
5561	TUITN TO PUB VT LEAS	\$60,000	\$226,595	377.7%	(\$166,595)
5562	TUITN TO PRIV VT LEAS	\$2,355,528	\$2,768,423	117.5%	(\$412,895)
5566	TUITN TO VC-ON BEHALF	\$485,970	\$508,888	104.7%	(\$22,918)
5567	TUITN TO VC	\$395,555	\$449,571	113.7%	(\$54,016)
5581	TRAVEL	\$44,138	\$54,373	123.2%	(\$10,235)
5594	SPED EXCESS TO PUB VT LEA	\$0	\$13,673	#DIV/0!	(\$13,673)
5611	GENERAL SUPPLIES	\$864,176	\$1,088,354	125.9%	(\$224,178)
5621	NATURAL GAS	\$195,624	\$153,198	78.3%	\$42,426
5622	ELECTRICITY	\$468,885	\$446,155	95.2%	\$22,730
5626	GASOLINE	\$25,000	\$29,780	119.1%	(\$4,780)
5641	BOOKS AND PERIODICALS	\$109,963	\$73,024	66.4%	\$36,939
5651	SUPPLIES - TECH RELATED	\$35,000	\$9,678	27.7%	\$25,322
5652	SUPPLIES - TECH SOFTWARE	\$276,326	\$276,039	99.9%	\$287
5731	MACHINERY	\$15,000	\$0	0.0%	\$15,000
5732	VEHICLES	\$50,000	\$114,032	228.1%	(\$64,032)
5733	FURNITURE AND FIXTURES	\$99,000	\$103,072	104.1%	(\$4,072)
5734	TECH-RELATED HARDWARE	\$461,661	\$376,642	81.6%	\$85,019
5811	DUES AND FEES	\$57,772	\$60,411	104.6%	(\$2,639)
5831	REDEMPTION OF PRINCIPAL	\$294,118	\$294,118	100.0%	\$0
5832	INTEREST ON LT DEBT	\$205,000	\$128,474	62.7%	\$76,526
5899	MISC EXPENDITURES - OTHER	\$17,880	\$20,468	114.5%	(\$2,588)
5911	FD TRSF- CONTRIB RSRV	\$0	\$0	N/A	\$0
	TOTALS	\$51,131,407	\$52,522,416	102.7%	(\$1,391,009)

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

As of June 30, 2024

	FY2024	FY2024	Percent	Variance
Description	Budget	Actual	Received	Favorable/(Unfavorable)
LOCAL				
Fund Balance	\$1,000,000	\$1,000,000	100.00%	\$0
Tuition	\$1,910,000	\$1,885,892	98.74%	(\$24,108)
Interest Earnings	\$15,000	\$323,445	2156.30%	\$308,445
Facility Rentals	\$25,000	\$31,205	124.82%	\$6,205
Impact Fees	\$150,000	\$125,000	83.33%	(\$25,000)
Miscellaneous	\$25,000	\$87,635	350.54%	\$62,635
Act 176 Funds - High School Completion	\$0	\$24,783	N/A	\$24,783
TOTAL LOCAL	\$3,125,000	\$3,477,960	111.29%	\$352,960
STATE				
General State Aid	\$40,950,148	\$40,950,148	100.00%	\$0
Transportation Aid	\$530,702	\$620,725	116.96%	\$90,023
Voc. Ed. Transportation Reimb.	\$40,000	\$43,659	109.15%	\$3,659
Driver Education Reimbursement	\$15,000	\$17,894	119.29%	\$2,894
TOTAL STATE NON SPECIAL EDUCATION	\$41,535,850	\$41,632,426	100.23%	\$96,576
SPECIAL EDUCATION				
Census Block Grant	\$4,876,424	\$4,876,424	100.00%	\$0
Extraordinary Reimbursement	\$446,250	\$1,695,450	379.93%	\$1,249,200
EEE Program	\$235,118	\$235,118	100.00%	\$0
TOTAL SPECIAL EDUCATION	\$5,557,792	\$6,806,992	122.48%	\$1,249,200
FEDERAL				
SpEd/Title IVB IDEA	\$903,000	\$884,316	97.93%	(\$18,684)
SpEd/EEE IDEA Pre-School	\$9,765	\$5,670	58.06%	(\$4,095)
TOTAL FEDERAL	\$912,765	\$889,986	97.50%	(\$22,779)
TOTAL REVENUE	\$51,131,407	\$52,807,364	103.28%	\$1,675,957

COLCHESTER SCHOOL DISTRICT**POLICY: CONTINUOUS IMPROVEMENT PLAN****DATE ADOPTED:** October 1, 2019**POLICY STATEMENT**

In accordance with state law, it is the policy of the Colchester School District to establish annually a Continuous Improvement Plan (CIP) for the district as a whole, as well as individual CIPs for each school located in the district. These plans must be based on student achievement data and shall set forth goals and associated resources needed to improve student performance.

*Legal References:**V.S.A. 16 § 165**Vermont State Board of Education Manual of Rules and Practices § 2125*

Last Adopted: October 21, 2003
Date Warned: September 13, 2019
First Reading: September 17, 2019
Second Reading: October 1, 2019

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, September 3, 2024
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, September 3, 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 Board Member Rylee Friend. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum Gwen Carmolli, and Director of Student Support Services Carrie Lutz. There were five audience members.

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. Introduction of Student School Board Member for 2024-25

Information

Colchester High School Principal Andrew Conforti introduced Rylee Friend, the student school board member for the upcoming school year. He outlined the application process for the appointment and acknowledged Rylee's contributions to the school community. He touted her mentorship of young students, her involvement in multiple clubs and initiatives, and expressed his confidence that she will do a great job representing students of the school district in this role.

IV. Hear Update from School Principals

Information

All five school principals were in attendance and shared an update on the opening of school.

- Colchester High School Principal Andrew Conforti highlighted that school leaders are focusing on attendance and have been encouraged to see an improvement and high levels of student engagement, especially from students who struggled last year. Energy levels are high, noting that sixty student ambassadors helped welcome 9th graders and new students through the Smart Start program, and Spirit Week preparations have begun.
- Colchester Middle School Principal Tara Sharkey shared that the school year started strong, with in-service efforts paying off in hallways and classrooms. Students are building community through advisory and classroom activities, with middle school teams kicking off the year with field trips. The maintenance, custodial and office staff's hard work helped rearrange spaces near the front office to make it more welcoming and approachable to students and visitors.
- Malletts Bay School Principal Jordan Burke shared that preschool had started just that day and was starting well. She noted that throughout the first few days of school, they worked hard to set a positive tone for non-academic routines like arrival, dismissal, and lunch. That helps set the foundation for the school year. As teachers are now diving into academics, they are reinforcing norms, supported by the PBIS framework of promoting safe, respectful and

responsible behavior. Faculty are recognizing students' efforts and earning celebrations, contributing to a fun and positive start to the school year.

- Porters Point School Principal Carolyn Millham shared that the school's back-to-school events were a great opportunity to reconnect returning families and build relationships with new ones. New teachers and staff members are undergoing training and onboarding, with time set aside for them to connect with each other.
- Union Memorial School principal Chris Antonicci was proud of his staff and students for surviving the new calendar, which starts school with a five-day week. He said there have been many happy students in the classrooms and they were thrilled to have nearly 100% family participation at the kindergarten meet and greet, highlighting the engagement from parents and guardians.

V. Presentation on District Facilities Renovation Bond Proposal

Information

The Colchester School Board and administrators in the district provided a detailed presentation of a proposed bond that will be on the ballot on November 5 to renovate, expand, and update the infrastructure of schools in the district. Superintendent Amy Minor gave an overview of the current state of each school that included photos and specific examples such as inaccessible doorways, rooms, and playgrounds, outdated plumbing, insulation, windows, and roofs that have outlived their useful life, undersized and outdated electrical systems, a failing septic system, lack for automated sprinkler systems, disorganized front entryway with insufficient space and sightlines for proper visitor screening, shared multi-purpose spaces like gyms that double as cafeterias that limit master scheduling options, lack of space to provide individual or small group academic intervention which has led to delivering those services in hallways, closets, and vestibules, lack of dedicated classrooms for subjects that have teachers moving from room to room on a cart, misalignment of housing the preschool program with grades 3-5 instead of K-2 because of the lack of space and classrooms, among other things. Superintendent Minor shared the draft floor plans and 3D renderings developed by architects and highlighted how the renovations and additions would improve safety, security, and spaces for learning and support. It was noted that these improvements would prepare the district for the future. Enrollment has remained steady and even increased slightly in the last few years. Projections show that the trend will continue, with the demographer forecasting an additional increase of about 100 students by 2029.

Board members expressed strong support for the proposed facilities bond, recognizing it as a critical investment in the district's aging infrastructure. Director Longo highlighted the growing need for improvements, noting that rising costs make this the right time to act, while stressing that the bond represents strategic fiscal responsibility in the long-term. Director Yousey-Hindes echoed support, acknowledging the bond's necessity for ensuring safe, accessible, and updated facilities, while praising the district's history of maintaining its buildings. Board Chair Cox shared confidence in the community's ability to understand the importance of the schools, and Directors Fath and Kigonya, both long-time parents in the district, emphasized the importance of the bond for future generations, urging community members to get informed and act on the urgency of the situation.

Following the presentation, two audience members addressed the board.

Doug Bishop (Oak Circle) thanked everyone for their efforts and urged the community to engage with the board and administrators, emphasizing the importance of asking questions. He expressed curiosity about how the Local Option Tax (LOT) might assist with the bond and inquired about the state's potential role in funding school improvements, as well as the impact on homes of different values.

Ralph Perkins (Braeloch Road) expressed long-standing support for the project, saying it has been needed for 20 years. He asked whether taxpayers would bear the entire cost or if state or federal aid is

possible, and sought clarification on the benefits and risks of using older buildings from the 1950s-70s for future renovations.

Board Chair Cox noted that there will be many opportunities for community members to learn about the full scope of the project. There is a dedicated website at www.csdbond.org which also has an overview video of the project, several upcoming community presentations and building tour dates.

VI. Approval of Consent Agenda

Action

The board reviewed the following consent agenda.

DRAFT

CONSENT AGENDA

Board Meeting Date: 9/3/2024

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Licensed Employees (Teacher/Administrator)

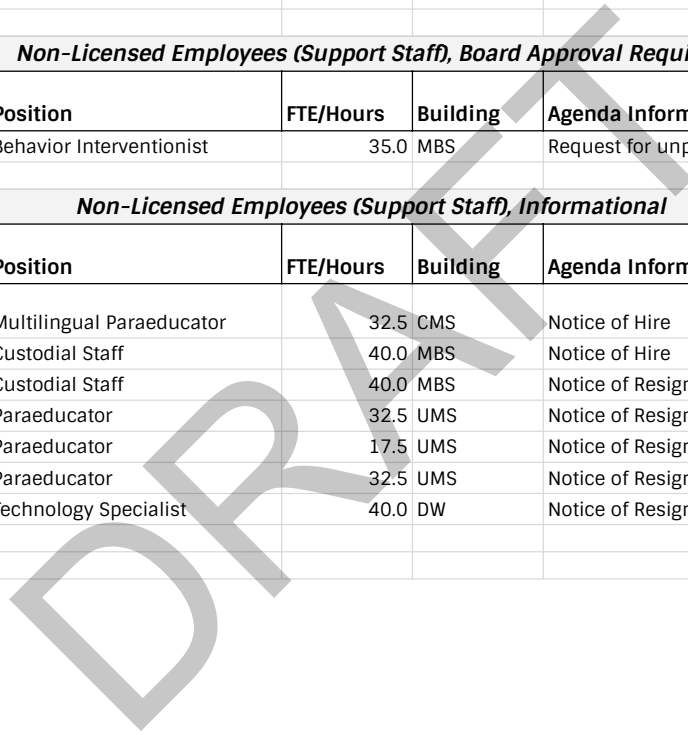
Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Ryan	O'Hara	New Hire	Long Term Sub 7/8 Social Studies (9/16/24 - 1/2/25)	1.0	CMS	Request to Hire	Damien Dulude	Yes	Yes

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
Support Staff	Matthew	Nerbak	LOA	Behavior Interventionist	35.0	MBS	Request for unpaid LOA 9/13 - 10/15			

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	Olivia	Ashkinaze-Collender	New Hire	Multilingual Paraeducator	32.5	CMS	Notice of Hire	Dokyeong Lim	Yes	Yes
Support Staff	Aita	Gurung	New Hire	Custodial Staff	40.0	MBS	Notice of Hire	Ryan Jolet	Yes	Yes
Support Staff	Ryan	Jolet	Resignation	Custodial Staff	40.0	MBS	Notice of Resignation			
Support Staff	Max	Uzer	Resignation	Paraeducator	32.5	UMS	Notice of Resignation			
Support Staff	Pam	Handy	Resignation	Paraeducator	17.5	UMS	Notice of Resignation			
Support Staff	Jessica	Williams	Resignation	Paraeducator	32.5	UMS	Notice of Resignation			
Support Staff	William	Bouffard	Resignation	Technology Specialist	40.0	DW	Notice of Resignation			



There was a personnel item on the agenda that the board requested to discuss further in executive session. The motion was held until after that discussion.

VII. Approval of Meeting Minutes **Action**
• **August 20, 2024**

Director Yousey-Hindes moved to approve the minutes from the meetings held on August 20, 2024. The motion passed unanimously.

VIII. Board/Administration Communication, Correspondence, Committee Reports **Information**
• Continuation of bond information events.

IX. Future Agenda Items **Information**
• Facilities Bond Project Updates
• School Reports
• Policy Work

X. Executive Session to Discuss a Personnel Matter **Action**
Director Longo moved to enter executive session at 8:41 p.m. to discuss a personnel matter. The motion passed unanimously.

Director Kigonya moved to exit executive session at 8:52 p.m. The motion passed unanimously.

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

XI. Adjournment

Director Kigonya moved to adjourn the meeting at 8:52 p.m.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk