

Colchester School District

Board of Education Meeting
Colchester High School Library

Tuesday, August 19, 2025
7:00 p.m.

Meeting Minutes

The Colchester Board of Education held a regular board meeting on Tuesday, August 19, 2025, in the Colchester High School Library Media Center. Board members in attendance were Lindsey Cox, Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Jennifer Fath. Administrators in attendance were Superintendent Amy Minor, Chief Financial and Operations Officer George Trieb, Director of Curriculum and Instruction Gwen Carmolli, and Director of Student Support Services Carrie Lutz. There was one audience member present.

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. Citizens Participation*

None.

III. Updates on Summer Projects

Informational

In addition to the typical work by custodial and maintenance crews over the summer to get our facilities ready for the new school year, Superintendent Amy Minor and Chief Financial and Operations Officer George Trieb gave a summary of some of the larger capital improvements projects that took place over the summer including the MBS roof, storm water at CMS and CHS, and the start of an outdoor classroom at CHS. All projects were funded through pre-approved budgeting or grant money.

IV. Special Request from the CHS Class of 1976

Informational

Chief Financial and Operations Officer George Trieb summarized a request that came from the first graduating class of CHS. A group of alumni is planning a reunion in August 2026 and is requesting the removal of the granite stone located in the brick wall of the front of the school, as it is believed that multiple time capsules have been placed behind the stone. The board had a brief initial discussion about what that process may entail.

V. First Reading of Behavior Threat Assessment Policy: F7

Action

This is the first reading of a new policy that would be added to the District's policy manual. The Vermont legislature passed Act 29, which now requires schools to have a Behavior Threat Assessment Policy. This draft policy is identical to the draft version provided by the VT AOE.

Superintendent Amy Minor and Director of Student Support Services Carrie Lutz shared that the proposed policy formalizes a process that CSD has been piloting successfully to identify, assess, and respond to potential threats of severe targeted violence toward our schools. The goal of these Behavior Threat Assessment (BTA) teams is to assess and appropriately respond to potential reported threats to school communities while ensuring that students are treated fairly, with due process, and without unnecessary involvement of law enforcement or exclusion from school. The new policy aligns the District's local procedures with the State's model policy. The law emphasizes that BTAs are not a disciplinary tool, but a preventive measure designed to support students, reduce bias, and minimize

referrals to the criminal justice system. Teams must include annual training on best practices, civil rights protections, and bias awareness, and they must document and report data on their work.

The board asked some clarifying questions regarding disciplinary action, employee training, and definitions included in the policy. Superintendent Minor shared that a presentation will be given at the next school board meeting to provide an overview of how a BTA works in practice and how it has helped address concerns proactively.

Director Yousey-Hindes moved to approve the first reading of the Behavior Threat Assessment Policy: F7. The motion passed unanimously.

VI. Town of Colchester Easement Request **Action**

As part of the permitting process, the Town of Colchester has requested an easement to construct a 10-foot multi-use path along the frontage of Porters Point School. There is currently no set timeline for construction. The request from the Town was prompted by the District's submission of approval for permits to begin construction on the school. The drafted Warranty Deed of Easement was reviewed and approved by the District's legal counsel and includes protective language stating that if the Town ultimately decides to construct the multi-use path on the opposite side of the street from Porters Point School, the easement will automatically become null and void, and full ownership of the property will revert to the Colchester School District. Superintendent Amy Minor offered that this project would provide long-term benefits to the District by improving accessibility and connectivity for students, families, and the broader community.

Director Longo made a motion that the Colchester School Board authorize the Business Manager to execute all necessary documents to grant the easement requested by the Town of Colchester for the purpose of constructing a multi-use path in front of Porters Point School. The motion passed unanimously.

VII. Facilities Renovation/Construction Project Update **Informational**

Superintendent Amy Minor provided an overview of the PPS Construction Project. Permits have been submitted, and interviews for the Clerk of the Works position will be held next week. The final plans have been completed by Black River Design, and the project is officially out to bid for a general contractor. Bids will be reviewed by the school board at a special meeting on Thursday, September 18. It is estimated that they will break ground on the new addition at the end of October or the beginning of November. She presented aerial schematics of the PPS lot to illustrate the property's appearance during both phases of construction. She also showed a video and photos of the new accessible playground that was installed over the summer.

VIII. Approval of Consent Agenda **Action**

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

IX. Approval of Meeting Minutes **Action**

Director Yousey-Hindes moved to approve the minutes from the meeting held on June 17, 2025.

CONSENT AGENDA										
Board Meeting Date: 8/19/2025 REVISED										
<i>Licensed Employees (Teacher/Administrator)</i>										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Hilary	Carter	Resignation	Humanities Teacher (CHAMP)	.4 FTE	CHS	Request to end employment			
Teacher	Zach	Ziemer	New Hire	Teacher - CHAMP	.4 FTE	CHS	Request to Hire			
<i>Non-Licensed Employees (Support Staff), Board Approval Required</i>										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Priscilla	Hammond	Leave of Absence (intermittent)	Paraeducator	32.5	PPS	Request for intermittent unpaid leave during the 24/25 school year			
<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	Nancy	Lindberg	New Hire	ML Paraeducator	32.5	MBS	Notice of Hire	Phenpitcha Srisopa	Yes	Yes
Support Staff	Elizabeth	Brosseau	Resignation	Administrative Assistant I	40	CHS	Notice of Resignation			
Support Staff	Malcolm	Huesman	Resignation	Behavior Interventionist	35	CHS	Notice of Resignation			
Handbook	Stephanie	Carter	New Hire	Food Service Worker	17.5	CHS	Notice of Hire	Mary Ann Nolan	Yes	Yes
Support Staff	Danielle	Michael	Transfer	Behavior Interventionist	35	UMS	Notice of Transfer	Jessy Lamphere	Yes	Yes
Support Staff	Erin	Schmucker	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Gabrielle Lajeunesse	Yes	Yes
Support Staff	James	Giroux	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Doreen Snelling	Yes	Yes
Handbook	Richard	Johnson	Resignation	Custodial Manager	1.0	DW	Notice of Resignation			
Handbook	Kyle	Latterell	Transfer	Custodial Manager	1.0	DW	Notice of Transfer	Richard Johnson	Yes	Yes
Support Staff	Cristina	Swink	New Hire	Behavior Interventionist	35	CHS	Notice of Hire	Sidney Martinez	Yes	Yes
Support Staff	Jessica	McGuire	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Mindy Demeo	Yes	Yes
Support Staff	Mark	McDuff	New Hire	Maintenance Worker	40	DW	Notice of Hire	Lucas Calcagni	Yes	Yes
Support Staff	Logan	Spicer	New Hire	Paraeducator	32.5	CHS	Notice of Hire		Yes	Yes
Support Staff	Judith	Bourgault	New Hire	Lunch/Recess Duty Supervisor	15	MBS	Notice of Hire		Yes	Yes
Support Staff	Mindy	Demeo	Transfer	Paraeducator	32.5	CHS	Notice of Transfer		Yes	Yes
Co-Curricular	Foster	Viau	New Hire	JV Boys Soccer	COACH	CHS	Notice of Hire	Lucas Mullally	Yes	Yes
Co-Curricular	Zach	Ziemer	New Hire	Girls Cross Country	COACH	CHS	Notice of Hire	Gabby Brooks	Yes	Yes

Support Staff	Kendra	Arnold	New Hire	Administrative Assistant I	40	CHS	Notice of Hire	Elizabeth Brosseau	Yes	Yes
Support Staff	Lauren	Polhemus	New Hire	No Hungry Weekends Program Coordinator	15	DW	Notice of Hire		Yes	Yes
Support Staff	Katrina	Sanford	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Rachel Spring	Yes	Yes
Support Staff	Lori	Roberts	New Hire	Lunch/Recess Duty Supervisor	15	MBS	Notice of Hire		Yes	Yes
Support Staff	Ran	Mangar	Resignation	Custodian	40	PPS	Notice of Resignation			
Support Staff	Alexandra	Duffy	New Hire	Paraeducator	32.5	CMS	Notice of Hire	Gabriel Adancourt	Yes	Yes
Support Staff	Liubov	Panfilenko	Resignation	Food Service Worker	32.5	MBS	Notice of Resignation			
Support Staff	Harka	Dahal	New Hire	Custodian	40	CMS	Notice of Hire	Lisa St. Germaine	Yes	Yes
Support Staff	Chiza	Modelina	New Hire	Custodian	40	PPS	Notice of Hire	Ran Mangar	Yes	Yes
Support Staff	Cara	Scialdone	Resignation	Paraeducator - Speech	32.5	UMS	Notice of Resignation			
Support Staff	Collins	Phillips	Resignation	Paraeducator	32.5	CHS	Notice of Resignation			
Support Staff	Collins	Phillips	New Hire	Van Driver	40	DW	Notice of Hire	Anthony Bassi	Yes	Yes
Support Staff	Allison	Moreno	New Hire	Paraeducator	32.5	CMS	Notice of Hire		Yes	Yes
Support Staff	Zach	Ziemer	New Hire	Paraeducator	0.6 (19.5 hours)	CHS	Notice of Hire		Yes	Yes
Support Staff	Heather	Pung	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Teresa Clark	Yes	
Support Staff	Cheryl	Bouchard	Resignation	Paraeducator	32.5	CMS	Notice of Resignation			
Support Staff	Paul	Sears	New Hire	Maintenance Worker	40	DW	Notice of Hire	Kyle Laterell	Yes	Yes
Support Staff	Melissa	Sears	Resignation	Administrative Assistant II	40	CHS	Notice of Resignation			
Support Staff	Pamela	Lash	Resignation	Behavior Interventionist	35	CMS	Notice of Resignation			
Support Staff	Bob	Wheel	Resignation	Van Driver	40	DW	Notice of Resignation			
Support Staff	Taylor	Dickie	New Hire	Paraeducator - Speech	32.5	UMS	Notice of Hire	Cara Scialdone	Yes	Yes
Support Staff	Sandra	Martin	Resignation	Food Service Worker	32.5	CHS	Notice of Resignation			
Support Staff	Gillian	Dukette	New Hire	Food Service Worker		CHS	Notice of Hire	Liubov Panfilenko	Yes	Yes
Support Staff	Nathan	Colgrove	New Hire	ML Paraeducator	32.5	CHS	Notice of Hire	Alex Daigneault		
Support Staff	Tina	Powell	New Hire	Paraeducator	19.5	MBS	Notice of Hire	Xan West	Yes	Yes

X. Board/Administration Communication, Correspondence, Committee Reports **Informational**

- All employees will come together tomorrow (Wednesday, August 20, 2025) to open the school year. Students return on August 27. Board Chair Lindsey Cox thanked all the year-round staff for their summer work to prepare for the upcoming school year.

XI. Future Agenda Items **Informational**

- Introduction of the student school board member for the 2025-26 school year
- Behavior Threat Assessment Presentation
- Year end financial report
- Principal and School Reports
- Policy Work
- Facility Renovation Updates

XII. Adjournment

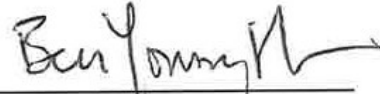
Director Kigonya moved to adjourn at 8:02 p.m. The motion passed unanimously.

Recorder:



Meghan Baule
Recording Secretary

Board Clerk:



Ben Yousey-Hindes
Board Clerk