

Colchester School Board

Meeting Agenda and Packet

May 6, 2025

**Colchester School District
Board of Education Meeting Agenda
May 6, 2025 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
|--|--------------------|
| I. Call to Order | |
| II. Citizen Participation* | |
| III. Hear School Report: Colchester High School | Information |
| IV. Hear Quarterly Financial Report | Information |
| V. Second and Final Reading of Custodial, Joint Custodial and Non-custodial Parental Rights and Responsibilities Policy: F6 A | Action |
| VI. Second and Final Reading of Fiscal and Business Management Policy | Action |
| VII. Second and Final Reading of Policies | Action |
| • Grant Funding: E2 | |
| • Travel and Expenses: E5 | |
| • Capitalization of Assets: E7 | |
| • Fraud: E9 | |
| VIII. Second and Final Reading of Policies | Action |
| • Student Activity Account: E4 | |
| • Donations: E10 | |
| IX. Approval of Consent Agenda | Action |
| X. Approval of Meeting Minutes | Action |
| • April 15, 2025 | |
| XI. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XII. Future Agenda Items | Information |
| XIII. Executive Session to Discuss Contract Negotiations | Action |
| XIV. 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

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: April 29, 2025
Subject: Year-To-Date Financial Report – March 2025

The table below shows the total budget and forecast revenue and expense figures for the period ending March 2025. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue the district expects a surplus of \$557,379.

	Budget	Forecast	% of Budget	Variance
Revenue	\$56,008,957	\$57,180,469	101.95%	1,091,512
Expenses	\$56,088,957	\$56,623,090	100.95%	(\$534,133)
<i>Surplus/(Deficit)</i>				\$557,379

Attached to this memo are further details about both the revenue and expenses through March. The district spent 70.14% of the budget compared to spending 69.73% last year at this time. The district's total commitments to date are very much in line with last year.

Revenue

- ✚ Interest earnings are projected to come in well above budget. Earnings are expected to come in \$160K above budget. This is due to a change in the bank's investment policy.
- ✚ Extraordinary reimbursement is expected to come in above budget by approximately \$1M due to reimbursement from FY'24 being delayed. The district recognized this as revenue in the current fiscal year at the request of our auditors.

Expenditures

- ✚ Professional education services (5321) are projected to be well over budget by \$351.8K due to unanticipated SPED needs.

Amy Minor
 Superintendent
 of Schools

George Trieb
 Business & Operations
 Manager

Carrie Lutz
 Director of Student
 Support Services

Gwendolyn Carmolli
 Director of Curriculum
 & Instruction

- ✚ Employee Training/Development (5331) is already over budget \$43.3K and the district anticipates another invoice for the second semester. This expense is directly related to SS development program as it relates to SPED.
- ✚ Construction Services (5451) is a non-budgeted line item that currently has \$109.8K of expenses. This was the district's portion of the construction costs related to the renovations of the upstairs bathrooms at CHS.
- ✚ Supplies – Technology Software (5652) is over budget currently by \$109.0K. This is primarily due to the loss of the ESSER funds.
- ✚ Interest on long term debt (5832) will come in under budget by approximately \$55K due to the district budgeting for but not obtaining a tax anticipation note.

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

Transaction Type	Date	Amount
Payroll Warrant	1/3/25	\$1,278,566
Board Orders	1/8/25	\$556,569
Payroll Warrant	1/10/25	\$82,302
Payroll Warrant	1/17/25	\$1,324,939
Board Orders	1/22/25	\$1,208,427
Payroll Warrant	1/31/25	\$1,350,031
Total Expenditures		\$5,800,834

Transaction Type	Date	Amount
Board Orders	2/5/25	\$569,863
Payroll Warrant	2/14/25	\$1,379,727
Board Orders	2/19/25	\$1,580,210
Payroll Warrant	2/28/25	\$1,339,463
Total Expenditures		\$4,869,263

Transaction Type	Date	Amount
Board Orders	3/5/25	\$354,328
Payroll Warrant	3/14/25	\$1,179,683
Board Orders	3/19/25	\$1,372,916
Payroll Warrant	3/28/25	\$1,399,175
Total Expenditures		\$4,306,102

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

As of March 31, 2025

Description	FY2025 Budget	FY2025 Forecast	Revenue Received	Percent Received	Variance Favorable/(Unfavorable)
LOCAL					
Fund Balance	\$0	\$0	\$0	N/A	\$0
Tuition	\$2,056,400	\$2,100,000	\$810,351	39.41%	\$43,600
Interest Earnings	\$175,000	\$335,000	\$196,400	112.23%	\$160,000
Facility Rentals	\$25,000	\$25,000	\$14,685	58.74%	\$0
Impact Fees	\$125,000	\$110,000	\$0	0.00%	(\$15,000)
Miscellaneous	\$25,000	\$25,584	\$25,584	102.34%	\$584
TOTAL LOCAL	\$2,406,400	\$2,595,584	\$1,047,020	43.51%	\$189,184
STATE					
General State Aid	\$46,177,952	\$46,177,952	\$30,702,720	66.49%	\$0
Transportation Aid	\$615,000	\$700,000	\$383,836	62.41%	\$85,000
Voc. Ed. Transportation Reimb.	\$46,000	\$33,289	\$33,289	72.37%	(\$12,711)
Driver Education Reimbursement	\$20,000	\$12,000	\$8,898	44.49%	(\$8,000)
TOTAL STATE NON SPECIAL EDUCATION	\$46,858,952	\$46,923,241	\$31,128,743	66.43%	\$64,289
SPECIAL EDUCATION					
Census Block Grant	\$5,179,131	\$5,179,131	\$3,372,754	65.12%	\$0
Extraordinary Reimbursement	\$459,638	\$1,500,000	\$1,372,199	298.54%	\$1,040,362
EEE Program	\$244,689	\$244,689	\$244,689	100.00%	\$0
TOTAL SPECIAL EDUCATION	\$5,883,458	\$6,923,820	\$4,989,642	84.81%	\$1,040,362
FEDERAL					
SpEd/Title IVB IDEA	\$930,090	\$717,786	\$316,909	34.07%	(\$212,304)
SpEd/EEE IDEA Pre-School	\$10,057	\$20,038	\$0	0.00%	\$9,981
TOTAL FEDERAL	\$940,147	\$737,824	\$316,909	33.71%	(\$202,323)
TOTAL REVENUE	\$56,088,957	\$57,180,469	\$37,482,314	66.83%	\$1,091,512

COLCHESTER SCHOOL DISTRICT

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

ACCOUNT #	ACCOUNT TITLE	As of March 31, 2025			AVAILABLE BUDGET	% OF BUDGET UTILIZED	VARIANCE
		FY2025 BUDGET	FY2025 FORECAST	EXPENDITURES YTD			
5111	TEACHERS	\$20,271,688	\$20,171,688	\$12,587,544	\$7,684,144	62.1%	\$100,000
5121	PARAEDUCATOR	\$3,910,890	\$3,792,547	\$2,811,826	\$1,099,064	71.9%	\$118,343
5131	SUBSTITUTES	\$490,000	\$490,000	\$365,683	\$124,317	74.6%	\$0
5141	ADMINISTRATION	\$2,201,040	\$2,176,040	\$1,654,965	\$546,075	75.2%	\$25,000
5151	MID-MANAGEMENT/SUPERVISOR	\$579,883	\$579,883	\$437,248	\$142,635	75.4%	\$0
5161	SUPPORT STAFF - CLERICAL	\$1,224,056	\$1,224,056	\$900,436	\$323,620	73.6%	\$0
5171	TECH & PROF STAFF	\$1,067,741	\$1,067,741	\$771,630	\$296,111	72.3%	\$0
5172	TCH & PRF STF-OT/PT/BS/CC	\$840,115	\$940,000	\$568,486	\$271,629	67.7%	(\$99,885)
5181	NON-CLERICAL GENERALISTS	\$1,109,928	\$1,159,928	\$803,120	\$306,808	72.4%	(\$50,000)
5191	STIPENDS- BOARD ED	\$8,500	\$8,500	\$8,500	\$0	100.0%	\$0
5192	STIPENDS- OTHER	\$809,004	\$809,004	\$492,949	\$316,055	60.9%	\$0
5211	HEALTH INSURANCE	\$5,779,482	\$5,779,482	\$5,156,618	\$622,864	89.2%	\$0
5212	HEALTH CARE CONTRIBUTION	\$16,000	\$16,000	\$6,974	\$9,026	43.6%	\$0
5218	HAS	\$72,244	\$72,244	\$30,600	\$41,644	42.4%	\$0
5219	HRA	\$911,991	\$911,991	\$554,836	\$357,155	60.8%	\$0
5220	FICA	\$2,486,965	\$2,486,965	\$1,551,876	\$935,089	62.4%	\$0
5221	CHILD CARE CONTRIBUTIONS	\$86,154	\$93,000	\$81,075	\$5,079	94.1%	(\$6,846)
5232	VSTRS- OPEB	\$130,000	\$133,537	\$133,537	(\$3,537)	102.7%	(\$3,537)
5233	VSTRS- PENSION PAYMENTS	\$21,415	\$21,415	\$13,178	\$8,237	61.5%	\$0
5234	VMERS	\$442,643	\$460,000	\$367,173	\$75,470	83.0%	(\$17,357)
5251	TUITION REIMB- TEACHER	\$175,000	\$175,000	\$109,692	\$65,308	62.7%	\$0
5252	TUITION REIMB- SPT STF	\$37,000	\$52,216	\$52,216	(\$15,216)	141.1%	(\$15,216)
5253	TUITION REIMBURSEMENT - ADMIN	\$18,000	\$18,000	\$10,120	\$7,880	56.2%	\$0
5261	UNEMPLOYMENT COMPENSATION	\$40,000	\$25,000	\$13,154	\$26,846	32.9%	\$15,000
5271	WORKERS COMPENSATION	\$247,197	\$266,152	\$266,152	(\$18,955)	107.7%	(\$18,955)
5281	DENTAL	\$312,029	\$312,029	\$273,920	\$38,109	87.8%	\$0
5292	LIFE	\$36,031	\$41,480	\$41,480	(\$5,449)	115.1%	(\$5,449)
5294	LTD	\$81,798	\$59,428	\$59,428	\$22,370	72.7%	\$22,370
5295	CASH IN LIEU	\$205,000	\$205,000	\$103,908	\$101,092	50.7%	\$0
5321	PROFESSIONAL EDU SERVICES	\$848,164	\$1,200,000	\$965,623	(\$117,459)	113.8%	(\$351,836)
5331	EMP TRAINING/DEVELOP	\$20,600	\$63,943	\$63,943	(\$43,343)	310.4%	(\$43,343)
5341	OTHER PROFESSNL SERVICES	\$550,867	\$500,000	\$328,114	\$222,753	59.6%	\$50,867
5342	AUDITING SERVICES	\$46,000	\$46,000	\$30,524	\$15,476	66.4%	\$0
5352	OTH TECHNICAL SERVICES	\$0	\$23,374	\$23,374	(\$23,374)	#DIV/0!	(\$23,374)
5411	UTILITY SERVICES	\$88,000	\$88,000	\$60,060	\$27,940	68.3%	\$0
5425	TRASH & RECYCLING	\$64,000	\$64,000	\$45,811	\$18,189	71.6%	\$0
5431	NONTECHNLGY REPAIR/MAINT	\$1,049,251	\$1,000,000	\$706,720	\$342,531	67.4%	\$49,251
5432	TECHNOLOGY REPAIR/MAINT	\$15,965	\$47,978	\$47,978	(\$32,013)	300.5%	(\$32,013)
5441	RENTALS-LAND/BUILDINGS	\$128,750	\$128,750	\$120,353	\$8,397	93.5%	\$0
5442	RENTALS-EQUIPMNT/VEHICLES	\$100,000	\$100,000	\$72,073	\$27,927	72.1%	\$0
5451	CONSTRUCTION SERVICES	\$0	\$109,752	\$109,752	(\$109,752)	#DIV/0!	(\$109,752)
5490	OTHER PURCH PROPERTY SERV	\$40,000	\$40,000	\$27,826	\$12,174	69.6%	\$0
5513	STUDENT TRAN CONTRACT	\$1,654,101	\$1,700,000	\$1,079,985	\$574,116	65.3%	(\$45,899)
5519	STUDENT TRAN OTHER EXTRA	\$577,499	\$500,000	\$351,094	\$226,405	60.8%	\$77,499
5521	INSURANCE (NOT EMP BEN)	\$73,500	\$75,692	\$75,692	(\$2,192)	103.0%	(\$2,192)
5522	INSURANCE- LIABILITY	\$115,500	\$98,900	\$98,900	\$16,600	85.6%	\$16,600
5531	COMMUNICATIONS	\$38,000	\$38,000	\$14,876	\$23,124	39.1%	\$0
5533	POSTAGE	\$28,000	\$28,000	\$18,414	\$9,586	65.8%	\$0
5534	TELEPHONE AND VOICE	\$29,601	\$33,000	\$26,505	\$3,096	89.5%	(\$3,399)
5541	ADVERTISING	\$16,000	\$12,000	\$4,935	\$11,065	30.8%	\$4,000
5551	PRINTING AND BINDING	\$14,630	\$14,630	\$14,332	\$298	98.0%	\$0
5561	TUITN TO PUB VT LEAS	\$60,000	\$170,000	\$106,356	(\$46,356)	177.3%	(\$110,000)
5562	TUITN TO PRIV VT LEAS	\$2,426,194	\$2,500,000	\$1,709,821	\$716,373	70.5%	(\$73,806)
5566	TUITN TO VC-ON BEHALF	\$520,054	\$520,054	\$0	\$520,054	N/A	\$0
5567	TUITN TO VC	\$490,245	\$490,245	\$140,526	\$349,719	28.7%	\$0
5581	TRAVEL	\$45,462	\$45,462	\$16,676	\$28,786	36.7%	\$0
5594	SPED EXCESS TO PUB VT LEA	\$0	\$28,000	\$21,348	(\$21,348)	#DIV/0!	(\$28,000)
5611	GENERAL SUPPLIES	\$936,292	\$936,292	\$760,655	\$175,637	81.2%	\$0
5621	NATURAL GAS	\$205,405	\$175,000	\$128,792	\$76,613	62.7%	\$30,405
5622	ELECTRICITY	\$482,952	\$482,952	\$336,829	\$146,123	69.7%	\$0
5626	GASOLINE	\$25,750	\$25,750	\$13,989	\$11,761	54.3%	\$0
5641	BOOKS AND PERIODICALS	\$100,400	\$100,400	\$65,489	\$34,911	65.2%	\$0
5651	SUPPLIES - TECH RELATED	\$36,050	\$36,050	\$18,426	\$17,624	51.1%	\$0
5652	SUPPLIES - TECH SOFTWARE	\$291,044	\$400,000	\$394,468	(\$103,424)	135.5%	(\$108,956)
5731	MACHINERY	\$15,450	\$15,450	\$0	\$15,450	N/A	\$0
5732	VEHICLES	\$100,000	\$83,197	\$83,197	\$16,803	83.2%	\$16,803
5733	FURNITURE AND FIXTURES	\$99,125	\$99,125	\$45,920	\$53,205	46.3%	\$0
5734	TECH-RELATED HARDWARE	\$475,511	\$425,000	\$179,828	\$295,683	37.8%	\$50,511
5811	DUES AND FEES	\$60,766	\$78,000	\$76,360	(\$15,594)	125.7%	(\$17,234)
5831	REDEMPTION OF PRINCIPAL	\$294,118	\$294,118	\$294,118	\$0	100.0%	\$0
5832	INTEREST ON LT DEBT	\$205,000	\$150,000	\$50,474	\$154,526	24.6%	\$55,000
5899	MISC EXPENDITURES - OTHER	\$18,417	\$12,000	\$2,584	\$15,833	14.0%	\$6,417
5912	FD TRSF- CONTRIB RSRV	\$90,000	\$90,000	\$90,000	\$0	100.0%	\$0
	TOTALS	\$56,088,957	\$56,623,090	\$39,341,162	\$16,747,795	70.1%	(\$534,133)

COLCHESTER SCHOOL DISTRICT**POLICY: CUSTODIAL, JOINT CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS AND RESPONSIBILITIES****DATE ADOPTED:** DRAFT**POLICY STATEMENT**

The Colchester School District recognizes the value of providing information concerning a student's school participation and progress to both parents where the parents are separated, estranged or divorced. In such cases, the Colchester School District and its employees will attempt to respect the legal rights of both parents with respect to involvement in their child's education, including access to records, educational decision-making, and notice and participation in school meetings and activities, to the extent provided by state and federal law.

When the whereabouts of both parents are known to the school, school staff shall not unilaterally afford greater rights, authority, or access to one parent over the other. It is not in the interests of a child or of the operation of the school system for school personnel to engage in taking sides or in excluding one parent of a child from an educational process at the request of the child's other parent. It is not the role of school staff to mediate or decide marital differences, or parent custodial rights.

Only when the school is provided with a court order (such as a divorce decree or child custody order), statute or similarly binding document that curtails or limits one parent's rights with regard to the education of the child, will the school make such modifications.

For example, both parents generally have the right:

- a. To view the child's educational records;
- b. To receive school progress and Section 504 reports and (where applicable) certain special education notices and records;
- c. To visit the child briefly at school;
- d. To attend school functions open to the public or to all parents; and
- e. To participate in parent teacher conferences and meetings about the child.

When one parent has been awarded full physical and legal rights and responsibilities, the other parent continues to have a right of access to educational records of their child, unless a court order expressly denies or limits such access. When parents are living separately and upon written request to the child's school, the school will subsequently and routinely mail (or send home via the student) to each parent copies of all child-specific information which is normally sent home with the child. This will include copies of report cards, parent-teacher conference invitations, etc. This practice will continue for the remainder of the school year in which the request is made. This service may be requested annually.

Last Reviewed: December 17, 2019
Date Warned: April 11, 2025
First Reading: April 15, 2025
Second Reading: May 6, 2025

The parent with sole physical responsibility and each joint custodial parent has the responsibility to keep the school office informed (a) of their address (residence) and phone number, and (b) of a means of contacting the parent at all times. The non-custodial parent has the responsibility to provide the school office with their phone number and address.

The school district will follow the most recent court order when determining which individual has the authority to remove the child from school property. Typically, both parents may visit or observe the child at school, however, only the parent with physical responsibility for the child will have the authority to remove the child from school property. When the court has awarded joint physical rights and responsibility, both parents have this authority, unless stated otherwise in the court order. If a parent wishes to have the school limit this authority, the parent must provide to the school a copy of a court order or similarly binding document expressly requiring such limitation. If a parent with sole physical responsibility wishes to allow the other parent to remove the child from the property, permission must be provided to the school in writing.

A copy of this policy shall be provided to any parent upon request.

WHEN THE STUDENT TURNS 18

Under Vermont law, a child reaches the age of majority upon their 18th birthday. Under federal law, at that time the parents' rights with respect to access to information contained in education records transfers to the student. It is the policy of this school board to allow continued access to such records to the parent of a dependent student, as that term is defined by Section 152 of the Internal Revenue Code of 1954, as permitted (but not required) by law. Where the student who has turned 18 objects to such disclosure, the school administration shall consider the student's reasons for the objection, and determine whether it is in the interests of the child to permit access to the records by the parent.

Procedural rights of students who are eligible for special education under the Individuals with Disabilities Education Act ("IDEA") also transfer from the parent to the student at the time the student turns 18. Thereafter, as required by law, the parents shall have a continued right to receive copies of certain notices, but otherwise all procedural rights under the special education law shall transfer to the child. Special rules apply if a court has appointed a legal guardian for the student, or the child has been determined to be unable to provide consent with respect to his/her educational program under State procedures. If these provisions may apply, the parent or guardian should discuss the application of this policy with the school principal or their designee.

PARENTAL RIGHTS: SPECIAL EDUCATION AND SECTION 504

In addition to the above parental rights and responsibilities, parents of children who have been found to be eligible for special education services under the IDEA, or who have been determined to be protected under Section 504 of the Rehabilitation Act of 1973, have additional rights. Copies of written statements of parental rights in special education are available from special education staff at each school, and rights with respect to Section 504 are available through each principal.

COLCHESTER SCHOOL DISTRICT

POLICY: FISCAL AND BUSINESS MANAGEMENT POLICY

DATE ADOPTED: DRAFT

PURPOSE

In accordance with Title 16 V.S.A. § 563, the School Board is responsible for the School District's fiscal and business management. This policy defines the School Board's compliance with that responsibility.

POLICY STATEMENTS

I. GENERAL

The Superintendent, or their designee, shall establish, develop, and maintain a system or systems to ensure the compliance with the financial and auditing requirements of Title 16 V.S.A. § 563. This includes and is not limited to:

- A. Timely and accurate financial information for decision making.
- B. Ability to meet reporting requirements of the School Board, State and Federal Governments as well as other grantors.
- C. Annual audit requirements.
- D. Budget development, implementation, and management.
- E. Ensure that financial payments made by the School District are legal, appropriate and in accordance with the budget adopted by the School Board or in accordance with the requirements of a grant accepted by the School District.

All expenses shall be recorded in accordance with the Handbook for Financial Accounting of Vermont School Systems (Handbook II). The fiscal year shall be July 1st to June 30th.

The Superintendent, or their designee, will establish a system for managing miscellaneous accounts as may be necessary to comply with appropriate statutes, regulations, and requirements.

The Superintendent, or their designee, will establish a system for managing all federal, state, or local grant funds. Such funds will not be placed in Student Activity Accounts.

Legal Reference(s): 1 V.S.A. § 31316 V.S.A. § 562 and § 563
24 V.S.A. § 1571, § 1681 § 1682, and § 1683

Last Adopted: August 17, 2021
Date Warned: March 28, 2025
First Reading: April 1, 2025
Second Reading: May 6, 2025

II. BUDGET

A. General

1. The annual budget of the school system shall reflect the needs and goals of the school system.
2. The Superintendent's Office shall be responsible for the process used to collect all data needed for the preparation of the budget.
3. The budget shall meet the requirements of Title 16 V.S.A. and the regulations of the State Board of Education.
4. The School Board shall develop a budget at regular or special meetings.

B. Budget Preparation

Each year the Superintendent, or their designee, shall develop a budget plan based on ongoing consultations with school employees, parents, students, and other citizens. Public hearings and informational meetings will take place prior to formal adoption of the budget proposal. The objective of this plan is to provide the School Board with a proposed district budget that is in line with the School District's Vision Plan.

III. BUDGET APPROVAL

The School District's proposed budget will be presented by the School Board at the annual School District meeting. The budget vote will take place on town meeting day. The budget presentation shall include explaining the School Board's budget priorities, the sources and amounts of revenues and expenditures, program changes and the School Board's strategies.

IV. BUDGET MANAGEMENT

The School District's voter approved budget defines its spending plan for each fiscal year. Consistent with state education laws and regulations, it is the responsibility of the Superintendent to implement and manage the School District's budget.

Changes to the budget allocations will be reported to the School Board as a part of the Quarterly Financial Report described in Section V of this policy.

V. FINANCIAL REPORTS

The Superintendent, or their designee, shall ensure that the School Board is provided with quarterly financial reports which detail budgeted/forecasted revenues and expenditures, as well as financial commitments of the School District.

- A. The Superintendent, or their designee, shall provide the School Board with a quarterly report for review of the financial status of the School District (Quarterly Financial Report).
- B. The Superintendent, or their designee, will ensure that all state, federal and other (grantor) reports are filed in accordance with the requirements of the various grantors, state, and federal governments.
- C. The Superintendent, or their designee, will coordinate with the annual independent audit to ensure the internal controls are in place and function effectively to safeguard the funds and assets of the School District.

VI. ANNUAL AUDIT

As required by Title 16 V.S.A., the School District will be audited annually by an independent certified public accounting firm.

Annually, the School Board shall meet with the auditor to review the audit report and recommendations and, in conjunction with the Superintendent, evaluate the School District's accounting practices, internal controls, and procedures based upon performance standards.

VII. RISK MANAGEMENT

The Superintendent, or their designee, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the operations of the School District. The risk management and insurance program shall include means for identifying, eliminating, reducing, retaining, or transferring risk. When the School District cannot feasibly eliminate or retain a particular risk, it shall be transferred by the purchase of insurance.

- A. The School District will comply with state statutes and maintain an insurance program to protect it against actions, including fraud, mistakes, and errors of omission by employees.
- B. The School Board shall maintain an adequate insurance program to protect the School District against loss, which may occur due to the many normal and usual hazards which a public school system faces.
- C. The School District will also carry additional insurance, when needed, to protect the School District against specific and unusual hazards which may occur, from time to time, in the various operations of the School District.
- D. The insurance program shall include, but not be limited to:
 - 1. Fire and Damage Insurance (buildings and equipment)
 - 2. Fire and Property Damage Insurance (vehicles)

3. Workers' Compensation Insurance
4. Fidelity Bond Insurance and Liability Insurance, including School Leaders Errors and Omissions

E. Bonding

1. The School Board recognizes that prudent trusteeship of the resources of the School District dictates that employees responsible for the safe keeping of the School District's monies and property be bonded.
2. The School District shall be indemnified against loss of money and property by bonding of employees holding positions which have access to property and money.
3. Such bonds shall be subsumed under a blanket bond. The School Board shall bear the cost of bonding each employee required to be bonded by this policy.

VIII. INVESTMENT MANAGEMENT

The primary objectives of the School District's investment activities are as follows:

- A. To conform with all federal, state, and other legal requirements;
- B. To adequately safeguard principal;
- C. To provide sufficient liquidity to meet all operating requirements; and
- D. To obtain a reasonable rate of return.

All funds shall be invested at the direction of the Superintendent, or their designee. The School District's investments will be limited to low risk investments to include Certificates of Deposit, Money Market Accounts, Sweep Accounts, or other like investments.

IX. CASH AND CHECKING ACCOUNTS

A. Petty Cash

In certain situations, the cost of processing a purchase order could exceed the cost of a single purchase. In order to remain cost effective, small purchases are occasionally paid for in cash. To facilitate these small expenditures, and to meet emergency needs for cash, a petty cash revolving fund is annually authorized to a school and the Superintendent's Office for purchases.

This is sometimes called a "revolving fund" since it always equals the same dollar amount comprised of cash and/or detailed receipts. Petty cash should not be used to thwart or circumvent established purchasing procedures; instead, it is

convenient accommodation to facilitate immediate necessary acquisition of local low-cost goods and services in an efficient manner.

The School Board authorizes but does not require the following petty cash drawn from the General Fund.

Schools:	High School	\$50
	Middle School	\$50
	Malletts Bay School	\$50
	Union Memorial School	\$50
	Porters Point School	\$50
	Special Education	\$200

1. Petty Cash Checking Account

In addition to the foregoing, a Petty Cash Checking Account is authorized as follows:

Central Office: \$4,500

B. Deposits and Checking Accounts Using the District Federal Tax Identification Number

All funds deposited in accounts using the School District's Employer Tax Identification number or in the name of the School District or its component programs are the responsibility of the School Board. Organizations who wish to retain control of their funds cannot use the School District's Employer Tax Identification number and retain control over the money on deposit.

No accounts will be established without the written authorization of the Superintendent. Annually, the Superintendent shall create a listing of accounts using this identification and report this to both the School Board and the School District Treasurer. This report shall include the owners and the purpose of each account. In every case, the School District Treasurer shall be an authorized signatory on such accounts.

X. PURCHASING

The School District's procedure for soliciting and awarding business shall conform to all applicable federal and/or state laws, in particular, Title 16 V.S.A., Section 559 (Public Bids).

For each bid process, when the amount is in excess of \$40,000, the Superintendent shall present the bid results along with a description of the bid process and a recommendation to the School Board for award of the bid.

The School Board reserves the right to reject any or all of the bids and to invite other bids on any proposed transaction.

No District employees shall participate in the selection, award, or administration of a purchase or contract if that person has a real or apparent conflict of interest. Any employee with a real, perceived, or apparent conflict of interest shall notify the Superintendent of the conflict and not participate in the selection, award of administration or the purchase of contract at issue. A conflict of interest arises if an employee, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit for a vendor considered for a purchase or contract. Employees will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds \$100 in value.

Any spending of federal funds should follow the “Federal Procurement Procedures” document and should utilize the related “Procurement Documentation Form.”

Purchase orders are the preferred method of making obligations for the School District. When purchase orders are not an option or when savings are gained through electronic/internet purchases, a district issued credit card can be used. The use of a district credit card is not intended to circumvent the district’s policy of purchasing. Use of the district credit card should not be used when a purchase order is acceptable.

Often obligations are created, and the invoice is issued in such a way as to make the purchase order process redundant. Examples include and are not limited to: mileage reimbursement, purchases made by employees away from the School District (with approval) or emergency repairs. Additionally, food services, maintenance, and custodial services often are required to make purchases where the purchase order system would create a more cumbersome and expensive process. Such “payments from invoices” can be made provided the appropriate authorization is documented and attached with the invoice for inclusion in the Board Orders. For payment to a vendor, there needs to be an invoice that includes the requested payment with administrative approval to make the payment. In the case of mileage reimbursement, there needs to be a signature of the person requesting reimbursement and an administrative signature verifying that the payment is proper and legal.

XI. APPROVAL OF BOARD ORDERS

The School Board will comply with the review requirements of Title 16 V.S.A. § 563 (8). The review process is intended to ensure that all payments are lawful and in accordance with the budget adopted by the School District.

Pursuant to state statute, the School Board has authorized the Business and Operations Manager to examine claims against the district for school expenses and draw orders for such as shall be allowed, payable to the party entitled.

An accounts payable warrant report is prepared and distributed electronically to all School Board Directors, the Superintendent, and the School District Treasurer. Prior to distribution, the warrant report and all supporting documentation are thoroughly reviewed and approved by the Business and Operations Manager.

XII. DISPOSITION OF SURPLUS PROPERTY

The Board may dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

- A. The building Principal or person in charge of the department where school property is located and is to be disposed of will inform the Superintendent, or their designee, of the availability of the property.
- B. The Superintendent, or their designee, shall inform all administrators throughout the School District of all property available for disposal. Any department that can use such equipment or supplies may inform the Superintendent. The property will then be reassigned.
- C. If there is no School District use for the equipment, the Superintendent, or their designee, will contact the Town Manager to see if there is a need in the Town for such equipment.

Surplus items will be classified and disposed of as follows:

- A. Items determined to have no resale value may be disposed of by the most efficient method by the Superintendent or their designee.
- B. Items determined to have resale value:
 - 1. The Superintendent, or their designee, may dispose of those items having a fair market value of less than \$2,500 per item by private sale. A fair process will be followed for such a sale. This process will include posting within the School District and on the District's website that an item is for sale and provide an opportunity to bid on the purchase.
 - 2. Items having a fair market value of \$2,500 per item or more will be advertised for sale, upon the School Board's approval, and sold to the highest qualified bidder.
 - 3. The Board will reserve the right to reject any and all bids.

All money received from the sale of property will be deposited in the general revenue fund of the School District.

COLCHESTER SCHOOL DISTRICT

POLICY: GRANT FUNDING

DATE ADOPTED: DRAFT

POLICY STATEMENT

For the district to provide the best educational opportunities possible for students, the School Board will seek as many sources of revenue as possible to supplement the funds provided through local taxation, general state aid and federal funds. The School Board encourages staff to pursue external financial resources. This policy needs to be cross referenced with Colchester School District policy E10 Donations.

I. PROPOSAL DEVELOPMENT

The school district, through the Superintendent's office, will research and select grant funding opportunities that are in line with the District's Vision Plan and educational philosophy as set by the School Board. This will be accomplished through the completion of the Grant-Funded Project Proposal Application. All funding proposals will be approved by the Superintendent, or their designee, before submission to the funding agency. When required by the agency or for grants exceeding \$250,000, the proposals will be presented to the School Board for approval.

II. ACCEPTANCE OF GRANTS

All approved grants must be accepted by the Superintendent, or their designee, before any funds are received by the district. Prior to the Superintendent accepting the grant, all financial and legal aspects of the grant opportunity shall be reviewed by the Business and Operations Manager to mitigate any potential risks.

III. ADMINISTRATION OF GRANTS

Upon acceptance of the grant, the Superintendent, or their designee, shall appoint a grant program manager and financial liaison. These assigned individuals will be responsible for the following.

- A. Reviewing the final grant documentation.
- B. Maintaining all final grant documentation in the Central Office.
- C. Ensuring funds received are properly deposited in the accounts of the School District. Funds received, excepting the scholarship trust funds, will not earn or accrue interest, nor will the District pay interest for funds held, except by specific School Board action.
- D. Establishing appropriate controls to comply with grant terms and conditions.
- E. Preparing reports for annual notification of the School Board.

Last Adopted: June 15, 2021
 Date Warned: March 28, 2025
 First Reading: April 1, 2025
 Second Reading: May 6, 2025

IV. PREVENTION OF CONFLICT OF INTEREST IN PROCUREMENT FOR FEDERAL DOLLARS

It is the policy of the School Board that all purchasing and contracting comply with state and federal laws. No employee or agent of the District may participate in the selection, award, or administration of a purchase or contract if that person has a real, perceived, or apparent conflict of interest. Any employee or agent with a real, perceived, or apparent conflict of interest shall notify the Superintendent of the conflict and not participate in the selection, award or administration of the purchase or contract at issue. The Superintendent, or their designee, will develop written procedures to implement this policy.

A conflict of interest arises if an employee, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

No District employees shall participate in the selection, award, or administration of a purchase or contract if that person has a real or apparent conflict of interest. Any employee with a real, perceived, or apparent conflict of interest shall notify the Superintendent of the conflict and not participate in the selection, award of administration or the purchase of contract at issue. A conflict of interest arises if an employee, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit for a vendor considered for a purchase or contract. Employees will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds \$100 in value.

In the event of a violation of this policy, the District may take disciplinary action against the employee or agent according to procedures in the district personnel manual and/or collective bargaining agreement.

V. TITLE I COMPARABILITY

If a school in the Colchester School District becomes eligible to receive Title I funds, the school should provide comparable services, staffing levels, curriculum materials and instructional supplies. The district shall use local and state funds to ensure equivalence among schools in staffing and provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental support. The district shall utilize district-wide salary schedules for professional and non-professional staff.

The Superintendent, or their designee, shall develop procedures for compliance with this policy and shall maintain records that are updated annually to document the district's compliance with this policy.

COLCHESTER SCHOOL DISTRICT

POLICY: TRAVEL AND EXPENSES

DATE ADOPTED: DRAFT

PURPOSE

From time to time, School Board members, employees and volunteers are required to travel away from the Colchester School District for school business including and not limited to training, workshops, conferences, and other such events. The district will reimburse reasonable expenses for travel.

The purpose of this policy is to address out-of-district travel. In-district travel is eligible for mileage reimbursement only.

POLICY STATEMENTS

1. The supervisor has the authority to approve all travel of district personnel outside of the district and the reimbursement of expenses associated with such travel. The supervisor will approve the mode of travel. Proper receipts and documentation must accompany reimbursement requests.
2. Employees must return itemized receipts for all reimbursable expenses incurred for out of district travel for reimbursement within thirty (30) days of their return from traveling. Receipts received outside this thirty (30) day window might not be reimbursed.
3. All requests for reimbursement must be submitted on the Travel Reimbursement form accompanied by an approved Pre-Authorization for Travel form and all supporting receipts. This form should be filled out in its entirety and must be approved by the employee's supervisor. These forms are available through the district's online platform under district forms.
4. Employees will be reimbursed at a mileage rate based on the current federal mileage reimbursement rate in effect at the time of travel (listed on the Travel Reimbursement form) for all mileage when utilizing an employee's personal vehicle.
5. Employees will be reimbursed for all expenses incurred as it relates to out of district travel to include airfare, transportation, lodging, meals, taxi fare, parking, tolls, telephone, fax, internet usage, etc. All expenses submitted for reimbursement must be accompanied by a receipt even if expenses were prepaid. Meals are subject to the per meal limits noted in the Travel Reimbursement form.
6. Expenses for alcoholic beverages, tobacco products, and entertainment incurred as part of a meal or other event will not be reimbursed.

Last Adopted: August 17, 2021
 Date Warned: March 28, 2025
 First Reading: April 1, 2025
 Second Reading: May 6, 2025

7. At many sponsored functions, meals such as breakfast, luncheons, and dinners are included in the cost of the paid registration fee. Employees are encouraged to take advantage of those prepaid meals versus dining elsewhere.
8. The district will not reimburse expenses for spouses, guests, or family members. If an employee decides to bring a spouse, guest, or family member on a district trip, the employee is responsible for all costs and arrangements attributable to these people.
9. On occasion, it may be permissible for employees to purchase food for a meeting or in a social context. As a general rule, the expense should be approved in advance by the supervisor and must be supported by a receipt, a written record of the district business conducted, and a list of the persons that participated in the event.
10. Fees incurred for registration at conferences and workshops will be reimbursed only if prior approval was received to attend the conference or workshop.

TRAVELER	APPROVING AUTHORITY
School Board Member	The School Board
Superintendent	Board Chair
Business and Operations Manager	Superintendent
Principals and Program Administrators	Superintendent
Administrators other than Principals	Principal or Superintendent
All other school-based employees	Building or Program Administrator

COLCHESTER SCHOOL DISTRICT

POLICY: CAPITALIZATION OF ASSETS

DATE ADOPTED: DRAFT

PURPOSE

In accordance with 2 Code of Federal Regulation 200.33 – Equipment, the District will establish a uniform method of accounting for fixed assets and depreciation that provides proper control and conservation of the School District’s assets.

POLICY STATEMENT

The School District is responsible for accounting for, controlling, and reporting on fixed assets and depreciation.

Capitalization of assets, inclusive of land, land improvements, buildings and building improvements, vehicles, machinery and equipment, and furniture and occurs when all of the following criteria are met:

- A. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until the construction is completed.
- B. The asset is used in the operation of the School District’s activities.
- C. The asset has a value and useful life at the date of acquisition that meets or exceeds the following:
 - 1. \$2,500 to \$3,000 for individual items and \$10,000 for an asset group and one year of useful life;
 - 2. All buildings and land must be reported regardless of value and useful life at the time of acquisition.

Assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above.

Annual depreciation will be charged over the estimated useful lives of capital assets using a straight-line method of depreciation. The assets’ estimated useful life will be assigned by management in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

Legal Reference(s): 2 Code of Federal Regulation 200.33 - Equipment

Last Reviewed: September 5, 2017
 Date Warned: March 28, 2025
 First Reading: April 1, 2025
 Second Reading: May 6, 2025

COLCHESTER SCHOOL DISTRICT

POLICY: FRAUD

DATE ADOPTED: DRAFT

POLICY STATEMENT

The purpose of this policy is to establish certain principles and expectations for the School District to prevent fraud, investigate and provide consequences for engaging in any manner of fraud, and to heighten awareness of fraud. All board members, employees, vendors, contractors, volunteers, students, and any other parties who engage in the District's financial transactions shall act with integrity and diligence in duties involving the District's financial resources. The District will not tolerate fraud or the concealment of fraud. These activities could result in criminal prosecution and disciplinary action, up to and including termination of employment. Acts of fraud will not be tolerated and will be reported to appropriate government and criminal authorities whenever there is a reasonable basis to believe, following investigation, that such conduct has occurred or is occurring.

I. DEFINITIONS

Fraud is defined as a deception deliberately practiced to secure unfair or unlawful gain. The term includes such acts as bribery, deception, embezzlement, extortion, false representation, forgery, the concealment of material facts, the misappropriation of money or assets and collusion or conspiracy to commit any or all of the above acts.

Fraud and financial impropriety shall include but not be limited to:

- A.** Forgery or unauthorized alteration of any document or account belonging to the District.
- B.** Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- C.** Misappropriation of funds, securities, supplies, or other District assets, including employee time.
- D.** Impropriety in the handling of money or reporting of District financial transactions.
- E.** Profiteering because of insider knowledge of district information or activities.
- F.** Unauthorized disclosure of confidential or proprietary information to outside parties.
- G.** Unauthorized disclosure of investment activities engaged in or contemplated by the District.
- H.** Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- I.** Failure to disclose conflicts of interest as required by law or District policy.
- J.** Any other dishonest act regarding the finances of the District.

Last Reviewed: June 2, 2020
 Date Warned: March 28, 2025
 First Reading: April 1, 2025
 Second Reading: May 6, 2025

II. FINANCIAL CONTROLS AND OVERSIGHT

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor their area of responsibility for fraud and financial impropriety. The Superintendent, or designee, shall maintain a system of internal controls to deter and monitor fraud or financial impropriety in the District.

III. FRAUD REPORTING

Any individual who has reasonable cause to believe that the fiscal practices or actions (wrongful conduct) of an employee or School Board member violates any local, state, federal law or rule and regulation relating to the financial practices of the District shall make a report using the Fraud Report Form (Appendix A of this policy). This form shall be submitted to the Superintendent of schools or the School Board chair if the complaint is regarding the Superintendent or Business and Operations Manager.

If an allegation is made in good faith, but is not corroborated by the investigation, no action shall be taken against the person who filed the allegation. Suspicious actions that do not constitute fraud must be reported in accordance with District procedures. Individuals who knowingly make a false report of suspected fraud shall be subject to disciplinary action up to and including termination.

IV. INVESTIGATIONS

The Superintendent shall have the primary responsibility for investigating all suspected fraud or financial impropriety as defined in this policy. The Superintendent may appoint a designated third-party investigator to lead the investigation. The School Board may designate the investigation responsibilities if the superintendent or business and operations manager are the subject of a report of suspected fraud.

An employee shall not attempt to personally conduct investigations and shall not contact the suspected individual in an effort to determine facts or demand restitution. If a preliminary investigation substantiates the occurrence of fraudulent activity, the Superintendent, or designee, shall issue a report to the School Board. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

V. CONFIDENTIALITY

Employees involved in the investigation should be advised to keep information about the investigation confidential. The District will maintain confidentiality of reports of suspected misconduct and the investigation, to the extent consistent with the conduct of an appropriate investigation and the District's obligations under the Freedom of Information Act. However, absolute confidentiality results cannot be guaranteed. The investigation process may reveal the source of the information, and/or a statement by the individual may be required as part of the evidence.

VI. RETALIATION

The School Board and all District employees shall not retaliate against a person who in good faith reports perceived fraud or financial impropriety. The District shall not tolerate harassment or victimization and shall take action to protect a person who raises a concern in good faith.

VII. CORRECTIVE ACTION

If an employee is found to be engaged in or to have been engaged in fraudulent acts, or failed to report fraudulent acts, they shall be subject to disciplinary action, up to and including termination. Based on the seriousness of the offense, the results may be referred to the appropriate law enforcement and/or regulatory agencies.

**Colchester School District
Fraud Report Form**

Your Name: _____

Address: _____

Email Address: _____ Phone Number: _____

Please check the box to confirm that you have read the Colchester School District Fraud Policy: E9

Where did you see fraud happen?

When did you see the fraud occur (date and time)?

Who was committing the act of fraud? Please list all individuals involved.

Who else witnessed the act of fraud?

Is this the first time you have witnessed fraud occurring? Yes / No

If you answered no above, please describe the other incidents.

Please describe in full detail what you witnessed.

A large, empty rectangular box with a thin black border, intended for the witness to provide a detailed description of what they witnessed. The box occupies most of the page below the instruction.

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT ACTIVITY ACCOUNTS

DATE ADOPTED: DRAFT

POLICY STATEMENT

The School Board Directors authorize each school to maintain a separate bank account for controlling funds raised by groups in that school for student activities. Student Activity Accounts and the funds controlled by the individual schools are used to account for those resources owned, operated, and managed by the student body, under the guidance of a faculty member for educational, recreational, or cultural purposes. These are "Special Revenue Funds" as defined in the Handbook for Financial Accounting of Vermont School Systems (Handbook II).

Student activity funds are administered through the establishment of two specific account types per school and they are as follows:

- A Student Activity Account is established for each club or activity when separate tracking of funds is required. Each account (club or activity), except for the General Account defined below, will be defined with the Notification of a New Activity form.
- The General Account is an account that is utilized to track all interest received and all operating expenses associated with the various student activity accounts.

All payments from student activity accounts to employees for services shall be paid through the School District's payroll system.

Student activity accounts shall be used solely in accordance with the purpose for which such funds are collected and should be spent in a way that benefits those pupils who are in the school and who have contributed to the accumulation of such funds.

Annually, an independent certified public accounting firm will audit the School District. The firm will review the student activity account procedures and compliance with those procedures as part of the School District's audit.

Legal References: VSA Title 16 § 563 (8)

Last Adopted:	November 15, 2022
Date Warned:	March 28, 2025
First Reading:	April 1, 2025
Second Reading:	May 6, 2025

It is this policy's intent that the Town Treasurer will designate the Principal to sign all checks for their respective school; however, from time to time, it may be necessary for another person to perform this function. Signature authority will be limited to the Principal, the Superintendent, the Business and Operations Manager and one other building-based person.

Additionally, the second building-based signature cannot be the person responsible for accounting in each Principal's office. Checks or other disbursements of more than \$1,000 will require two signatures, one of which should be the signature of the Business and Operations Manager or the Superintendent. Checks made payable to the Principal must be authorized and signed by the Superintendent or Business and Operations Manager. All checks or other disbursements shall be clearly documented with approved invoices, detailed purchase receipts or proof of payment. Documents will clearly describe the item or service received.

Student activity funds shall be administered by the respective building Principals, following procedures established by the Superintendent, which may from time to time be modified by the Superintendent.

COLCHESTER SCHOOL DISTRICT**POLICY: DONATIONS****DATE ADOPTED: DRAFT****PURPOSE:**

The Colchester School District recognizes that individuals, businesses, and community organizations may wish to donate funds, services, supplies, and/or equipment to enhance or extend the programs in the schools or for student scholarships. This policy defines the parameters for accepting and managing these resources.

POLICY STATEMENT:

The Superintendent, or their designee, has the authority to accept gifts and donations made to the School District or to any school or program within the District. The Superintendent may also reserve the right to refuse to accept any gift that does not contribute to the achievement of the District's goals and priorities or when such ownership would adversely affect the District.

In no case shall the acceptance of a donation be considered an endorsement by the District of a commercial product, business enterprise or institution of learning.

There shall be no expectation of reciprocity for donations made to the District.

Resources accepted cannot cost the District more than the value of the resources received.

Any donation accepted by the Superintendent, or its designee, shall become District property and is subject to the same controls and regulation as are other District properties.

The District shall be responsible for the maintenance of any donation it accepts unless otherwise stipulated.

The District shall make every effort to honor the intent of the donor in the use of the donation, but it reserves the right to utilize any donation in the best interest of the District's educational program.

Last Reviewed: September 21, 2021
Date Warned: March 28, 2025
First Reading: April 1, 2025
Second Reading: May 6, 2025

CONSENT AGENDA

Board Meeting Date: 5/6/25

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Melissa	Nutting	New Hire	Title 1 Reading Teacher	0.8	UMS	Request to Hire for 25/26 School Year	Lynn Mazza	Yes	Yes
Teacher	Casey	Lee	New Hire	Elementary Teacher	1.0	UMS	Request to Hire for 25/26 School Year	Kelly Barnett	Yes	Yes
Nurse	Roberta	Day	New Hire	School Nurse	0.2	MBS	Request to Hire for 25/26 School Year	Emily Dousevicz	Yes	Yes
Teacher	Elizabeth	Marks	New Hire	7th and 8th Grade Social Studies Teacher	1.0	CMS	Request to Hire for 25/26 School Year	Damien Dulude	Yes	Yes
Teacher	Shayna	McMahon	New Hire	Elementary Teacher	1.0	MBS	Request to Hire for 25/26 School Year	Dawn Buswell	Yes	Yes
Teacher	Ashley	Klein	New Hire	6th Grade Humanities Teacher	1.0	CMS	Request to Hire for 25/26 School Year	Treg Vroegop	Yes	Yes
Teacher	Jeffrey	Martin	Transfer	LTS: Arches Math Teacher	1.0	CMS	Request for Temporary Transfer 5.7.25 - End of 24/25 School Year	Carol McNair	Yes	Yes
Teacher	Morgan	Beck	Resignation	Elementary Teacher	1.0	MBS	Request to end employment - end of 24/25 school year			
Administration	Chris	Antonicci	Retirement	Principal	1.0	UMS	Request to End Employment - End of 25/26 School Year			
Teacher	Pat	Phillips	New Hire	Driver's Ed.	0.1	CHS	Request to Hire 1 year only 25/26			Yes
Teacher	Courtney	Boetsma	New Hire	Driver's Ed.	0.1	CHS	Request to Hire 1 year only 25/26			Yes

Non-Licensed Employees (Support Staff), Board Approval Required

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
<i>Non-Licensed Employees (Support Staff), Informational</i>										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Melissa	Nutting	Resignation	Paraeducator (Title 1 Reading Tutor)	32.5	UMS	Notice of Resignation			
Support Staff	Ashley	Klein	Resignation	Paraeducator	32.5	CMS	Notice of Resignation			
Support Staff	Sidney	Martinez	Termination	Behavior Interentionist	35.0	CHS	Notice of Termination			
Support Staff	Kairie	Murray	New Hire	Paraeducator	32.5	CMS	Notice of Hire			
Support Staff	Lisa	St. Germain	Resignation	Custodian	40.0	CMS	Notice of Resignation			
Support Staff	Tina	Al-Amoody	Resignation	ML Paraeducator	32.5	PPS	Notice of Resignation			
Support Staff	Lucas	Calcagni	Resignation	Maintenance	40	DW	Notice of Resignation			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, April 15, 2025
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, April 15, 2025, in the Colchester High School Media Center. Board members in attendance were Lindsey Cox, Nic Longo, Laurie Kigonya, and Student Representative Rylee Friend. Board Member Ben Yousey-Hindes attended virtually. 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. Architect John Hemmelgarn from Black River Design also attended to speak on a specific agenda item. 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 School Report: Malletts Bay School

Information

Malletts Bay School Principal Jordan Burke could not attend the meeting due to illness. The agenda item will be rescheduled.

IV. Approval of Vendor Selection for PPS Playground

Action

Construction for the new addition at Porters Point School (PPS) is scheduled to begin in August. The current playground is located where the addition will be built and must be relocated and replaced before the next school year begins. Additionally, the existing playground is the oldest in the District and includes equipment that is more appropriate for older students, with features that are too challenging for the K–2 age group. PPS Principal Carolyn Millham described the process used to gather input from both students and staff about priorities for the new playground. A key theme that emerged from this feedback was the importance of accessibility—ensuring that the new equipment would be usable and inclusive for students of all abilities. After collecting quotes from multiple vendors, a school-based committee reviewed the options. The leadership team then selected one vendor to recommend to the school board for approval. During the meeting, board members asked clarifying questions regarding specific playground features, how students would engage with certain elements, the cost of removing the current equipment, and the timeline for installation.

Director Longo moved to accept the bid from Ben Shaffer Playground Design and authorize the Business and Operations Manager to sign a contract for this project. The motion passed unanimously.

V. Approval of General Contractor Qualifications for Construction/Renovation Project

Action

The Board discussed the next step in the construction/renovation project: adopting a set of to evaluate general contractor qualifications for the PPS and UMS projects. Architect John Hemmelgarn from Black River Design reviewed the recommended contractor qualification criteria, including minimum

experience, ability to keep projects within budget and on schedule, knowledge and a commitment to the area, quality of workmanship, ability to maintain safe working conditions and to work around children, among others qualifications. He noted that having a set of general contractor pre-qualifications is required by the Agency of Education.

Board Chair Cox asked if the Board should consider including stronger language about working safely and efficiently on an occupied elementary school campus. Mr. Hemmelgarn recommended addressing this aspect during the reference-checking phase, where the contractor's past performance in similar settings can be evaluated.

Board Chair Cox also highlighted the importance of clear and consistent communication with the broader community. She noted that the District has a strong tradition of transparency and wants to ensure the selected contractor is committed to maintaining this standard and is agreeable to working closely with District for that purpose. Mr. Hemmelgarn suggested adding the following criterion: *"Track record of clear and open communication with the owner's administrative team."* The Board supported this addition.

Director Kigonya moved to approve the general contractor bid criteria for both the PPS and UMS projects, including the new communication-related item. The motion passed unanimously.

VI. Second and Final Reading of Section 504 Rehabilitations Act of 1973 Americans with Disabilities Act Policy for Non-discrimination on the Basis of Disability: F27 Action

The name of this policy will be changed to Section 504 and ADA Grievance Protocol for Students and Staff. This changes the policy's emphasis from outlining the District's responsibilities under Section 504 to providing a grievance procedure if discrimination occurs. This second draft also incorporates the introductory paragraph from the original policy based on feedback from the Board at the first reading.

Director Kigonya moved to approve the second and final reading of the Section 504 Rehabilitations Act of 1973 Americans with Disabilities Act Policy for Non-discrimination on the Basis of Disability Policy F27, which has been retitled to Section 504 and ADA Grievance Protocol for Students and Staff. The motion passed unanimously.

VII. First Reading of Custodial, Joint Custodial and Non-custodial Parental Rights and Responsibilities Policy: F6A Action

District registrars often use this policy as family dynamics change throughout a child's educational career. The policy was reviewed by leadership and no changes were recommended by administrators. The Board asked a few clarifying questions regarding possible scenarios that would warrant a court order.

Director Fath moved to approve the first reading of the Custodia, Joint Custodial and Non-custodial Parental Rights and Responsibilities Policy: F6A

VIII. Approval of Consent Agenda Action

The Board reviewed the following consent agenda.

The Board had specific personnel questions related to the consent agenda and postponed making a motion until after the scheduled executive session at the end of the general session.

- IX. Approval of Meeting Minutes** **Action**
- April 1, 2025 (Special Meeting)
 - April 1, 2025 (General Meeting)

Director Longo moved to approve the meeting minutes for both April 1, 2025 meetings. The motion passed unanimously.

- X. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- The Board will determine its summer meeting schedule soon.
 - Superintendent Amy Minor gave a brief update on the happenings in Montpelier, including the status of a federal certification request on Title 6 and the statewide H.454 educational transformational bill that is currently being reviewed by the Senate.

- XI. Future Agenda Items** **Information**
- Quarterly Financial Report
 - School Reports
 - Policy Work
 - Facility Renovation/Construction Updates

- XII. Executive Session to Discuss Contract Negotiations** **Action**
- Director Kigonya moved to enter executive session at 8:11 p.m. to discuss contract negotiations and a personnel matter. The motion passed unanimously.*

Director Kigonya moved to exit executive session at 8:41 p.m. The motion passed unanimously.

XIII. Adjournment

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

Director Fath moved to adjourn at 8:42 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk