

Colchester School Board

Meeting Agenda and Packet

March 18, 2025

**Colchester School District  
Board of Education Meeting Agenda  
March 18, 2025 - 7:00 P.M.  
Colchester High School Library**

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**Agenda**

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|--------------|---|--------------------|
| <b>I.</b>    | <b>Call to Order</b>  |                    |
| <b>II.</b>   | <b>Citizen Participation*</b>   |                    |
| <b>III.</b>  | <b>Hear Nominations for School Board Reorganization and Approval of Newspaper of Record</b>   | <b>Action</b>      |
| <b>IV.</b>   | <b>First Reading of School Board Policies</b>   | <b>Action</b>      |
|              | <b>1. School Board Policy: B1</b>   |                    |
|              | <b>2. Code of Ethics for School Board Members: B2</b>   |                    |
|              | <b>3. Management and Suspension of Policies: A1</b>   |                    |
| <b>V.</b>    | <b>Hear School Report: Colchester Middle School</b>   | <b>Information</b> |
| <b>VI.</b>   | <b>Approval of Recommendation for Teacher Contract Renewals 2025-26</b>   | <b>Action</b>      |
| <b>VII.</b>  | <b>Approval of Recommendation for Administrator Contract Renewals 2025-26</b>   | <b>Action</b>      |
| <b>VIII.</b> | <b>First Reading of Section 504 Rehabilitation Act of 1973 Americans with Disabilities Act. Policy for Non-discrimination on the Basis of Disability: F27</b> | <b>Action</b>      |
| <b>IX.</b>   | <b>Approval of Consent Agenda</b>   | <b>Action</b>      |
| <b>X.</b>    | <b>Approval of Meeting Minutes</b>  | <b>Action</b>      |
|              | • <b>March 4, 2025</b>  |                    |
| <b>XI.</b>   | <b>Board/Administration Communication, Correspondence, Committee Reports</b>  | <b>Information</b> |
| <b>XII.</b>  | <b>Future Agenda Items</b>  | <b>Information</b> |
| <b>XIII.</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

### **POLICY: SCHOOL BOARD POLICY**

**DATE ADOPTED:** April 2, 2024

### **POLICY STATEMENT**

VSA Title 16 § 423 stipulates that each town school district shall have a school board. The purpose of this policy is to define the make up and some of the operating procedures that will be used by that legislative body.

#### **I. QUALIFICATIONS (VSA Title 16 § 558)**

- A. A member of the school board (hereafter referred to as "the board") must be a legal voter in the Colchester Town District.
- B. A member of the board shall not be regularly employed by the school district.

#### **II. BOARD MEMBERSHIP**

- A. The board shall be comprised of five members.
- B. The terms of office shall be for three years and two years. One member shall be elected for a three year term and one member elected for a two year term at each annual meeting of the school district. Terms shall end on the third annual and second annual meeting days following their election.
- C. Vacancies shall be refilled in accordance with VSA Title 16 § 424.
- D. Members of the board must be sworn in by the town clerk prior to entering upon the duties of their office. (VSA Title 16 § 561)
- E. The officers of the board shall be a chair, vice-chair, and clerk.
- F. The officers must be nominated annually at the board meeting which next follows the election, and the results of this nomination must be filed at the office of the town clerk and with the Vermont Commissioner of Education. (VSA Title 16 § 561).

*Legal References:*

*V.S.A. Title 1 §§ 310 - 314*

*V.S.A. Title 16 § 423*

(1) *V.S.A. Title 16 § 424*

(2) *V.S.A. Title 16 § 554b*

*V.S.A. Title 16 § 558*

(3) *V.S.A. Title 16 § 561*

(4) *V.S.A. Title 16 § 563*

Last Reviewed: March 21, 2023

Date Warned: March 15, 2024

First Reading: March 19, 2024

Second Reading: April 2, 2024

### **III. DUTIES AND RESPONSIBILITIES**

- A.** The powers, duties and responsibilities of the board are defined in VSA Title 16 § 563. The Colchester School Board will comply with these legal requirements.
- B.** Roberts Rules of Order as modified for small boards shall govern the conduct of board meetings. (VSA Title 16 § 554b)
- C.** All board meetings will be conducted in accordance with Vermont's open meeting law. (VSA Title 1 §§ 310 - 314)

### **IV. DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE BOARD**

#### **A. Chair**

- 1. Presides over meetings of the board.
- 2. Calls special meetings.
- 3. Performs other duties as directed by the board.
- 4. In collaboration with the superintendent, establish the agenda for each meeting.

#### **B. Vice Chair**

- 1. Substitute for the chair whenever necessary.

#### **C. Clerk**

- 1. Perform all duties required by statute, VSA Title 16 § 561.

### **V. BOARD MEMBER EDUCATION**

- A.** Board members will take advantage of training opportunities to learn more about their role, school programs, Vermont Agency of Education functions and legislative activities.
- B.** The school district will pay the cost for these training opportunities.

### **VI. BOARD GOAL-SETTING AND EVALUATIONS**

- A.** The board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent at least annually.
- B.** These goals will address areas such as (not limited to):
  - 1. Policy making,
  - 2. Policy implementation,
  - 3. Community relations,
  - 4. Board interpersonal communication skills,
  - 5. Board-superintendent relations,
  - 6. Fiscal/budget management,
  - 7. The instructional program,
  - 8. Labor relations,
  - 9. Board in-service training and
  - 10. Government relations.

**COLCHESTER SCHOOL DISTRICT****POLICY: CODE OF ETHICS FOR SCHOOL BOARD MEMBERS****DATE ADOPTED:** April 2, 2024**POLICY STATEMENT**

A school board member has no legal powers or authority unless acting at a school board meeting or acting for the school board after it formally grants power to act on its behalf. A school board member should perform the duties of a school board member in a manner consistent with this code of ethics.

**I. BOARD GOVERNANCE**

- A. Set goals for the school system and establish policies to direct its administration.
- B. Maintain confidentiality of discussion conducted in executive session and of other privileged information.
- C. Abide by board decisions regardless of how individuals voted.
- D. Act only as a member of the board and do not assume authority as an individual in school matters when the board is not in session.
- E. Be familiar with and observe Vermont education laws.
- F. Listen to legal counsel and constructive criticism to protect the board and the school system from liability.
- G. Attend all regularly scheduled board meetings, insofar as possible, and review study materials about the issues to be considered on each agenda.

**II. BOARD/ADMINISTRATOR RELATIONS**

- A. Give school officials authority commensurate with their responsibility, work through the properly appointed school officials according to the school system's organization and policies, and support school officials in the performance of their duties.
- B. Expect the superintendent to keep the board adequately informed through regular written or oral reports and hold the superintendent accountable through an annual job performance evaluation.
- C. Refer complaints, requests, and concerns to the superintendent or other appropriate staff member.
- D. Use the chain of command and avoid making commitments or promises that compromise the board, administration or the school system.

Last Reviewed: March 21, 2023  
Date Warned: March 15, 2024  
First Reading: March 19, 2024  
Second Reading: April 2, 2024

- E. Listen to the recommendations of the superintendent and staff before making decisions and provide advice and counsel to the superintendent.
- F. Recognize that a board member's responsibility is to see that schools are well-run, but not to run them.

### **III. BOARD MEMBER RELATIONS**

- A. Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- B. Voice opinions responsibly, maintain good relations with other board members, respect other board members' rights and opinions, and make no disparaging remarks, in or out of the board meeting, about other board members or school staff. Instead, express opinions in a professional, fair manner.
- C. Accept the responsibility to secure facts before arriving at conclusions.
- D. Expect more time to be spent on educational programs and procedures than on business details at board meetings.

### **IV. PERSONNEL RELATIONS**

- A. Support employment of the best qualified people as school staff and insist on regular, impartial evaluations of all staff.
- B. Hire no superintendent, principal or teacher already under contract with another school unless assurance is first secured from the proper authority that the person can be released from contract.

### **V. COMMUNITY RELATIONS**

- A. Represent the entire community and vote for what seems best for the children and youth of the school system.
- B. Interpret the attitudes, wishes and needs of the community to school staff and communicate the aims, methods and goals of the schools to the community.
- C. Create an environment that fosters community participation and involvement.

### **VI. BOARD PREPARATION AND TRAINING**

- A. Be informed about educational issues by individual study and through participating in programs providing needed information such as those sponsored by the Vermont and National School Boards Associations.

- B. Take advantage of opportunities to improve your knowledge and to build your skills as locally elected members of governing school boards.
- C. Associate with board members from other schools to discuss school problems and cooperate in the improvement of public school conditions.
- D. Provide assistance to new school board members and make sure adequate orientation and training opportunities are offered them.

## VII. CONFLICT OF INTEREST

Members of the board recognize the ethical duty of all public officers to avoid conflicts of interest. "Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by their actions as a member of the board. In the case of school board members, this duty is extended by Vermont statutory law to include a requirement that boards adopt policies and procedures to avoid the appearance of conflicts of interest. In order to comply with the obligations thus imposed, the board and its members will adhere to the following standards.

### A. RECOMMENDED STANDARDS

1. Board members will be familiar with the NSBA and VSBA Codes of Ethics, and will observe their provisions.
2. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define school board powers and govern board member compensation and public bidding processes.
3. Board members will do nothing intended to give the false impression that they have the authority to make decisions or take action on behalf of the board or the school administration.
4. Board members will not take any action which is intended to give the impression that they would represent special interests or partisan politics for personal gain.
5. Board members will not use their position on the board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.
6. Board members will not accept anything of value in return for taking particular positions on matters before the board.
7. Board members will do nothing intended to leave the impression that their position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

**B. AVOIDING CONFLICTS**

When a board member becomes aware of involvement in a conflict of interest as defined in state law or this policy, they will declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

**C. COMPLAINTS OF CONFLICT OF INTEREST**

When a conflict of interest claim against a board member is brought to the board in writing, and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed.

1. Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining board members will determine by majority vote to take one of the following actions:
  - a) Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
  - b) Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify themselves from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or
  - c) Issue a public finding that the conflict of interest charge is supported by the evidence and, in addition to disqualifying themselves from voting or otherwise participating in the board deliberations or decision, the board member should be formally censured or subjected to such other action as may be allowed by law.



**COLCHESTER SCHOOL DISTRICT****POLICY: MANAGEMENT AND SUSPENSION OF POLICIES****DATE ADOPTED:** April 2, 2024**PURPOSE**

VSA Title 16 § 563 specifies the powers of the school board and the duties of the board. The formulation and adoption of written policies is the basic method by which the board of school directors exercises its leadership in the operation of the school district.

**I. DEFINITIONS**

- A. Policies** guide the school board, administrators and other district employees, students, parents/guardians, and community members by stating district goals and establishing parameters for administrative action.
- B. Policy or purpose statements** are written principles adopted by the school board to set basic philosophy concerning the operations of the school district. They should be brief, yet be specific enough to provide clear guidelines.
- C. Procedures** are developed by the superintendent or their designee to provide for the management of the district by describing how tasks will be carried out and board policies will be implemented.

**II. POLICY DEVELOPMENT**

- A.** Policies shall normally be adopted at regular school board meetings. Revision and removal of any policy shall be treated in the same manner as the adoption of the policy.
- B.** There shall be at least two accepted readings of each policy in the review process. The policy may be adopted or removed following the acceptance of the second reading, at the same meeting.
- C.** The school board shall provide public notice of its intent to adopt, revise, or remove any policy. This notice shall be made at least ten (10) calendar days prior to the adoption of the policy or revision. Usually, this notification will occur prior to the first reading of the policy.
- D.** The school board shall review the procedures and regulations associated with each policy upon adoption of the policy and upon revision by the superintendent.
- E.** The school board will use the Vermont School Board Association Model Policy Manual as an exemplary resource.

Last Reviewed: May 2, 2023  
Date Warned: March 15, 2024  
First Reading: March 19, 2024  
Second Reading: April 2, 2024

- F. It is the board's intention to review each policy every five (5) years.

**III. ADMINISTRATIVE RESPONSIBILITIES**

- A. The superintendent or their designee shall manage the implementation of this policy.
- B. The superintendent or their designee shall maintain the master policy manual. This manual shall contain the most recent adopted version of each policy and shall be the copy referred to if questions arise.
- C. The superintendent or their designee will maintain an up-to-date copy of the policy manual for public review. Updated policies will be posted publicly within five (5) days of adoption/approval.
- D. The district's web site will contain copies of all policies.

**IV. SUSPENSION OF POLICY**

- A. The application of any section or sections of board policies not established by law or contract may be temporarily suspended by a vote of at least four (4) board members present at a regular or special meeting called for the purpose of dealing with a problem affected by a specific section or sections of policy.
- B. The board shall, at its next regular meeting, reconsider its suspension of any policy, using adopted procedures to permanently adjust or amend its policies.

## COLCHESTER SCHOOL DISTRICT

**POLICY: SECTION 504 REHABILITATION ACT OF 1973 AMERICANS WITH DISABILITIES ACT. POLICY FOR NON-DISCRIMINATION ON THE BASIS OF DISABILITY.**

**DATE ADOPTED:** March 3, 2020

### **PURPOSE**

It is the intent of the Colchester School District that the board and its employees will not discriminate against any intended beneficiaries of statutory protection (including, but not limited to, students, employees, parents, guardians, other members of the community or applicants for employment or admission) on the basis of disability in admission and access to, or treatment and employment in, any of the school's programs and activities, policies, procedures and practices to the extent provided by law.

### **IMPLEMENTATION**

The board recognizes its responsibility to identify students who are qualified individuals with disabilities under Section 504 of the Rehabilitation Act of 1973, and to provide them regular and/or special education and related aids and services that are designated to meet their individual educational needs as adequately as the needs of non-handicapped students are met.

The district will provide reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would pose an undue hardship on the district. Requests for reasonable accommodations may be made to the 504/ADA coordinator named below, or to the building administrator.

The following person has been designated to coordinate activities, inquiries and grievances under Section 504 and under the Americans with Disabilities Act:

Special Education Coordinator  
Colchester School District  
P.O. Box 27  
Colchester, VT 05446-0027  
(802) 264-5999

### **ADMINISTRATIVE RESPONSIBILITIES**

Procedures to carry out this policy may be revised by the superintendent and their designees as needed and approved by the board.

Sources: 29 U.S.C. sec. 794, (Section 504 of the Rehabilitation Act of 1973 as amended); the Americans with Disabilities Act; 34 C.F.R. part 104: 9 V.S.A. Section 4501 et seq.; Vermont State Board of Education Policy Manual Rule 1250 et seq.

Last Adopted: June 21, 2000  
Date Warned: February 14, 2020  
First Reading: February 18, 2020  
Second Reading: March 3, 2020

# Policy on Section 504 and ADA Grievance Protocol for Students and Staff

It is the policy of Colchester School District not to discriminate on the basis of disability. The District has adopted this internal protocol for prompt handling and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and the ADA prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance.<sup>1</sup> The District further provides assurance that strictly prohibits any form of retaliation against persons who utilize this Protocol. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint of unlawful discrimination. **Nevertheless, a person is not required to use this protocol and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, Office for Civil Rights, Boston Office:**

U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921

The following protocol is available and shall be distributed to all third parties for their use in filing complaints of discrimination based on disability.

This protocol will be distributed by the Building 504 Coordinators or their designees to all employees prior to the start of co-curricular activities every school year, preferably during the August In – Service, and again with the recommencement of co-curricular activities immediately following the December vacation.<sup>2</sup>

It will also be distributed by Building 504 Coordinators, or their designees, to all third parties, at the time of their engagement for services.

**Step 1** A person (an employee, student, or third party) who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (when the person is a student) or with his/her immediate supervisor (when the person is an employee).

NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator, Carrie Lutz, mailing address: 59 Rathe Road PO Box 27, Colchester VT 05446, email address: [carrie.lutz@colchestersd.org](mailto:carrie.lutz@colchestersd.org), office phone number: 802-264-5982. The person receiving the complaint, or their designee, shall investigate and then verbally convey his/her findings to both the person who alleged the violation and the person who **is the subject of the complaint within 10 business days.**

**Step 2** If the informal Step 1 process does not resolve the matter, OR if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the either the District Section 504 Coordinator, Carrie Lutz, mailing address: 59 Rathe Road PO Box 27, Colchester VT 05446, email address: [carrie.lutz@colchestersd.org](mailto:carrie.lutz@colchestersd.org), office phone number: 802-264-5982 or the appropriate school specific Building 504 Coordinator (see list at

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<sup>1</sup> 29 U.S.C. § 794; 42 U.S.C. § 12132; 34 C.F.R. § 104.4; 28 C.F.R. § 35.101

<sup>2</sup> 28 C.F.R. § 35.107(b); 34 C.F.R. §§ 100.6(d), 104.7(b), 104.61

the end of this document for contact information) who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator (or third party) to conduct the investigation. If both the Section 504 Coordinator and the Superintendent have involvement with the complaint, the written complaint may be submitted to the Human Resources Manager, Michelle Low , mailing address: 59 Rathe Road PO Box 27, Colchester VT 05446, email address: [michelle.low@colchestersd.org](mailto:michelle.low@colchestersd.org), office phone number: 802-264-5976.

The complaint shall be in writing and signed by the grievant and include:

1. the grievant's name and contact information;
2. the facts of the incident or action complained about;
3. the date of the incident or action giving rise to the complaint;
4. the type of discrimination alleged to have occurred;
5. and the specific relief sought;

Or, alternatively, the grievant may use the 504 Complaint Form (attached). Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will begin within 10 business days following the submission of the written complaint.

The investigation may be informal, but it must be thorough and shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.

**A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties.**

Copies of the disposition, subject to FERPA confidentiality,<sup>3</sup> will be given to both the grievant and the person who is the subject of the complaint. If discrimination was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination and to correct its discriminatory effects on the grievant and others, if appropriate.

**Step 3 If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed, written appeal to the Superintendent (or Board if the Superintendent is the subject of the complaint) within 15 business days after receipt of the written disposition.** The Superintendent/Board or his/her designee shall respond to the complaint, in writing, within 30 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The ADA/504 Coordinator(s) will maintain the files and records related to any complaints filed under this protocol.

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<sup>3</sup> 20 U.S.C. § 1232f; 34 C.F.R. § 99.1

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Protocol. The District will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

If you have questions regarding these procedures or desire to file a complaint, please contact either the District 504 Coordinator or Building Section 504 Coordinator.

CSD Oversight: Amy Minor, Superintendent

District phone number: 802-264-5999

**Union Memorial School**, Chris Antonicci, Principal

Email address: [Chris.antonicci@colchestersd.org](mailto:Chris.antonicci@colchestersd.org) Phone number: 802-264-5959

**Porters Point School**, Carolyn Millham, Principal

Email address [Carolyn.millham@colchestersd.org](mailto:Carolyn.millham@colchestersd.org) Phone number 802-264-5921

**Malletts Bay School**, Jordan Burke, Principal

Email address [Jordan.burke@colchestersd.org](mailto:Jordan.burke@colchestersd.org) Phone number 802-264-5904

**Colchester Middle School**, Jenn Stratton, Director Student Support Services

Email address [Jennifer.stratton@colchestersd.org](mailto:Jennifer.stratton@colchestersd.org) Phone 802-264-5820

**Colchester High School**, Amber Keep, Director Student Support Services

Email address: [amber.keep@colchestersd.org](mailto:amber.keep@colchestersd.org) Phone number: 802-264-5701

|                            |                                      |
|----------------------------|--------------------------------------|
| <i>Legal Reference(s):</i> | <i>20 U.S.C. § 1232f</i>             |
|                            | <i>28 C.F.R. § 35.101</i>            |
|                            | <i>28 C.F.R. § 35.107(b)</i>         |
|                            | <i>29 U.S.C. § 794</i>               |
|                            | <i>34 C.F.R. § 99.1</i>              |
|                            | <i>34 C.F.R. § 104.4</i>             |
|                            | <i>34 C.F.R. §§ 104.7(b), 104.61</i> |
|                            | <i>34 C.F.R. § 100.6(d)</i>          |
|                            | <i>42 U.S.C. § 12132</i>             |
|                            |                                      |
|                            |                                      |
|                            |                                      |

## 504 GRIEVANCE/COMPLAINT FORM

The District pledges that it complies with Section 504 Regulations and that no discrimination on the basis of disability is permitted in the programs or activities that the District operates. If you believe that discrimination has occurred (against a student or staff person, teacher, etc.) because of a disability please complete and submit this form to your 504 Coordinator.

On behalf of: \_\_\_\_\_ (name of target of behavior) Date:  
\_\_\_\_\_

Complainant is: Student: \_\_\_\_\_ Student's Parent: \_\_\_\_\_ Staff  
Member/teacher: \_\_\_\_\_

Third Party Contractor: \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street                    City                    State                    Zip

Telephone: \_\_\_\_\_  
                    Home                    Work/Cell

1. Describe the alleged violation of Section 504 in specific terms. Include:
  - 1) the specific incident or activity that is viewed as discrimination;
  - 2) the individuals involved
  - 3) dates, times, and locations involved
  - 4) the disability that forms the basis of the complaint (attach additional pages if needed).
2. Describe any communication that has already occurred, with whom and when, to address the issue.
3. Please describe how you propose to resolve the issue.

\_\_\_\_\_ date: \_\_\_\_\_  
Signature

Please return this form to your 504 Coordinator.





# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, March 4, 2025  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, March 4, 2025, 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 Rylee Friend. District administrators in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum and Instruction Gwen Carmolli, and Director of Student Support Services Carrie Lutz. There were no 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. Hear Colchester School District Audit Report for FY'24

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'24. 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. Approval of Facilities Bond Funding Documentation

Action

The initial bond application for the voter-approved facilities renovation and construction projects was approved. Business and Operations Manager George Trieb explained that this agenda item permits the board to approve the board chair to sign the documents required for the closing scheduled for March 5, 2025. Following the closing, the first \$30 million will be released for the project. The next installment will happen in August 2025.

*Director Longo moved to approve the bond documentation by having the board chair sign the documentation. The motion passed unanimously.*

### V. Approval of 2025-26 School Calendar

Action

Superintendent Amy Minor outlined the draft calendar for next school year. The calendar is based on the contract agreement, which indicates there will be 176 student days, eight in-service days, one teacher prep day, and two family conference days for a total of 187 days.

School districts in the Champlain Valley have committed to a regional calendar that includes 175 common school days. This means that all districts in Chittenden, Franklin, and Addison counties will follow the same schedule for most holidays and professional development days. This will be the second year with regional alignment, which has proved to have many benefits, including consistency with students attending technical centers, the potential for more regionalized professional development opportunities, and fewer conflicts for staff who work in districts outside of where they live.

One local addition specific to Colchester is the four early release days that have provided excellent professional development opportunities for faculty. Colchester Parks and Recreation will continue to offer childcare on those days.

*Director Yousey-Hindes moved to approve the four early release days in the 2025-26 calendar as presented. The motion passed unanimously.*

**VI. Hear and Discuss Results of the FY'26 School Budget Vote** **Information**

Unofficial results show that the school article regarding the FY'26 school budget passed with 1,489 votes in favor and 1,262 against. The board and Superintendent Amy Minor thanked the community for their continued support and reflected on the budget process.

Nicolas Longo was reelected to a 3-year term, and Ben Yousey-Hindes was reelected to a 2-year term. They both shared their appreciation to voters for supporting their service and their excitement to continue to engage the community.

**VII. Approval of Consent Agenda** **Action**

The board reviewed the following consent agenda.

DRAFT

**CONSENT AGENDA (Revised 3/3/2025)**

**Board Meeting Date: 3/4/2025**

***Licensed Employees (Teacher/Administrator)***

| <b>Contract Type</b> | <b>First Name</b> | <b>Last Name</b> | <b>Category</b> | <b>Position</b>                     | <b>Hours/Wk</b>  | <b>Building</b> | <b>Agenda Information</b>                       | <b>Person Replacing</b> | <b>Budgeted</b> | <b>Admin Support</b> |
|----------------------|-------------------|------------------|-----------------|-------------------------------------|------------------|-----------------|---|-------------------------|-----------------|----------------------|
| Teacher              | Anu               | Hedden           | Transfer        | LTS: Alternative ELA                | 1                | CMS             | Request for Temporary Transfer 3.10.25-4.17.25  | Craig McLean            | Yes             | Yes                  |
| Teacher              | Brittany          | Cresta           | Transfer        | LTS: Kindergarten Special Education | 1                | PPS             | Request for Temporary Transfer 3.10.25- 5.20.25 | Jennifer Santarcangelo  | Yes             | Yes                  |
| School Nurse         | Emily             | Dousevicz        | FTE Reduction   | School Nurse                        | 1 FTE to 0.8 FTE | MBS             | Request for FTE Reduction                       |                         |                 | 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>Hours/Wk</b> | <b>Building</b> | <b>Agenda Information</b> | <b>Person Replacing</b> | <b>Budgeted</b> | <b>Admin Support</b> |
|----------------------|-------------------|------------------|-----------------|-----------------|-----------------|-----------------|---------------------------|-------------------------|-----------------|----------------------|
|                      |                   |                  |                 |                 |                 |                 |                           |                         |                 |                      |
|                      |                   |                  |                 |                 |                 |                 |                           |                         |                 |                      |

***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>Hours/Wk</b> | <b>Building</b> | <b>Agenda Information</b> | <b>Person Replacing</b> | <b>Budgeted</b> | <b>Admin Support</b> |
|----------------------|-------------------|------------------|-----------------|--------------------------------------|-----------------|-----------------|---------------------------|-------------------------|-----------------|----------------------|
| Support Staff        | Teresa            | Clark            | Resignation     | Paraeducator                         | 32.5            | PPS             | Notice of Resignation     |                         |                 |                      |
| Support Staff        | Nancy             | Pratt            | Resignation     | Paraeducator                         | 32.5            | MBS             | Notice of Resignation     |                         |                 |                      |
| Support Staff        | Kimberly          | Beaudoin         | Resignation     | Paraeducator                         | 20.0            | MBS             | Notice of Resignation     |                         |                 |                      |
| Support Staff        | Quinton           | Applegate        | New Hire        | Alternative Behavior Interventionist | 32.5            | CMS             | Notice of Hire            | Anu Hedden              | Yes             | Yes                  |
| Co-Curricular        | Margaret          | Eismeier         | New Hire        | Boys Tennis Coach                    | Coach           | CHS             | Notice of Hire            | Dave Sharkey            | Yes             | Yes                  |

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

**VIII. Approval of Meeting Minutes**

**Action**

- February 18, 2025

*Director Kigonya moved to approve the meeting minutes for February 18, 2025. The motion passed unanimously.*

**IX. Board/Administration Communication, Correspondence, Committee Reports**

**Information**

- Facilities Construction Update: School committees are making final decisions on layout details, including technology locations, cabinetry, sinks, cubbies, etc. They have also been researching playground options, and Superintendent Minor shared some opinion pieces written by first and second-graders at Porters Point School.

**X. Future Agenda Items**

**Information**

- Board Reorganization
- School Reports
- Policy Work

**XI. Adjournment**

*Director Longo moved to adjourn at 7:50 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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

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