

## Colchester School District

Board of Education Meeting  
Colchester High School Library

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

### Meeting Minutes

The Colchester Board of Education held a regular board meeting on Tuesday, November 4, 2025, in the Colchester High School Library Media Center. Board directors in attendance were Lindsey Cox, Nic Longo, Laurie Kigonya, and student representative Trinity McCarthy. Board Director Ben Yousey-Hindes attended virtually. Administrators and employees in attendance were Superintendent Amy Minor, Chief Financial and Operations Manager George Trieb, Director of Curriculum and Instruction Gwen Carmolli, Director of Student Support Services Carrie Lutz, and CHS Principal Andrew Conforti. 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. Hear School Report: Colchester High School

Informational

Colchester High School Principal Andrew Conforti provided an overview of the school, including enrollment, attendance, assessment, and discipline data from the 2024-25 school year, as well as current schoolwide goals aligned with their action plan. He shared literacy data used to track student progress, which guides professional learning in which school data teams work together to analyze text and plan, implement, and evaluate a variety of instructional strategies. These help students access a higher level of text, understanding, and engagement. He also celebrated the school's faculty and the overall spirit and community pride.

#### IV. Hear FY'27 Budget Funding Mechanism and Tax Components

Informational

Chief Financial and Operations Officer George Trieb shared an overview of the education funding mechanism and the roles various state entities play in the tax process. State agencies and the Legislature set education tax rates and calculate property tax adjustments, while school boards prepare local school district budgets and administer the education property tax. Key dates in the timeline include the Tax Commissioner's recommendation on education tax rates on December 1st, school board approval of the local budget in January, and the March budget vote. The final tax impact is revealed in May after the state adjusts calculations based on approved budgets. Important concepts for budget development include the Property Dollar Yield (the per-pupil amount the education fund supports), Common Level of Appraisal (CLA) (a measure of local appraisal accuracy), and Pupil Weighting (a calculation of long-term weighted average daily membership). The process involves estimating expenditures and revenue, and the CLA and Pupil Weighting influences the resulting education spending and tax components.

**V. Approval of Custodial Van Purchase** **Action**

Chief Financial and Operations Officer George Trieb requested to purchase a new van for use primarily by the custodial manager. In the past, the custodial manager utilized one of the maintenance trucks for transportation; however, a van would better suit the needs of this position. The vehicle would still be available to the maintenance group as needed.

***Director Longo moved to accept the bid from Heritage Ford and authorize the Chief Financial and Operations Officer to execute the necessary documents. The motion passed unanimously.***

**VI. First Reading of Facility Usage and Rental Policy: H11** **Action**

This policy was reviewed as part of the annual CSD policy revision cycle. A rate change for custodial overtime was proposed in a draft version. Director Yousey-Hindes asked about potential liability or risk to the district by allowing outside organizations to use district facilities. Chief Financial and Operations Officer George Trieb noted that most outside use is by the Town, however, there are some large events like sporting tournaments or performances that prompt the district to require proof of liability insurance.

***Director Kigonya moved to approve the first reading of the Facility Usage and Rental Policy: H11. The motion passed unanimously.***

**VII. First Reading of Naming of Facilities Policy: H12** **Action**

The policy was reviewed as part of the annual CSD policy revision cycle. The Vermont School Boards Association does not have a naming of facilities policy in its model policy manual. Some minor wording changes were proposed in a draft copy. A question was raised regarding the frequency of this policy's usage. It was noted that the policy has been rarely utilized, with only three district spaces currently named after individuals, all of which occurred several decades ago.

***Director Kigonya moved to approve the first reading of the Naming of Facilities Policy: H12. The motion passed unanimously.***

**VIII. First Reading of Special Education Policy: F29** **Action**

This policy was reviewed as part of the annual CSD policy revision cycle. The policy meets necessary requirements, aligns with the Vermont School Board Association's recently updated model policy, and has served the district well. No changes were proposed.

***Director Longo moved to approve the first reading of the Special Education Policy: F29. The motion passed unanimously.***

**IX. Second and Final Reading of Vocational/Technical Center Programs Policy: F25** **Action**

No changes were requested from the first reading.

***Director Longo moved to approve the second and final reading of the Vocational/Technical Center Programs Policy: F25.***

**X. Second and Final Reading of Annual School Report Policy: G7** **Action**

No changes were requested from the first reading.

***Director Kigonya moved to approve the second and final reading of the Annual School Report Policy: G7.***

**XI. Approval of Consent Agenda** **Action**

CONSENT AGENDA										
Board Meeting Date: 11/4/25 <b>REVISED</b>										
<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	Melissa	Nutting	New Hire	Title I Reading Teacher	1.0	UMS	Request to increase from .8 to 1.0			
<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	Maggie	Yorke	Leave of Absence	Behavior Interventionist	35	UMS	Request for unpaid LOA 2/2/26 - 2/19/26 & 3/4/26 - 3/9/26			
<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
Co-Curricular	Nicholas	Corrigan	New Hire	Boys A Basketball Coach	Coach	CMS	Notice of Hire	Bila Bogre		
Co-Curricular	Gregg	Galati	New Hire	Boys B Basketball Coach	Coach	CMS	Notice of Hire			

***Director Longo moved to approve the consent agenda as presented at the meeting. The motion passed 3-0, with Director Yousey-Hindes abstaining due to not having remote access to review the revised consent agenda.***

**XII. Approval of Meeting Minutes**

**Action**

***Director Kigonya moved to approve the minutes from the meetings held on October 21, 22, and 30, 2025. The motion passed unanimously.***

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

**Informational**

- The first Early Release Day of the year is this week, which provides professional development time for educators.
- There will be no public school board meeting on December 2. The meeting will instead be used as a training session with the district's attorney.
- Community Caregiver Night: Screenagers Viewing and Discussion on November 5 at CHS at 6:00 p.m. Free Childcare offered.
- PPS Renovation Update: Construction is well underway, and the foundation's first concrete pour occurred today.
- UMS Renovation Update: The leadership team is meeting with the architects to determine the theme and general design. They are also considering the exterior layout of the parking lot and bus loop.

**XIV. Future Agenda Items**

**Informational**

- School Reports
- Policy Work
- Facility Renovation Updates
- FY27 Timeline

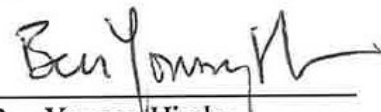
**XV. Adjournment**

***Director Yousey-Hindes moved to adjourn at 8:08 p.m. The motion passed unanimously.***

Recorder:

  
Meghan Baule  
Recording Secretary

Board Clerk:

  
Ben Yousey-Hindes  
Board Clerk