

Colchester School Board Meeting Agenda & Packet

May 19, 2026



**Colchester School District
Board of Education Meeting**
May 19, 2026 - 7:00 p.m.
Colchester High School Library

Meeting Agenda

- | | |
|---|----------------------|
| I. Call to Order | |
| II. Citizens Participation* | |
| III. Hear MBS Principal Report | Informational |
| IV. Hear MBS Content Specialization Pilot | Informational |
| V. Approval of Consolidated Federal Programs and IDEA-B Grant Assurances | Action |
| VI. Approval of Installation of Video Surveillance System at MBS | Action |
| VII. First Reading of School Board Policies | Action |
| ○ New: Cell Phones | |
| ○ New: Electronic Communications Between Students | |
| ○ New: Maintaining Appropriate Boundaries with Students | |
| ○ F12: Alcohol, Tobacco, and Other Drug Abuse Policy | |
| VIII. Approval of Consent Agenda | Action |
| IX. Approval of Meeting Minutes | Action |
| ○ May 5, 2026 (General) | |
| X. Board/Administration Communication, Correspondence, Committee Reports | Informational |
| XI. Future Agenda Items | Informational |
| XII. Executive Session | |
| XIII. 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 Citizens' 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
From: George A. Trieb, Jr.
Subject: Installation of video surveillance system MBS
Date: May 13, 2026

The purpose of this memorandum is to receive school board approval for the purchase and installation of a new video surveillance system at MBS. The overall cost of the project exceeds the \$40K bid threshold and thus requires school board approval.

The district currently has video surveillance systems at CHS and CMS with the desire to have video equipment in all schools within the next three years. PPS and UMS will have systems installed as part of the construction/renovation projects. As MBS is not part of a larger construction project, the timing is good to install the systems during the upcoming school year. The district reached out to four companies in soliciting bids. All the equipment is similar. The bid results are shown in the table below and the bid documents are attached.

Company	Cost
B & S Integrated Security Systems	\$84,990
Safety Systems of Vermont	\$60,908
Data Serv Integrations	\$77,898
Usherwood Office Technology	\$61,375

Two of the four companies have offices in Vermont, but only one has its installers located in Vermont and that is Safety Systems of Vermont (SSV). The district already works with SSV with the systems at CHS and CMS. The district has also recently received a quote from SSV for the work required at PPS as part of the overall construction project. We have worked well with this company for almost 4 years now and they also came in with the lowest bid. Therefore, it makes sense to select SSV to complete this project.

We are seeking approval of this project now due to an anticipated price increase starting in June. This project will not begin until after the start of the next school year. This is a planned and budgeted item.

Motion: *"I move that we approve the purchase and installation of video surveillance system at MBS as recommended and to authorize the Chief Financial and Operations Officer to execute the necessary documents."*

Amy Minor
Superintendent
of Schools

George Trieb
Chief Financial & Operations
Officer

Carrie Lutz
Director of Student
Support Services

Jean Shea
Director of Instructional
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction



B&S Integrated Security Systems

14B Broad St Unit C
Nashua, NH 03064
603-882-8725
<https://bsiss-usa.com/>
ajohnson@bsiss.com

Quote 252949

SENT

Colchester, VT School District
609 Blakely Road
Colchester, Vermont 05446

Date: Apr 3, 2026
Expiration Date: May 3, 2026
Status: Sent

Notes:

Cost is inclusive of all cameras, mounts and hardware associated to the design specification. Includes all travel and labor associated for the entirety of the scope of work. New independent switches that are to be deployed, mounted and functioned purely for the use of the CCTV System across the building. All wires will be marked, mapped and logged in an industry standard method that ensures ease of service and installation of future working for years to come. All schematics will be shared with the district prior to sign off of the work. All cameras are backed with a 10 year warranty on them, entire installation is backed with a 365 day warranty from date of signed completion, that includes redeployment and replacement parts.

Item	Unit Price	Quantity	Amount
Cameras		1	\$34,958.35
Verkada CH52-E 5mp Optical/Digital Zoom Multiplex Camera	\$3,041.15	4	\$12,164.60
Verkada CB62-E Outdoor 4K Bullet Camera	\$1,689.15	5	\$8,445.75
4K Bullet Camera			
Verkada CM42 Indoor Mini Dome	\$590.65	18	\$10,631.70
CY53-E Multi-Lense Camera	\$1,858.15	2	\$3,716.30
Licensing		1	\$19,581.95
Verkada 3 Year Dual-Lens License	\$929.95	2	\$1,859.90
Verkada 3 Year Multi-Lense Camera License (2 Lenses)			



Item	Unit Price	Quantity	Amount
Verkada 3 Year Quad-Lens License	\$1,520.15	4	\$6,080.60
verkada 3 year camera license	\$506.15	23	\$11,641.45
Infrastructure and Cabling		1	\$8,450.00
Installation Parts	\$3,750.00	1	\$3,750.00
Camera Mounts, Ceiling supports, conduits, mounting, fasteners, fire stop, etc.			
ADI PRO 0E-CAT6PBL CAT6 Plenum Cable, 23/4 Solid BC, Unshielded, UTP, CMP/FT6, 1000'	\$378.00	10	\$3,780.00
ADI PRO 0E-CAT6PBL CAT6 Plenum Cable, 23/4 1M			
TRENDnet TPE-1620WS 20-Port Gigabit Web Smart PoE+ Switch, 40Gbps	\$460.00	2	\$920.00
TQ-TPE1620WS			
Installation and Travel		1	\$22,000.00
Installation	\$17,000.00	1	\$17,000.00
Travel	\$5,000.00	1	\$5,000.00
travel cost plus contract agreed 5%			
	Subtotal		\$84,990.30
	Total		\$84,990.30

A Document Submitted in Response to

**Colchester School District's Request for
Malletts Bay School Camera Upgrades**

Submitted by:

Andrew Cimonetti
Safety Systems of Vermont
208 Hurricane Lane Suite 103
Williston, VT 05495



"YOUR SAFETY IS OUR BUSINESS"

PO Box 8444 Essex, Vermont 05451
1-802-879-7900



Colchester School District
 ATTN: Mike Mott
 59 Rathe Road
 Colchester, Vermont 05446

To Whom It May Concern,

Safety Systems of Vermont employs one Vermont Licensed Master Electrician and five (S) class Journeyman Electricians, two of which also have their electrical locksmith (7K) license as well. All technicians are Sielox access control certified, Verkada Access Control, Alarm, Camera & Intercom certified, as well as Network Video Engineer Certified Professionals. They also hold various other notable certifications in the Fire Alarm, Access Control and Security industry. Andrew, the Operations Manager, offers Access Control & Camera System design services to School Districts, Municipalities, and Private Businesses throughout the state as well as offering installation services. We have installed over 500 Verkada Cameras across Vermont & New Hampshire, as well as over 400 doors of Access Control, Intercoms, & security door contacts. We are a certified Verkada Gold Partner.

The Scope of Work for this project will encompass Mallett's Bay School, design is based off Andrew Cimonetti's design from a September 2025 walkthrough with Chris Whittaker, and the RFP walkthrough in March with multiple vendors. This proposal is designed to provide complete interior & exterior coverage of the school, with multi-sensor cameras installed out back to also look outward at the playground, as well as on each corner. Higher resolution CD63 dome cameras will be installed in high traffic areas such as the cafeteria & gymnasium, whereas CM42 cameras will be installed for the rest of the interior of the school. CY53's are on significant backorder, so they were omitted from this proposal. Staff will then be trained in the complete operation of the entire Verkada ecosystem of security products.

Post installation technical support will always be available 24/7, 365 days a year. Safety Systems of Vermont will warranty all labor for 1 year upon completion of the project. Verkada Cameras, Hardware & software, will also have a 10-year warranty as well following completion of the project. We are in Williston, just off exit 12 of the I89 and offer service within 24 hours of the service call for non-urgent matters, and for emergency services, we offer 1 hour response times from the time of the service call, 24/7, 365. Should something happen that falls outside of the warranty, or if the district wishes for installation, our labor rate for service calls and installation is \$165/hr.

A list of references will be included at the end of this document. Should Safety Systems of Vermont be awarded the contract for this project, upon a signed contract materials will be ordered. Currently, Verkada is showing an estimated delivery of CH53 multi-sensor cameras by June 2026, and a one month installation window would be reasonable, so this would place the project completion timeline by August 1, 2026.

We are very excited to work with CSD on this pending project & look to meet the security & safety needs of your district for many years to come. If any questions should arise while reviewing this proposal, I can be reached at 802-338-1550, or at andrew@ssvermont.com.

Sincerely,

Andrew K Cimonetti

Andrew K Cimonetti
 Operations Manager
 Safety Systems of Vermont



"YOUR SAFETY IS OUR BUSINESS"

PO Box 8444 Essex, Vermont 05451
 1-802-879-7900



References:

Chris Giard, Champlain Valley School District Director of Facilities: cgiard@cvstvt.org

Garry Scott, Essex Westford School District Director of Facilities & District Safety: gscott@ewsd.org

Chris Sheldon, Northwest Medical Center Information Systems Director: csheldon@nmcinc.org

Dan Driscoll, Bellavance Trucking Director of Facilities: dand@bellavancetrucking.com

Todd Powers, Blue Mountain Union School Director of IT: Todd.powers@oesu.org

Chris O'Brien, Director of Facilities, Washington Central Supervisory Union: cobrien@u32.org



"YOUR SAFETY IS OUR BUSINESS"

PO Box 8444 Essex, Vermont 05451
1-802-879-7900





From Safety Systems of Vermont
 208 Hurricane Lane, Ste. 103
 Williston VT 05495
 (800) 966-0000
<https://www.EncoreFireProtection.com>
 If you have any questions or concerns,
 please reach us at
 L29FA@encorefireprotection.com

Quote No. 2249444
 Type Upgrade
 Prepared By Andrew Cimonetti
 Created On 04/03/2026
 Valid Until 04/30/2026

Quote For Colchester School District
 Malletts Bay School
 609 Blakely Road
 Colchester VT 05446
 (802) 264-5900

Description of Work

Mallett's Bay School New Verkada Cameras - complete installation with new wiring to all cameras. POE Switch(s) NOT Included. UPS power supplies supplied by the district. Per RFP site walk & walkthrough with Chris Whittaker.

Services to be completed

CCTV

Verkada Cameras, Licenses, & Shipping Costs

Parts, Labor, and Items	Quantity	Unit Price	Total
CH53 Outdoor Multi-sensor dome Camera, (4) 5MP Lenses for 360 Degree Coverage, 1TB, 30 Days Max Onboard Retention	5	\$2,651.22	\$13,256.10
Verkada CD53-E Outdoor Dome Camera, 4K Video Resolution, 3x Optical Zoom Capabilities. 512GB SSD, 30 Days On Board Video Retention.	1	\$1,091.22	\$1,091.22
Verkada CM42 Indoor Mini Dome Camera, 5MP, 256GB, 30 Days Max Onboard Retention	11	\$545.22	\$5,997.42
Verkada CD63 Indoor Dome Camera, 512GB SSD, 30 Days Max On Board Retention	4	\$1,325.22	\$5,300.88
Verkada ACC-MNT- 8 Pendant Cap Mount for Multisensor Camera	5	\$65.00	\$325.00
Verkada ACC-MNT-2 Arm Mount	5	\$75.00	\$375.00
Verkada ACC-MNT-10 Corner Mount	5	\$155.22	\$776.10
—	1	\$0.00	\$0.00
3-Year CH52 Multisensor Camera License	5	\$1,379.83	\$6,899.15
Verkada 3 Year IP Camera License	21	\$459.43	\$9,648.03
Shipping & Handling Costs	1	\$604.50	\$604.50
		SERVICE TOTAL	\$44,273.40

CCTV

Wire, Installation, Programming, Aiming, Configuration Labor

Parts, Labor, and Items	Quantity	Unit Price	Total
Windy City Wire CAT6 Cable, Riser, 23-4P UNS SOL CMR C6, White Jacket, 1000ft Box	10	\$253.50	\$2,535.00
Misc Parts - J Hooks, Wire Ties, Connectors, RJ45 Ends, Couplings, Patch Panels	1	\$900.00	\$900.00
FA Special Services Labor	1	\$13,200.00	\$13,200.00
		SERVICE TOTAL	\$16,635.00
		GRAND TOTAL	\$60,908.40

Terms and Conditions

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____

Request for Proposal Response

Colchester School District

Verkada Camera System Expansion — Mallets Bay School

SUBMITTED TO

Mike Mott, Technology Director
Colchester School District
59 Rathe Road
Colchester, VT 05446
mike.mott@colchestersd.org

SUBMITTED BY

Pat McNamara, Senior Manager
DataServ Integrations, LLC
120 Water Street, Suite 214
North Andover, MA 01845
www.dataservtech.com

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April 1, 2026

Mike Mott, Technology Director
Colchester School District
59 Rathe Road
Colchester, VT 05446

Dear Mike,

Thank you for the opportunity to respond to your Request for Proposal for the Verkada Camera System Expansion at Mallets Bay School. We understand the importance of building upon proven technology investments, and we appreciate the chance to share how our team can support the continued growth and effectiveness of your video surveillance environment.

As a **Platinum Verkada Partner**, DataServ brings specialized expertise in designing, deploying, and managing Verkada's cloud-based camera platform for K-12 school districts. Our team has a demonstrated track record of successful Verkada deployments, and we maintain a close working relationship with Verkada's engineering and support teams to ensure every deployment aligns with platform best practices.

We participated in the mandatory on-site walkthrough at Mallets Bay School on March 20, 2026 and have developed three distinct proposal options to give the District flexibility in selecting the coverage level and camera mix that best fits your security objectives and budget. Each option provides comprehensive indoor and outdoor coverage with 30-day cloud video retention through the Verkada Command platform, ensuring seamless integration with your existing Verkada cameras and access control infrastructure.

Enclosed is our complete proposal outlining our approach, capabilities, and the value we can deliver through this system expansion. We welcome any questions and look forward to the opportunity to partner with the Colchester School District.

Sincerely,

Pat McNamara

Senior Manager

(781) 983-6920 | pmcnamara@dataservtech.com

About DataServ

Founded in 1986, DataServ delivers managed IT, cybersecurity, and infrastructure solutions for schools, municipalities, and public-sector organizations that impact our communities every day. With more than 300 partners, we enable our customers to focus on their missions — educating students, serving communities, and safeguarding the public — while we protect and optimize the technology that powers them.

Our mission is to lift the burden of managing complex technology so our clients can stay focused on their purpose. Over nearly four decades, we have built resilient, secure, and reliable technology environments for schools, libraries, and government agencies, forming long-term partnerships rooted in trust and collaboration.

In 2025, DataServ expanded its capabilities to serve law enforcement agencies and public safety organizations through the acquisition of xFact, a respected IT consulting firm with deep expertise in CJIS-compliant environments and mobile public safety applications. By combining xFact's proven methodologies with DataServ's trusted approach, we ensure organizations across education and public safety have secure, reliable, and mission-critical technology to support their operations.

PLATINUM VERKADA PARTNERSHIP

- Demonstrated experience delivering Verkada camera solutions across K-12 districts
- Certified technical resources with close Verkada engineering relationship
- Priority access to Verkada technical support and engineering resources
- Campus-aware camera placement optimized for school environments

K-12 Physical Security Focus

DataServ understands that K-12 environments require a thoughtful balance of safety, privacy, and ease of management. Our approach is tailored specifically to school campuses:

- **Campus-aware camera placement** around entrances, hallways, common areas, parking lots, playgrounds, and athletic facilities
- **Professional installation** coordinated to minimize disruption to instruction and school operations
- **Cloud-managed video surveillance** with secure access for authorized staff and AI-powered alerts
- **Centralized management** across one or multiple schools with scalable architecture
- **Role-based training** for IT staff, administrators, and safety personnel
- **Lifecycle planning** for renewals, expansions, and future needs

Experience & Qualifications

DataServ has earned the trust of its customers through decades of dedicated service. Our extensive experience across public-sector environments has given us a deep understanding of the unique challenges these organizations face — from protecting sensitive data and maintaining compliance to ensuring uninterrupted operations amid evolving security threats.

Verkada Deployment Experience

As a Platinum Verkada Partner, DataServ has successfully designed and deployed Verkada camera systems across multiple K-12 school districts. Our Verkada-specific capabilities include:

DESIGN & PLANNING

Campus-aware camera placement through on-site walkthroughs. Coverage mapping for hallways, common areas, entrances, perimeters, and parking. Integration planning with existing Verkada Command organizations.

DEPLOYMENT & INTEGRATION

Professional installation with pre-deployment staging and testing. Seamless integration into existing Verkada Command platforms including site grouping, naming conventions, and user access configuration.

TRAINING & HANDOFF

Role-based training for IT staff, administrators, and safety personnel. Coverage of daily monitoring, alert configuration, footage review, and mobile app setup for on-the-go access.

ONGOING SUPPORT

Post-installation support through DataServ's Technical Assistance Center. RMA coordination, configuration assistance, and lifecycle planning for future expansions and license renewals.

Verkada Certifications

Certification	Status
VCE — Alarms Specialist	Active
VCE — Access Control Specialist	Active
VCE — Essentials	Active
VSP — Foundations	Active

Summary of Proposed Solutions

DataServ has developed three proposal options for the Verkada camera expansion at Mallets Bay School. Each option provides comprehensive indoor and outdoor coverage with a minimum of 30-day cloud video retention, and all integrate seamlessly with the District's existing Verkada Command platform.

OPTION 1 — PRO-21240-J3F9N8

\$77,897.54

20 camera positions

- 10x CH53-E Multisensor 360°
- 9x CF83 180° 12.5MP
- 1x CY53-E Dual-Sensor
- Cabling included

OPTION 2 — PRO-21245-Z2C8D4

\$83,595.44

29 camera positions

- 6x CH53-E Multisensor 360°
- 12x CD63 4K Dome Indoor
- 9x CM42 Mini Dome 5MP
- 2x CD63-E 4K Dome Outdoor

OPTION 3 — PRO-21246-X0Z8X6

\$106,091.60

36 camera positions

- 7x CH-series 4K Multisensor
- 11x CY-series Dual-Sensor
- 14x CD/CM Dome cameras
- 1x TD53 Video Intercom

See Appendix A for full cost comparison. Pricing valid for thirty (30) days from proposal date.

VERKADA COMMAND PLATFORM — ALL OPTIONS

- **Unified Management:** New cameras appear alongside existing Verkada cameras and access control in a single dashboard
- **Cloud Video Storage:** Minimum 30-day retention at 24 FPS
- **AI-Powered Analytics:** Person of Interest, license plate recognition, motion zones, people/vehicle analytics
- **Security:** TLS v1.2 encryption, MFA, role-based access, SOC 2 and NDAA compliance
- **Mobile Access:** iOS and Android apps with push notification alerts

Licensing

Each camera includes a 1-year Verkada Command license with capacity increase. Licenses include all firmware updates, cloud storage, and platform features at no additional cost during the license term.



Usherwood

OFFICE TECHNOLOGY



Colchester School District

4/1/26



Purchase Price

Quantity	Equipment/Service	Description	Price
14	CM42-256-HW	CM42-256-HW Verkada CM42 Indoor Mini Dome 30 Day Retention	\$8323.00
1	CD53-256E-HW	CD53-256E-HW Verkada CD53-E Outdoor Dome 30 Day Retention	\$1273.00
1	CF83-512E-HW	CF83-512E-HW Verkada CF83-E Outdoor Fisheye 30 Day Retention	\$1529.00
1	ACC-MNT-LBRAC-1	ACC-MNT-LBRAC-1 Verkada L-Bracket Mount	\$110.00
15	PS-CAM-INT	PS-CAM-INT Usherwood Professional Services - Indoor	\$10,000.00
20	ND-CAM	ND-CAM Usherwood Per Network Drop	\$7,778.00
5	PS-CAM-EXT	PS-CAM-EXT Usherwood Professional Services - Exterior	\$4445.00
16	LIC-CAM-3Y-CAP	LIC-CAM-3Y-CAP Verkada 3-Year Camera License	\$7467.00
4	LIC-CAM-MLT4-3Y-41529.00CAP	LIC-CAM-MLT4-3Y-CAP Verkada 3-Year 4-Camera License	\$6116.00
4	ACC-MNT-ARM-1	ACC-MNT-ARM-1 Verkada Arm Mount	\$338.00
4	ACC-MNT-CORNER-1	ACC-MNT-CORNER-1 Corner Mount	\$676.00
4	ACC-MNT-HPEND-1	ACC-MNT-HPEND-1 Pendant Cap Mount	\$471.00
4	CH53-1TBE-HW	CH53-1TBE-HW Verkada CH53-E Multisensor Camera 30 Day Retention	\$12,276.00
4	ACC-POE-90W-NA	ACC-POE-90W-NA Verkada 90W PoE++ Injector	\$573.00
Total			\$61,375.00

Issue Date: December 19, 2025

Model Policy on Student Use of Cell Phones

Statement of Policy

It is the policy of [*name of school district or independent school*] to maintain a cell phone-free school environment to promote focus, improved mental health, and increased social cohesion among our students.

The goal of this policy is to enable both students and teachers to work free from distractions that impact learning by prohibiting student use of and access to cell phones and other prohibited devices during the academic day from arrival to dismissal.

Definitions¹

1. **“Cell phone”** means any device capable of using cellular technology to facilitate voice service through a commercial telecommunications company, regardless of whether the device can access internet services and electronic mail.
2. **“Other prohibited device”** means any non-school-issued personal electronic device that connects to cellular networks, the internet, or has wireless capabilities (e.g. smartwatches, earbuds, and smart glasses).
3. **“Individualized health care plan”** means a written document developed by a school nurse, in collaboration with parents, students, and other relevant professionals, to outline specific health care needs and management strategies tailored to the unique health condition of a student.
4. **“Parent”** means a parent of a student and includes legal guardians who are legally authorized to make education decisions for the student.
5. **“School”** means any public school, approved independent school, or career and technical education center located in Vermont.
6. **“Student”** means an individual currently enrolled in or registered at a school located in Vermont, as defined in (5).

Administrative Responsibilities

The superintendent, head of school, or designee shall establish procedures that outline:

1. the daily routines, staff responsibilities, and communication strategies to uphold the intent of this policy;

¹ 16 V.S.A. § 582 Definitions



2. an implementation plan for each school to provide storage of all students' cell phones and other prohibited devices;
3. how staff monitor compliance (e.g. prohibition includes restrooms, locker rooms, buses), where devices are stored, and how exceptions are communicated (including explanation in student handbook); and,
4. details regarding supervision on field trips or how district-operated after-school programs handle student access to cell phones.

Exceptions

Students will be permitted to use a cell phone or other personal electronic device if they:

1. require a cell phone/ personal electronic device as part of their individualized health care plan, individualized education program, or 504 plan, which shall be documented according to applicable state and federal law (or in a manner that the superintendent, head of schools, or designee deems appropriate);
2. have been granted permission by an administrator for an academic, school-sponsored athletic, or cocurricular purpose, for the most limited use reasonably possible; or
3. require a cell phone/ personal electronic device for compliance with the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431–11435.

Each superintendent, head of school, or designee shall establish procedures for verifying exceptions as outlined above. With respect to accommodations documented in an individualized student plan (IEP or 504) or as required for compliance with the McKinney-Vento Homeless Assistance Act, the process shall give preference to the use of district-owned devices first.

Family and Guardian Communication During the School Day

The superintendent, head of school, or designee shall establish procedures to ensure families can communicate with students during the school day.

Enforcement Actions

The superintendent, head of school, or designee shall establish procedures which describe the sequence of consequences and the process for contacting parents or guardians when a student has violated the policy.

Legal Citations

16 V.S.A. § 582 Definitions

16 V.S.A. § 583 Student use of cell phones and personal electronic devices in schools

16 V.S.A. § 822(a) School district to maintain public high schools or pay tuition

CODE B8
(Required Policy)

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

** This policy is issued by the Vermont Agency of Education and located within the VSBA model policy manual for reference.*

ALERT: To the extent that this model policy is inconsistent with Act 72 (2025), follow the requirements outlined in the Act. The Vermont Agency of Education is responsible for issuing this model policy and has been alerted to the need for revisions.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under "cross-reference" indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

Policy

The [INSERT SCHOOL DISTRICT NAME] recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and employees communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between employees and students. However, the [INSERT SCHOOL DISTRICT NAME] recognizes employees and students can be vulnerable in electronic communications.

In accordance with Act 5 of 2018 this policy is adopted to provide guidance and direction to [INSERT SCHOOL DISTRICT NAME] employees to prevent improper electronic communications between employees and students.

I. **Definitions. For purposes of this policy, the following definitions apply:**

- A. **Electronic communication.** Electronic communication is any computer-mediated communication in which individuals exchange messages with others, either individually or in groups. Examples of electronic communication include, but are not limited to, email, text messages, instant messaging, voicemail, and image sharing and communications made by means of an internet site, including social media and social networking websites.
- B. **Social media.** Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, websites and internet forums. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, and Google+.

- C. **Employee.** Employee includes any person employed directly by or retained through a contract of employment the district, an agent of the school, a school board member, and including supervisory union employees.
- D. **Student.** Student means any person who attends school in any of the grades Prekindergarten through 12 operated by the district.

II. **Policy on Electronic Communication Between Students and Employees.**

All communication between employees and students shall be professional and appropriate. The use of electronic communication that is inappropriate in content is prohibited.

A. Inappropriate content of an electronic communication. Inappropriate content of an electronic communication between an Employee and a Student includes, but is not limited to:

1. Communications of a sexual nature, sexual oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the employees' or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or demeaning;
6. Communications requesting or trying to establish a personal relationship with a student beyond the employees' professional responsibilities;
7. Communications related to personal or confidential information regarding employee or student that isn't academically focused; and
8. Communications between an employee and a student between the hours of 10 p.m. and 6 a.m. An Employee may, however, make public posts to a social network site, blog or similar application at any time.

B. Procedures. The superintendent shall develop procedures for both the receipt and handling of reports filed under this policy (see IV.A. and B. below).

IV. **Enforcement Responsibilities**

A. Student communications violation of this policy. In the event a student sends an electronic communication, that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to an employee, the employee shall submit a written report of the inappropriate communication ("Report") to the principal or designee by the end of the next school day following actual receipt by the Employee of such communication. The principal or designee will take appropriate action to have the student discontinue such improper electronic communications.

While the school district will seek to use such improper electronic communications by a student as a teaching and learning opportunity, student communications violation of this policy may subject a student to discipline. Any discipline imposed shall take into account the relevant surrounding facts and circumstances.

- B. **Employee communications violation of this policy.** In the event an employee sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to a student, the student shall or the student's parent or guardian may submit a written report of the inappropriate communication ("Report") to the principal and/or the person designated by the principal to receive complaints under this policy promptly. The report shall specify what type of inappropriate communication was sent by the employee with a copy of the communication, if possible.

Inappropriate electronic communications by an employee may result in appropriate disciplinary action.

- C. **Applicability.** The provisions of this policy shall be applicable at all times while the employee is employed by the district and at all times the student is enrolled in the school district, including holiday and summer breaks. An employee is not subject to these provisions to the extent the employee has a family relationship with a student (i.e. parent/child, nieces, nephews, grandchildren, etc.).
- D. **Other district policies.** Improper electronic communications that may also constitute violations of other policies of the district, i.e. unwelcome sexual conduct may also constitute a violation of the school's separate policy on the Prevention of Harassment, Hazing and Bullying of Students. Complaints regarding such behavior should be directed as set forth in the school's Procedures on the Prevention of Harassment, Hazing and Bullying of Students.

V. Reporting to Other Agencies

- A. **Reports to Department of Children and Families [DCF].** When behaviors violative of this policy include allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., must report the allegations to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.
- B. **Reports to Vermont Agency of Education [AOE].** Accordingly, if behaviors violative of this policy in a public school involve conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the superintendent and the superintendent shall report the alleged conduct to the AOE.
- C. **Reporting Incidents to the Police.** Nothing in this policy shall preclude persons from reporting to law enforcement any incidents and/or conduct that may be a criminal act.
- D. **Continuing Obligation to Investigate.** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this or any other policy, such as the Policy on the Prevention of Harassment, Hazing and Bullying, to pursue and complete an investigation upon receipt of notice of conduct which may constitute a policy violation.

VSBA Update:	June 25, 2020
Date Warned:	
Date Adopted:	
Legal Reference(s):	2018 Acts and Resolves No. 5 (located at https://legislature.vermont.gov/Documents/2018.1/Docs/ACTS/ACT005/ACT005%20As%20Enacted.pdf)
	16 V.S.A. § 1698
	16 V.S.A. § 570

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NORTH COUNTRY SUPERVISORY UNION COMMON BOARD POLICY MANUAL

PERSONNEL

D.29 MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS

(LOCAL)

I. Policy

It is the policy of the North Country Supervisory Union (NCSU) and member districts that all NCSU adults maintain the highest professional, moral, and ethical standards in their interaction with students. NCSU adults are required to maintain an environment conducive to learning.

The interactions and relationships between staff and students shall be based upon mutual respect, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the NCSU and member districts.

NCSU adults will not intrude on a student's physical (e.g., touching) and emotional (e.g., acting possessive; sharing personal information, sending excessive or inappropriate texts or messages) boundaries unless the intrusion is necessary to serve an educational, physical, mental, and/or emotional health purpose. An educational purpose is one that relates to the employee's duties in the NCSU. NCSU adults are expected to be sensitive to the appearance of impropriety in their own conduct and of other NCSU adults when interacting with students. An appearance of impropriety may exist where NCSU adults spend time with a student outside of school or has a relationship that extends beyond time spent with students in connection with school programs or activities. NCSU adults will discuss any appearance of impropriety with their building principal or direct supervisor.

The NCSU supports the use of technology to communicate for educational purposes. However, NCSU adults are prohibited from inappropriate online socializing and from engaging in any conduct on social networking websites that violate the law, NCSU policies, or other generally recognized professional standards. NCSU adults whose conduct violates this policy may face discipline and/or termination or legal consequences consistent with the NCSU's policies, acceptable use agreement, and collective bargaining agreements, as applicable.

It is understood that many NCSU adults are involved in various other roles in the community through non-NCSU-related civic, religious, athletic, scouting, or other organizations and programs whose participants may include NCSU students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an NCSU adult's ability to serve in those roles. However, NCSU adults are expected to disclose such involvements to their building administrator and are strongly encouraged to maintain professional boundaries

appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

The superintendent or designee will develop procedures and training to accompany this policy.

II. Definitions

For the purposes of this policy, the following definitions apply:

- A. **Electronic communication** includes, but is not limited to, emails, instant messages, and communications made using an Internet website, including social media and other networking websites by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager.
- B. **Exceptions** related to an emergency situation, or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The NCSU adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that they have maintained an appropriate relationship with the student(s).
- C. **Legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, cocurricular or extracurricular activities, treatment of a student's physical injury or other medical needs, school administration, or other purposes within the scope of the NCSU adult's job duties. Such reasons are justified entirely by professional requirements and may require a determination on a case-by-case basis.
- D. **NCSU adult** includes all NCSU and member district employees, substitute teachers, volunteers, coaches, student teachers, chaperones, school board members, and independent contractors and their employees who interact with students or are present on school grounds. The term NCSU adults as used in this policy, does not include district students who perform services on a volunteer or compensated basis.
- E. **Personal** means of or concerning one's private life, relationships, and emotions rather than matters connected with one's public or professional career.

III. Inappropriate Boundary Invasions

Romantic or Sexual Relationships:

NCSU adults are prohibited from dating, seeking the romantic affection of, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in NCSU member districts, regardless of the student's age. Prohibited romantic or sexual interactions involving students include, but are not limited to:

- Sexual physical contact.
- Romantic flirtation, propositions, or sexual remarks.
- Sexual slurs, leering, epithets, sexual, or derogatory comments.
- Personal comments about a student's body.
- Sexual jokes, notes, stories, drawings, gestures, or pictures.
- Spreading sexual or romantic rumors.
- Touching a student's body or clothes in a sexual or intimate way.
- Accepting massages or offering or giving massages.
- Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
- Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions:

In order to maintain professional boundaries, NCSU adults shall ensure that their interactions with students are appropriate. The following are examples of conduct that may be in violation of professional boundaries.

- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students unrelated to a legitimate educational reason. Exchanging notes, emails, or other communications of a personal nature with a student unrelated to a legitimate educational reason. Giving personal gifts, cards, or letters to a student without written approval from the building principal.
- Initiating, permitting, or requesting inappropriate or unnecessary physical contact with a student (e.g., massage, kissing, tickling) or facilitating situations that result in close physical contact with a student unrelated to a legitimate educational reason. Legitimate reasons may include the need for assistance when injured, a student having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction.
- Singling out a particular student or students for personal attention or friendship beyond the ordinary professional NCSU adult-student relationship.
- Taking a student out of class without a legitimate educational reason.
- Being alone with a student behind closed doors without a legitimate educational reason.
- Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
- NCSU adults shall not room alone with a student during a field trip.
- Sending or accompanying a student on personal errands outside of the duties of one's position.
- Inviting a student home with an NCSU adult without express authorization from the employee's supervisor and the student's parents/guardians.
- Going to a student's home to see the student without express authorization from the building principal or direct supervisor.
- Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
- Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal or direct supervisor.
- Addressing students or permitting students to address NCSU adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
- Sharing personal secret(s) with a student.
- For NCSU adults who are not guidance/counseling staff, psychologists, social workers, or other NCSU adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
- Furnishing alcohol, drugs, or tobacco to a student or being present where any student is consuming these substances.
- Engaging in harassing or discriminatory conduct prohibited by other NCSU policies or by state or federal law and regulations.

Electronic Communications:

As with other forms of communication, electronic communication with students shall be for legitimate educational reasons to ensure professional boundaries with students are maintained. NCSU-provided email and other approved communication platforms shall be used when communicating electronically with students. The use of NCSU or member district-provided communication devices shall be in accordance with NCSU policies and procedures. NCSU and member district employees are prohibited from using personal email, text messaging, instant messaging, social networking accounts, websites, and any other applications for communicating with parents/guardians and students that are not specifically authorized.

NCSU adults shall not follow or accept requests from current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by NCSU for this purpose. An example of allowable communication in this context includes the adult being a family relative of the student.

Improper and/or inappropriate electronic communication between employees and students is strictly prohibited. Improper and/or inappropriate electronic communication includes but is not limited to any type of message that may be viewed as:

- Derogatory;
- Sexual, lewd, pornographic, or obscene in content;
- Offensive through the use of profanity;
- Threatening or harassing;
- Discriminatory;
- Facilitation of illegal activities;
- Having the purpose to assist personal, commercial, or for-profit ends;
- Unauthorized or illegal distribution, reproduction, or use of copyrighted materials;
- Fraternalization or otherwise crossing the line between professional and personal boundaries; and/or
- Suggestive in nature.

Group Messaging for Sports and Other Activities:

Group text messages using the NCSU-designated communications platform may be a form of electronic communication that is especially valuable in certain contexts when the possibility of immediate and/or urgent contact with students by an NCSU adult, e.g., coach or chaperone, is desirable. Such contexts include but are not limited to the following:

- NCSU member district coaches who need the ability to quickly reach student-athletes, team members, etc.
- NCSU member district advisors of extra-curricular programs or activities who need the ability to reach student participants in a short time frame.
- NCSU member district adults who are chaperoning district field or class trips who need the ability to monitor the locations of students.

All electronic communications from coaches and advisors to team or club members, using the NCSU designated communications platform, shall be sent in a single communication to all participating team or club members, except for communications concerning an individual

student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the athletic director such medical or academic communications shall also be copied to the athletic director

IV. Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The NCSU adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that they have maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this regulation.

There will be circumstances where personal relationships develop between an NCSU adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities, e.g., prearranged times to transport children and teens to events, games and/or practices, that are normally consistent with such relationships. NCSU adults must maintain professional boundaries appropriate to the nature of the activity.

V. Enforcement Responsibilities

- A. NCSU adults who have reasonable cause to suspect that a child is the victim of child abuse shall immediately report the suspected abuse, in accordance with applicable law, regulations, and NCSU policy.
- B. An educator who knows of any action, inaction, or conduct that constitutes sexual abuse or exploitation, or sexual misconduct shall report such misconduct to the superintendent or designee and the building principal, immediately (within 24 hours) of discovery of such misconduct.
- C. If the superintendent or designee reasonably suspects that the conduct being reported involves an incident required to be reported, the superintendent or designee shall make a report per applicable law, regulations, and NCSU policy.
- D. It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Boards	Adopted	Revised	Revised
Brighton	01/08/2025		
Charleston	01/08/2025		
Coventry	01/15/2025		
Derby	01/07/2025		
Jay/Westfield	01/14/2025		
Lowell	01/22/2025		
Newport City	01/13/2025		
Newport Town	01/15/2025		
Troy	01/14/2025		
NCUHS	01/21/2025		

COLCHESTER SCHOOL DISTRICT

POLICY: ALCOHOL, TOBACCO AND OTHER DRUG ABUSE POLICY

DATE ADOPTED: September 4, 2012

PHILOSOPHY

Consistent with state and federal laws, the Colchester School District not only believes that every student has the right to a drug free school, but also affirms that it is our collective responsibility to achieve this goal. Alcohol, tobacco, and other drug use and abuse are detrimental to all students, adults, and to the education of other students as well as our entire school community. Alcohol, tobacco, and other drug use and abuse, and dependency, however, are treatable health problems. We assume responsibility for providing preventive education to all students as well as interventions (identification and referral) for students suspected as users.

POLICY STATEMENT

In support of our philosophy, Colchester prohibits the use, possession, distribution, and sale of alcohol, tobacco, other drugs, or any substance portrayed as a drug or any devices associated with these substances, in school and in all buildings and grounds owned, operated, or rented by the Colchester School District, or at any school sponsored activities.

All procedures described in this Policy shall comply with the federal and state laws referenced below including Vermont State Board of Education Rules 4200, Alcohol and Drugs; 4300, Disciplinary Action, due to suspension and expulsion; and 4312 and 4313, Long Term Suspension or Expulsion of Students with a Disability under the IDEA or Handicap under Section 504. Copies of these Rules are available in the Superintendent's office.

DEFINITIONS

ALCOHOL

Includes alcohol, spirits, and malt beverages as defined by 7 V.S.A. § 2 which includes but is not limited to beer, porter, stout, ale, wines, cordials, and liquors. Alcohol may also include medicinal products such as Listerine and Nyquil which contain high percentages of alcohol. If a student is using such a product for medicinal purposes, the medicinal purpose must be reported to the school nurse and the product kept by the nurse during school hours.

Last Adopted: April 1, 2003
Date Warned: May 11, 2012
First Reading: May 15, 2012
Second Reading: August 21, 2012
Third Reading: September 4, 2012

TOBACCO

Tobacco products include all items listed in 7 V.S.A. §1001 (4): cigarettes (including e-cigarettes), cigars, cheroots, stogies, periques, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, Cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco, and other forms of tobacco prepared in a manner suitable for chewing or smoking.

DRUG

Drugs include controlled substances identified in Schedules I, II, III, IV or V of the Controlled Substance Act, 21 U.S.C. § 812. If a student is using a drug for medical purposes and is under the supervision of a licensed healthcare professional, the medical purpose must be reported to the school nurse and the drug kept by the school nurse during school hours, unless indicated in writing by the physician that the student may have the medication with him/her. Controlled substances include, but are not limited to, cannabis (marijuana, hash); hallucinogens (LSD, psilocybin mushrooms, peyote, mescaline); stimulants (nicotine, cocaine, amphetamines i.e., "speed," ritalin); depressants (barbiturates, "quaaludes"); narcotics (opium, heroin, morphine); nitrous oxide, and anabolic steroids.

ALCOHOL/TOBACCO AND/OR OTHER DRUG ABUSE

These terms include the ingestion of alcohol, tobacco or other drugs in such a way that it impacts a person's ability to perform physically, intellectually, emotionally or socially.

TREATMENT

Treatment is a therapeutic process defined by a written individual treatment plan under the supervision of a physician, licensed psychologist, certified drug and alcohol counselor, or in a program approved by the Office of Alcohol and Drug Abuse Programs.

PROGRAMS AND SERVICES

I. EDUCATION AND PREVENTION

The school's primary function is to educate its students. All Colchester students receive comprehensive health education which includes alcohol/tobacco/drug use and abuse information and instruction. Such instruction provides students with knowledge and enables them to develop the skills necessary to make responsible choices. In accomplishing this objective, the Colchester School District ensures the development and periodic revision of the following:

- A.** A coordinated alcohol/tobacco/drug curriculum which details the specific objectives to be taught at each grade level.
- B.** Staff development programs to ensure that all staff members possess sufficient expertise to implement alcohol/tobacco/drug prevention programs and to

appropriately teach this material effectively. Such training includes awareness, beginning level activities and advanced training opportunities.

- C. Community awareness programs to provide Colchester citizens and businesses with alcohol/tobacco/other drug abuse information annually.

II. SUPPORT FOR STUDENTS EXPERIENCING ALCOHOL/TOBACCO/DRUG PROBLEMS

Our schools are committed to supporting students who may be experiencing alcohol/tobacco/other drug problems whenever it is possible to do so without jeopardizing the interests of other students. The purpose of this support is to help such students deal with their problems so they can succeed in school. All school personnel are expected to be aware and sensitive to problematic behaviors. Students exhibiting such behaviors are referred to the school's intervention team. School staff members are NOT expected to label or diagnose student behavior as being caused by alcohol and other drug use. Any staff member who knows or suspects a violation of law or this policy by any student, including illegal possession, use, or distribution of alcohol/tobacco/other drug, is required to report this knowledge or suspicion immediately to a school administrator. In order to facilitate this support and reporting responsibility, each Colchester school shall:

- A. Establish written procedures for the identification of students who are experiencing difficulty.
- B. Identify resources and offer support to students as a part of its regular education programs.
- C. Establish written cooperative arrangements with at least one outside agency, approved by the Vermont State Office of Alcohol and Drug Abuse Programs, whose expertise is in the areas of alcohol and other drug abuse treatment so that evaluations and treatment options are readily available to students.
- D. Establish an intervention team responsible for the following procedures:
 - 1. Reviewing each referral to gather and evaluate data documenting the problem.
 - 2. Recommending further action aimed at assisting students in resolving problems and improving behavior. Such recommendations may include in-school assistance or referral to outside agencies for evaluation and further recommendations for treatment, depending on the severity of the problem.
 - 3. Notifying parents when deemed to be in the best interest of the student and when legally necessary as defined below:

- a. Students 11 years old or under must have parental consent to receive treatment for their own alcoholism or drug dependence.
- b. Students under 18 years old must have parental consent to receive treatment for problems they are having because of someone else's alcohol and other drug abuse or dependence.

III. SELF-REFERRAL

When a student recognizes that s/he has a problem with alcohol, tobacco and other drug abuse and chooses to do something about this problem, school staff members shall support this student to the extent that they can without jeopardizing the interests of other students. Guidelines around confidentiality will be maintained in all interactions regarding the implementation of this policy.

- A. The employee to whom the student has self-referred shall make a referral to the school's intervention team. This does not preclude other supportive actions being taken.
- B. The student may receive support and assistance as long as s/he makes a commitment to abstain and fulfill a defined assistance plan.
- C. Self-referral does not negate the possibility of future disciplinary action if a student violates this policy.

IV. VIOLATIONS OF THE ALCOHOL, TOBACCO AND OTHER DRUG POLICY AND CONSEQUENCES

It shall be a violation of this Policy for anyone regardless of age to sell, distribute, or exchange, alcohol, tobacco, other drug products or any substance portrayed as such on school property (including buses) or at any school sponsored activity or field trip, including trips abroad. It shall also be in violation of this Policy for anyone to purchase, use, be under the influence, or possess any device reasonably related to alcohol, tobacco and other drugs. It is also a violation of this Policy for anyone to retaliate against any person who may have cooperated in an investigation of the above violations. Retaliation includes but is not limited to verbal threats and/or battery or an attempt to do so. Any person failing to comply with an investigation is in violation of this Policy.

The consequences for all violations of the policy, except retaliation, shall be twofold: disciplinary and rehabilitative/educational. An individual plan including both of these consequences shall be developed by the building administrator, and/or his/her designee, in consultation with the student, the student's guidance counselor or student assistance counselor if available and parent(s). All expenses for treatment shall be the responsibility of the parent(s).

All disciplinary action shall afford the student and parent the opportunity for an informal hearing before an appropriately designated school official. This informal hearing shall comply with the requirements of all due process rights.

Following an informal hearing, the school official shall provide the parent/guardian with a written decision including the consequences and recommendations. Whenever a student's conduct is deemed to be an immediate threat to him/herself, others, property or the school environment, however, the student may be immediately suspended, pursuant to State Rule 4311.3(1).

Students who are suspended for violating this policy may, at the discretion of the school administration, continue to receive educational services deemed to be in the best interest of the student.

This policy requires an expulsion hearing for a student found to be in violation of the following:

- First and subsequent alcohol or other drug violations in the category of sale, distribution or exchange.
- Second and subsequent alcohol or other drug violations in the category of purchase, use, possession, being under the influence, possession of a reasonably related alcohol or drug device, participation in a related incident, or refusal to cooperate with an investigation.

V. IDENTIFIED SPECIAL EDUCATION STUDENTS, 504 STUDENTS, OR OTHERS SUSPECTED OF BEING DISABLED

When disciplining disabled students (or those suspected of being disabled) the District shall comply with all state and federal laws, including State Rules 4312 and 4313.

ALCOHOL, TOBACCO AND OTHER DRUG ABUSE POLICY IMPLEMENTATION PROCEDURES

I. PROCEDURES FOR REPORTING AND RESPONDING TO AN ALCOHOL, TOBACCO, OR OTHER DRUG INCIDENT

A. Confrontation and Reporting

1. **School Staff** – All school staff members are expected to report any suspected or actual alcohol or other drug violation and to report the incident to the administrator or his/her designee as soon as possible.
2. **Students** – Students who suspect or know of drug or alcohol violations are encouraged and expected to give this information to any school staff member. Staff members receiving such information shall make an immediate report to the administrator.

B. Investigation

1. The administrator or designee shall investigate the incident and determine the appropriate action. When there is sufficient information to suspect that a violation has occurred, the student(s) shall be expected to cooperate fully. This may include, but is not limited to, emptying pockets, pocketbooks, and/or backpacks.
2. In addition, student desks, lockers, and/or vehicles parked on school premises may be inspected. Refusal to comply with an investigation will result in violation of this policy.

C. Notification of Parents

1. If the investigation confirms that a probable violation of this Policy has occurred, the administrator shall immediately attempt to notify the parent(s)/guardian by phone or request that they come to school to participate in an informal suspension hearing.
2. If the student is deemed and/or assessed to be under the influence of drugs, then the student shall remain at school until such time as the parent can arrange for transportation home or until the student is discharged to a social service, medical or law enforcement agency. In the case of an Alcohol or other Drug violation, the student shall be sent home with an escort.

D. Informal Hearing

1. In the event the evidence produced by the investigation supports a charge of a violation, the student and parent shall be given the opportunity for an informal hearing. The administrator, at his/her discretion, may include other appropriate school personnel. Due process procedures described in Rule 4311 shall be followed.

E. Intervention Plan Developed for Alcohol or Other Drug Violation

1. Following the informal hearing, if it is determined that a violation did occur, the administrator shall initiate the development of an intervention plan in consultation with the parent, the student, and when available, the student's counselor.
2. The plan shall include a recommendation for an assessment by a certified community drug/alcohol counselor and a commitment from the student/parents to share the assessment's education and treatment recommendations with the appropriate school personnel.
3. The student must present verification of a scheduled agency appointment with a certified drug/alcohol counselor. The school counselor or student assistance counselor shall be responsible for providing continuing support upon the student's return to school.

F. Notification Under Emergency Conditions

1. If, in the opinion of the administrator, an emergency exists, the area Rescue Squad and/or the Colchester Police Department shall be called.
2. The parent shall be notified prior to such action when possible, and in all other instances as soon as possible thereafter.

G. Police Notification

1. The administrator shall notify the Colchester Police Department in any instance of alcohol, tobacco, or other drug use, possession, or distribution that would violate state or federal laws.

II. VIOLATIONS AND CONSEQUENCES

All violations are cumulative within each level: K-2, 3-5, 6-8, 9-12, and will not be carried over from one level to the next. For students participating in co-curricular activities, any policies, procedures, or contracts relative to alcohol, tobacco and other drug violations will also be applicable.

A. Tobacco and Tobacco Product: Sale; Distribution; Exchange

- 1. First Violation:** A student found to be selling, and or distributing tobacco products or attempting to sell and/or distribute tobacco products on school property or at a school sponsored event will receive the following consequences:
 - a) Parent(s)/Guardian notification.
 - b) Police notification.
 - c) Confiscation of tobacco products.
 - d) Suspensions at each level, as follows: K-2, one day; 3-5, two days; 6-8, 9-12, three days.*
 - e) Student will participate in a mandatory in-school tobacco education program, if available.

- 2. Second and Subsequent Violations:** A student found to be in violation on school property or at a school sponsored event will receive the following consequences:
 - a) Parent(s)/Guardian notification.
 - b) Police notification.
 - c) Confiscation of tobacco products.
 - d) Suspensions at each level, as follows: K-2, two days; 3-5, three days; 6-8, 9-12, five days.*
 - e) Student will participate in a mandatory in-school tobacco education program, if available.

B. Tobacco: Purchase; Use; Possession; Possession of a Reasonably Related Tobacco Device; Participation in a Related Incident or Refusal to Cooperate with an Investigation

- 1. First Violation:** A student found to be in violation on school property or at a school sponsored event shall receive the following consequences:
 - a) Parent(s)/Guardian notification.
 - b) Police notification.
 - c) Confiscation of tobacco products.
 - d) Student will participate in a mandatory in-school tobacco education program, if available.

(*Refer to Special Education/504 regulations/guidelines, as applicable.)

2. **Second Violation:** If a student is found to be in violation on school property or at a school sponsored event, the following shall occur:
 - a) Parent(s)/Guardian notification.
 - b) Police notification.
 - c) Confiscation of tobacco products.
 - d) Suspensions at each level, as follows: K-2, one day; 3-5, two days; 6-8, 9-12, three days.*

3. **Third and Subsequent Violations:** If a student is found to be in violation on school property or at a school sponsored event, the following shall occur:
 - a) Parent(s)/Guardian notification.
 - b) Police notification.
 - c) Confiscation of tobacco products.
 - d) Suspension at each level, as follows: K-2, two days; 3-5, 6-8, 9-12, five days.*

C. Alcohol or Other Drugs: Sale; Distribution or Exchange

1. **First and Subsequent Violations:** A student found to be selling and/or distributing alcohol and other drugs, or attempting to sell and/or distribute other drugs on school property or at a school sponsored event shall receive the following consequences:
 - a) Parent notification.
 - b) Police notification.
 - c) Confiscation of alcohol and/or other drug.
 - d) Suspension for 10 school days at the 3-5, 6-8, 9-12 levels.*
 - e) At the K-2 level, suspension will be for five days with an automatic referral to the Child Protection Team.*
 - f) Recommendation to the School Board for an expulsion hearing*; procedure is as follows:
 - (1) The school Board shall convene a hearing within the 10 school days of the suspension period.
 - (2) All parties shall be entitled to representation by counsel at their own expense.
 - (3) Upon conclusion of the hearing, the Board shall make its decision.
 - (4) The student and parents shall be notified of the Board's decision as soon as possible but within five working days, and a written decision shall follow regarding expulsion.

(*Refer to Special Education/504 regulations/guidelines, as applicable.)

- (5) A drug and alcohol assessment shall be required at parent/guardian expense, and be made by a certified drug and alcohol counselor prior to re-entry to school.
- (6) Student/parent(s)/guardian must release the assessment information to the designated school person and the treatment recommendations must be followed.
- (7) Student shall meet with the student assistance counselor upon return to school.

D. Alcohol and Other Drugs: Purchase; Use; Possession; Being Under the Influence; Possession of a Reasonably Related Alcohol or Drug Device; Participation in a Related Incident or Refusal to Cooperate with an Investigation

1. **First Violation:** A student found to be in violation on school property or at a school sponsored event shall receive the following consequences:
 - a) Parent notification.
 - b) Police notification.
 - c) Confiscation of alcohol or other drug when possible.
 - d) Suspension at each level, as follows: K-2, two days; 3-5, 6-8, 9-12, five days.*
 - e) The student shall meet with the student assistance counselor and shall procure a Proof of Contact/Release of Information form. If counselor is unavailable, please refer to an administrator for this form.
 - f) Upon or before return to school:
 - (1) The student must provide Proof of Contact of a scheduled drug/alcohol assessment appointment at parent/guardian expense (see the above mentioned Contact form).
 - (2) This assessment shall be made by a certified drug/alcohol counselor and must be completed within one week of the date of return. Exceptions to this time frame may be made by the Superintendent or designee in the event of scheduling difficulties.
 - (3) The student/parent/guardian must release the assessment's education and treatment recommendations to the designated school person(s). (See the above mentioned Release of Information form.)
 - (4) The assessment recommendations will be followed by the designated agency/drug counselor.
 - (5) Student shall meet with the student assistance counselor upon return to school.

(*Refer to Special Education/504 regulations/guidelines, as applicable.)

- (6) CHS Only: The student and parent(s) shall complete up to four (4) mandatory meetings with a designated member of the administrative team. The meeting dates will be determined by an administrator and shall conclude one year post the violation. Each meeting will provide support and a detailed analysis of grades, attendance and discipline.
- (7) Failure to comply with numbers 1-6 above will result in further disciplinary action, up to and including long term suspension or expulsion, as determined by administration.

2. Second and Subsequent Violations: If a student is found to be in violation on school property or at a school sponsored event, all of the following shall occur:

- a) Parent notification.
- b) Police notification.
- c) Confiscation of alcohol or other drug when possible.
- d) Suspension for 10 school days.*
- e) Recommendation to the School Board for an expulsion hearing*; procedure is as follows:
 - (1) The school Board shall convene a hearing within the 10 school days of the suspension period.
 - (2) All parties shall be entitled to representation by counsel at their own expense.
 - (3) Upon conclusion of the hearing, the Board shall make its decision.
 - (4) The student and parent shall be notified of the Board's decision as soon as possible but within five working days, and a written decision shall follow regarding expulsion.
 - (5) A drug and alcohol assessment shall be required at parent/guardian expense, and be made by a certified drug and alcohol counselor prior to re-entry to school.
 - (6) Student/parent(s) guardian must release the assessment information to the designated school person(s) and the treatment recommendations must be followed.
 - (7) Student shall meet with the student assistance counselor upon return to school.
 - (8) Failure to comply with numbers 5-7 above will result in further disciplinary action as determined by the administration.

(*Refer to Special Education/504 regulations/guidelines, as applicable.)

E. Retaliation

1. Retaliation is a serious matter and depending upon the circumstances and the seriousness of the incident:

- a) Student may be suspended for up to 10 school days and/or referred to the School Board for expulsion.*

(*Refer to Special Education/504 regulations/guidelines, as applicable.)

III. FACULTY AND STAFF VIOLATIONS

Anyone observing a faculty or staff member using, under the influence and/or exchanging alcohol, tobacco or other drugs, on school property shall report the violation to the administrator and/or supervisors.

- 1. The administration and supervisors are responsible for enforcing the policy with school personnel.
- 2. Failure to comply constitutes a violation of School Board policy and shall be dealt with according to established due process procedures and any applicable provisions of the collective bargaining agreement. The school district shall provide information regarding access to programs, which support employees seeking to withdraw from alcohol, tobacco or other drug use.
- 3. Personnel who violate School Board policy shall be subject to disciplinary action including suspension or dismissal.

IV. NON-SCHOOL PERSONNEL

With non-school personnel, the administration's responsibility is to educate, to provide information about the policy, and report continued violations of this policy to the police for issuance of a trespass notice should it be deemed appropriate, based on evidence.

CONSENT AGENDA

Board Meeting Date: 5/19/2026

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Steven	Ushakov	New Hire	Mathematics Teacher	1.0 FTE	CHS	Request to Hire	Rosalija Zibrat	Yes	Yes
Teacher	Melissa	Goldberg	Resignation	Nurse	1.0 FTE	CMS	Request to end employment at the end of the 2025-2026 school			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

Non-Licensed Employees (Support Staff), Informational

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Lasah	McMurray	Transfer	Food Service	32.5	UMS	Notice of Transfer	Lisa Chandler	Yes	Yes
Support Staff	Alejandro	Grimaldo	New Hire	Technology Specialist II	40.0	DW	Notice of Hire	Adalia Williams	Yes	Yes
Support Staff	Gabrielle	Brooks	Transfer	CSD Data Coordinator & District Registrar	40.0	CO	Notice of Transfer	Cathy Ward	Yes	Yes
Support Staff	Phenpitcha	Srisopa	Resignation	Paraeducator	32.5	MBS	Notice of Resignation			
Support Staff	Kylie	Lussier	Resignation	Paraeducator	32.5	PPS	Notice of Resignation			
Support Staff	Ann Carol	Moffett	Resignation	ML Paraeducator	32.5	CHS	Notice of Resignation			
Support Staff	Brittany	Cresta	Resignation	Behavior Interventionist	35.0	PPS	Notice of Resignation			
Support Staff	Irene	Shagam	Resignation	Paraeducator	32.5	CMS	Notice of Resignation			

Colchester School District

Board of Education Meeting
Colchester High School Library

Tuesday, May 5, 2026
7:00 p.m.

Meeting Minutes

The Colchester Board of Education held a regular board meeting on Tuesday, May 5, 2026, in the Colchester High School Library Media Center. Board Directors in attendance were Lindsey Cox, Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Jennifer Fath, and Student Representative Trinity McCarthy. Administrators and employees in attendance were Superintendent Amy Minor, Chief Financial and Operations Officer George Trieb, Director of Curriculum and Instruction Gwen Carmolli, Director of Student Support Services Carrie Lutz, CHS Principal Andrew Conforti, and CHS French Teacher Jennifer Loiseau. Several students were in attendance to present on an 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. Citizens Participation*

None.

III. Hear CHS Montreal Trip

Informational

CHS French Teacher Jennifer Loiseau brought a sampling of students who recently returned from a day trip to Montreal to share some of the highlights with the board. Their presentation included photos from the day while the students took turns explaining how they prepared in class and sharing stories of their travel experience.

The board as a whole asked the students to explain what a trip like this means to them and how they see it helping their future. One student expressed their passion for the art they researched prior to the trip to see at the museum, and their renewed motivation to practice speaking more French in order to travel more. Another student signified the joy it brought them to see their peers speaking French, which is their native language, and be able to speak to others in French outside the home and classroom.

IV. Hear CHS Spring Principal Report

Informational

CHS Principal Andrew Conforti shared with the board his spring Principal Report. He presented multiple student highlights, equity initiatives, and academic highlights from the year. These included; teacher deep dives into lesson plans for greater emphasis on literacy and reading, the CHS staff hosting a large panel of alumni to learn about their perspectives and experiences within the community and workforce, and students excelling in their interests ranging from mentoring across the schools, participating in club initiatives across the Colchester community, winning state championships for Debate and E-Sports, and coming together for unified sports.

Multiple board members expressed gratitude for the level of student attendance and engagement they are seeing overall. Director Longo asked what Principal Conforti would like to see from the board going forward as it pertains to school decisions and conversations. Principal Conforti stated he wanted to continue to promote what the schools are doing well and keep open communication to the community in order to further build that relationship and trust of doing what is best for the students.

V. Quarterly Financial Report

Informational

Chief Financial and Operations Officer George Trieb provided an overview of the third fiscal quarter. Revenue and expenditures are tracking mostly as expected. He noted that the district should expect a \$410,052 surplus if the current spending trend continues.

VI. Approval of Maintenance Truck

Action

Chief Financial and Operations Officer George Trieb outlined a request to approve the purchase of a new truck for the maintenance department. He stated that although he is seeking approval now, the truck would not be available for 12 to 16 weeks. Therefore, it will be a FY'27 purchase. This is a planned and budgeted purchase. Mr Trieb answered the board's questions about current vehicles within the district's fleet, the potential for electric or hybrid vehicles, and the possibility of another purchase request next fiscal year to catch up on vehicle maintenance timeline that was pushed back during Covid when they were unavailable.

Director Longo moved to approve the purchase of a new maintenance truck as recommended and to authorize the Chief Financial and Operations Officer to execute the necessary documents. The motion passed unanimously.

VII. Approval of Sealcoat and Line Parking CHS Parking Lot

Action

Chief Financial and Operations Officer George Trieb outlined a request to approve the sealing and lining of the parking lot at CHS. This is normal maintenance that needs to occur to keep the district's parking lots in decent shape. The CHS parking lot was paved in June 2018, but has not been resealed since then. The district secured competitive bids and Mr. Trieb gave his recommendation to go with Black Beauty to complete the work.

Director Kigonya moved to award the parking lot sealcoating project to Black Beauty as recommended and to authorize the Chief Financial and Operations Officer to execute the necessary documents. The motion passed unanimously.

VIII. Second Reading of School Board Policies

Action

- C1: Equity
- C2: Nondiscriminatory Mascots and School Branding
- C3: Nondiscrimination

The Board looked over the three policies up for review as part of the policy revision cycle. There were no recommended changes to these policies since their last reading in 2023, since all policies are in full compliance with the recommended VSBA language. These policies have also been reviewed by the CHS Social Justice Alliance.

Director Fath moved to approve the second and final readings of board policies C1, C2, and C3. The motion passed unanimously.

IX. Approval of Consent Agenda

Action

The board reviewed the following items on the consent agenda. Director Cox requested the action on the consent agenda be moved to after the executive session in order to allow discussion.

CONSENT AGENDA

Board Meeting Date: 5/5/2026 REVISED

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Rosalija	Zibrat	Resignation	Mathematics Teacher	1.0 FTE	CHS	Request to end employment at the end of the 2025-2026 school			
Teacher	Kate	Hughes	LOA	Special Educator	1.0 FTE	MBS	Request for LOA June 3 - 12, 2026			
Teacher	Cory	Payson	Resignation	Physical Education Teacher	1.0 FTE	CMS	Request to end employment at the end of the 2025-2026 school year			

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
Support Staff	Amissi	Munyugu	LOA	Custodian	40	CMS	Request for LOA June 22 - June 30, 2026			

Non-Licensed Employees (Support Staff), Informational

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Nicholas	Balsamo	Resignation	Behavior Interventionist	35	MBS	Notice of Resignation			
Support Staff	Laura	Sexton	Resignation	Accounts Payable Bookkeeper	40	CO	Notice of Resignation			
Support Staff	Toni	Josey	Transfer	Administrative Assistant II	40	UMS	Notice of Transfer	Sue Phillips	Yes	Yes
Co-Curricular	Seth	Laffal	New Hire	JV Boys Lacrosse Coach	Coach	CHS	Notice of Hire			
Support Staff	Karen	Rolston	Resignation	Paraeducator	32.5	UMS	Notice of Resignation			
Support Staff	Lisa	Chandler	Resignation	Food Service Worker	35.0	UMS	Notice of Resignation			
Co-Curricular	Zach	Ziemer	New Hire	Track & Field Coach	Coach	CMS	Notice of Hire			

X. Approval of Meeting Minutes **Action**

Director Yousey-Hindes moved to approve the minutes from the April 7, 2026, meeting. The motion passed unanimously.

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

- A construction update was shared for the facilities work happening at PPS
- A reminder that bids for the upcoming construction at UMS will be due before the end of the month

XII. Future Agenda Items **Informational**

- Policy Work
- Principal Reports
- Facility Renovation Updates
- CSD Elementary Math Program Selection

XIII. Executive Session **Action**

Director Yousey-Hindes moved to enter executive session to discuss two employee leave requests, a personnel matter, and a student matter at 7:59 p.m. The motion passed unanimously.

XIV. Adjournment

Director Kigonya moved to exit executive session at 9:58 p.m. The motion passed unanimously.

Director Longo moved to approve the consent agenda at 9:59 p.m. The motion passed unanimously.

Director Yousey-Hindes moved to adjourn at 9:59 p.m. The motion passed unanimously.

Gabrielle Brooks

Recording Secretary

Ben Yousey-Hindes

Board Clerk