

Colchester School Board

Meeting Agenda and Packet

July 18, 2017

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
July 18, 2017
7:00 PM**

Agenda

- | | | |
|--------------|--|--------------------|
| I. | Call to Order and Pledge of Allegiance | |
| II. | Citizen Participation* | |
| III. | Review of Meal Charge Procedures | Information |
| IV. | Kindergarten Enrollment Data and Staffing | Action |
| V. | Second Reading of Wellness Policy: F34 | Action |
| VI. | First Reading of Fiscal and Business Management Policy: E1 | Action |
| VII. | Review Board Meeting Dates for 2017-2018 | Information |
| VIII. | Approval of Personnel Consent Agenda | Action |
| IX. | Approval of Minutes: June 20, 2017 | Action |
| X. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. | Possible Future Agenda Items | Information |
| XII. | Executive Session to Discuss Negotiations | Action |
| XIII. | Adjournment | |

On The Third Tuesday of Each Month*

During the meeting, the school board will review the top questions and themes submitted to them via email to SchoolBoard@colchestersd.org. Note: All submissions must be received before noon on the third Tuesday of every month.



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MEMORANDUM

TO: Superintendents, Business Managers, and Principals
FROM: Laurie M. Colgan, Director, Child Nutrition Programs
SUBJECT: Meal Charge Policies/Procedures
DATE: June 13, 2017

Beginning July 1, 2017, USDA will require all school food authorities to have a written and clearly communicated meal charge policy or procedure, which must be distributed to households at the start of each school year. The policy/procedure must clearly articulate how students will be charged for meals, as well as how SFAs will offer alternate meals, set limits on meal charges, manage debt on student accounts, and disallow meal charges or alternate meals when a student's account has insufficient funds.

USDA does not require the local school board to formally adopt this as a Policy/Procedure. However, school food authorities are encouraged to seek feedback prior to finalizing and implementing the policy/procedure. This policy/procedure can be combined with the SFA's Free/Reduced Meal policy/procedure and can follow the same method used by the SFA to create that policy/procedure.

Per USDA guidance, the specific policy/procedure is at the discretion of each school food authority and must include information about how the unpaid meal debt will be collected. It is important that all staff who could be responsible for enforcement, including food service staff, office and school administrative staff, principals, school board members, and contracted management company staff, etc., be aware of the policy/procedure.

When local school officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be re-classified as "bad debt." Once a delinquent debt is reclassified as bad debt, it must be written off as an operating loss. The non-profit school food service account funds may not be used to cover costs related to bad debt. Instead, these losses must be restored using non-Federal funds which may come from the district's general fund, special funding from the state or other local sources, or any other non-Federal sources. SFAs must provide clear documentation of the determination of bad debt and how those funds are restored to the non-profit school food service account.

Attached you will find a draft template to use to develop the policy/procedure for your SFA. As an additional resource for designing the policy/procedure for your SFA, you may refer to the USDA developed handbook "[Overcoming the Unpaid Meal Challenge](#)."

USDA requires that households be provided written notification of the policy/procedure annually. In addition, the SFA may use additional methods of notification for the

policy/procedure to include printing it in the student/parent handbook, including it with the free & reduced price meal application packet, including it in the school newsletter, or posting it on the school or SFA website.

As part of the agreement/application renewal process this year, SFAs are required to submit their Meal Charge Policy/Procedure in the VT-CNP system. The policy/procedure will also be included in the Administrative Review monitoring process.

If you have any questions, please do not hesitate to contact me at laurie.colgan@vermont.gov or 479-1187.

COLCHESTER SCHOOL DISTRICT

MEAL CHARGE PROCEDURE

PURPOSE

The purpose of this document is to establish consistent procedures for the Colchester School District (“CSD”) Food Service Program to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

I. GENERAL

- A. The CSD Food Service program recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the Food Service program.
- B. It is the practice of CSD Food Service program to offer high quality, healthy breakfasts and lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry.
- C. Payments to student accounts are made by depositing funds into the student’s account by sending cash or a check to the school, online payments at myschoolbucks.com or kiosks at Colchester Middle School and Colchester High School.
- D. Families may apply for free and reduced-price meals at any time during the school year. Meal applications are distributed to households by mail prior to the first day of school or sent home with students on the first day of school. Parents are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours and online at www.csdvt.org/district/departments/nutritionalservices/freemeals.php. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.
 - 1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student’s eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the school to see if the application has been received.
 - 2) Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of eligibility letter based on Direct Certification from the school if the school has received information about your child(ren). If your household receives these benefits and you have not received this letter from the school, the school has not received information regarding eligibility of your child(ren), the household must contact the school immediately to provide current information.
 - 3) Free and reduced-price eligible students may receive a breakfast and a lunch each day at no charge.

- 4) A la carte items, such as a separate carton of milk, or a second slice of pizza, are not allowed to be charged. All a la carte items are at the student's full expense.

II. MEAL CHARGES

- A. If the student account has insufficient funds to pay for breakfast and/or lunch meals;
- Students in grades K – 5 will be allowed to charge up to \$16.25 (5 meals).
 - Students in grades 6 – 12 will be allowed to charge up to \$18.75 (5 meals).
 - An alternate meal of a cheese sandwich, fruit or veggie and milk which meets the meal requirements will be offered to the students with a negative account balance of \$16.25 for K-5 and \$18.75 for 6-12.
 - All negative balances must be paid prior to the end of the school year.
- B. Free and reduced-price eligible students will always be provided a meal regardless of unpaid student accounts.
- C. A student eligible for paid meals who has 'cash in hand' at the time of meal service will be provided a meal regardless of unpaid student accounts. The 'cash in hand' will not be applied to past due accounts.
- D. Students with an overdrawn account are not allowed to charge a la carte items.
- E. Any remaining balances will remain in the student's account or handled as follows;
- When students are promoted to the next Colchester School their balance will be transferred to the new school
 - If a student moves out of the district, a check for their remaining balance will be mailed to them upon request
 - If a student graduated and gives approval, their balance will be transferred to their siblings account.

III. ACCOUNT STATUS NOTIFICATIONS

- A. Households are strongly encouraged to keep sufficient funds in the student accounts to cover weekly meal purchases. The CSD Food Service program will notify each household of account balances by;
- The Food Service program will send a weekly email and/or Robocalls.
 - Families can check their account balances online via myschoolbucks.com.
 - Families may contact the Food Service Director:

Steve Davis
802-264-5706
steve.davis@colchestersd.org

- Families may contact their student's school kitchen.

Colchester High School	(802)264-5739
Colchester Middle School	(802)264-5823
Malletts Bay School	(802)264-5910
Porters Point School	(802)264-5925
Union Memorial School	(802)264-5947

- Students will be given a verbal reminder or written notice in the food service line.
- B. The family will be notified when the student account balance has reached;
- Parents will be notified by email when the student account reaches the minimum balance of \$5.00/\$10.00 or less.
 - An email reminder will be sent to parents once the student account reaches zero.
 - Weekly emails will be sent to parents whose children have a negative account balance.
 - A second request for payment will be sent after 5 days if the household has not responded to the first request.
 - Robocalls will be used to contact parents whose student accounts have reached the minimum balance or have a negative balance.

IV. DEBT COLLECTION

When the student balance is in the negative, the following collection activities will be followed:

- The Food Service Manager will contact the household to request payment.
- The Food Service Manager will contact the building principal if no payment is received.
- The building principal will contact the household to discuss the requirement of the family to provide meals for the student.
- The building principal may contact the local social services office if the household refuses to provide meals or pay for student meals.
- All funds owed to the Food Service Program will be paid in full on the last day of school.
- Checks returned with non-sufficient funds will follow the district's practice.

COLCHESTER SCHOOL DISTRICT

POLICY: WELLNESS POLICY (F34)

DATE ADOPTED: DRAFT

Purpose:

It is the intent of the School District to comply with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). In accord with those requirements, this policy has been developed in consultation with parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public.

Policy Statement:

It is the policy of the School District to establish goals for nutrition promotion and education, nutrition guidelines, physical activity and other school based activities that are designed to promote student wellness. The School District will review and consider evidence-based strategies in determining these goals.

Section 1: Nutrition Education and Promotion

The School District shall provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the District shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Education Quality Standards.

Schools will provide nutrition education and engage in nutrition promotion that:

- Is not only part of health education classes, but is also integrated into other classroom instruction through subject such as math, science, language arts, social studies, and electives, as applicable.
- Includes enjoyable, developmentally-appropriate, and culturally-relevant participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school garden. These activities happen regularly throughout the year.
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Is designed to provide students with the knowledge and skills necessary to promote their individual health.
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods or nutrition-related community services.

Some suggestions for promoting healthy food and beverage choices include:

- Signage that displays daily food choices.
- Giving families menus, photos and/or videos of food items on the menu,
- Posting menus on the District website and/or individual school websites along with nutritional content and ingredients.
- Information about nutritional content of foods,
- An “infomercial” about new foods to increase familiarity with new foods, nutritional content
- Promoting a fruit or veggie of the day
- Taste tests and recipe contests involving students and staff
- Signage in the food service area that indicates the daily menu offerings and required minimum selections needed to make a complete meal.
- Scheduling a recess period before lunch to encourage healthy eating.
- District support for Farm to School activities.

Nutrition education and promotion programs shall be conducted by appropriately licensed staff members. The School District shall provide appropriate, needs-based professional learning in the area of nutrition education for teachers and other staff.

Section 2: Standards for USDA Child Nutrition Programs and School Meals

School Meals:

All schools are committed to providing healthy meals for students in compliance with the USDA child nutrition programs, including the National School Lunch Program (“NSLP”) and the School Breakfast Program (“SBP”). District menus are based on the USDA Dietary Guidelines for Americans and either meet or exceed the current nutrition requirements established by local, state, and Federal statutes and regulations. In addition, the District Food Service uses USDA geographical preference rules to access local foods and beverages whenever possible.

The District and the food service program is committed to offering and promoting school meals that are:

- Accessible to all students,
- Served in clean and pleasant settings,
- With adequate time to eat (a full 20 minutes, at minimum, to sit down to eat in the cafeteria),
- Scheduled at appropriate hours.

Staff Qualifications and Professional Development

The School District shall ensure that professional development in the areas of food service, administrative practices, and nutrition is provided for all food service managers and staff in accordance with USDA professional standards. A copy of the USDA professional standards is available on the USDA website:

<https://professionalstandards.fns.usda.gov/>

Water

Potable drinking water will be available throughout the school day at every school, including in the meal service area, at no cost to students.

Section 3: Nutritional Standards for Competitive Foods and Other Beverages

Competitive Foods & Beverages:

The School District is committed to ensuring that all foods and beverages sold to students during the school day are, at minimum, in compliance with the USDA Smart Snacks federal nutrition standards. This includes all additional non-meal food and beverages, such as those from vending machines, beverages, a la carte lines, school stores, and snack or food carts. These standards will apply in all locations and through all services where foods and beverages are sold to students during the school day, which is legally defined as being from 12:00 a.m. to 30 minutes after the official end of the school day.

A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at <https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.

Celebrations and Rewards:

The School District is required to establish nutrition guidelines for all other foods provided, but not sold to students during the school day. Foods provided, but not sold, may include food that is part of a classroom celebration or food that is provided by parents/caregivers or community organizations free of charge.

- All schools will provide a list of healthy party/celebration guidelines to parents and teachers and other relevant school staff members that include non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA Website](#). These guidelines apply to foods provided by the school and foods provided by families of students.

Foods and beverages will not be used as a reward or withheld as punishment for any reason, such as for performance or behavior.

Fundraising:

Only foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day, which is from 12:00 a.m. to 30 minutes after the official end of the school day for students. The USDA Smart Snacks nutrition standards can be found on the USDA website: <https://www.fns.usda.gov/tn/guide-smart-snacks-schools>

The School District will make available to families, teachers, and other relevant school staff members a list of healthy fundraising ideas. Additional healthy fundraiser ideas are available from the [Alliance for a Healthier Generation](#) and [Active Schools Fundraising](#).

Section 4: Physical Activity

Physical Activity:

All students in grades K - 12 will have the opportunity to engage in at least 30 minutes of physical activity during or after each school day. Activities may include recess, movement breaks, participation in sports, walking or bicycling to and from school, and other movement opportunities related to the curriculum. The School District will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

Other ideas for increasing physical activity in schools can be found in the [Active Students are Better Learners](#) document provided by the State of Vermont.

- Recess: All elementary schools (K-5) will offer at least 20 minutes of recess on all days during the school year. This policy may be waived on early dismissal or late arrival days. Outdoor recess will be offered when weather is feasible for outdoor play, at the discretion of the building administrator based on their best judgment of safety conditions.

Physical Education:

The School District will provide students with physical education, using age-appropriate, sequential physical education curriculum consistent with the national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in healthy lifelong habits. Physical education programs will promote students physical fitness through individualized fitness and activity assessments and will use criterion-based reporting for each student.

The School District will provide physical education classes for all students as required by the Education Quality Standards. Currently, the Educational Quality Standards requires:

- K - 8: a minimum of two physical education classes per week.
- 9 - 12: one and one half years of physical education or the equivalent thereof.

All students will be provided equal opportunity to participate in physical education classes. The School District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. Flexible, alternative pathways for proficiency-based learning in physical education shall be made equally accessible for all students.

Section 5: Wellness Promotion and Marketing

The School District will implement other wellness based school activities at the discretion of the superintendent, his or her designee, and/or a District Wellness committee. These activities will be in accordance with evidence-based strategies such as those provided in the Vermont School Wellness Policy Guidelines. Examples of such activities include::

- Fuel Up To Play 60

- Wellness fairs
- Walk and Bike to School events
- Running programs such as “Ready, Set, Run” and “Girls on the Run”
- Jump Rope for Heart
- Workshops such as mindfulness, yoga
- Exercise classes for students and/or staff
- Partnering with outside organizations to provide health checks and clinics for employees, such as BCBS for health assessments and the flu shot clinic, Albany College, and Colchester Parks and Recreation

Section 6: Implementation, Evaluation, and Communication

A. The School District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The superintendent, his/her designee, and/or a District Wellness Committee, shall periodically monitor District programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.

B. The School District will convene a representative District wellness committee to establish goals for and oversee the implementation, monitoring, periodic review, and update of the wellness policy. District wellness committee membership will represent all school levels and include (to the extent possible), but not limited to: parents and caregivers, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public.

C. The School District shall annually inform and update the public about the content and implementation of this policy, including the extent to which schools are in compliance with this policy, the extent to which this policy compares to model local school wellness policies and a description of the progress made in attaining the goals of this policy.

D. The superintendent or his or her designee shall report at least annually to the board and to the public on the District’s compliance with law and policies related to student wellness. The report shall include information as to the content and implementation of this policy, and an assurance that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

Assessment:

The School District will conduct an assessment of the wellness policy every three years. This assessment will determine:

- District compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy.

The wellness policy will be updated or modified by the School District based on the results of the triennial assessment and annual progress reports.

Assessment tools currently available include the following:

- WellSAT 2.0: <http://www.wellsat.org/>
- Well-SAT “I” (beta version):
http://www.wellsat.org/upload/docs/WellSAT-i%20Working%20Draft_December%202014.pdf
- CDC School Health Index: <https://www.cdc.gov/healthyschools/shi/index.htm>
- ASCD SIT (whole child/CDC): <http://sitool.ascd.org/Default.aspx?ReturnUrl=%2f>

Appendix:

- USDA Guide to Smart Snacks in Schools:
 - <https://www.fns.usda.gov/tn/guide-smart-snacks-schools>
 - <https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>
- USDA standards for food service professionals:
<https://professionalstandards.fns.usda.gov/>
- Healthy party and celebration ideas:
 - [Alliance for a Healthier Generation](#)
 - [USDA Classroom Celebration ideas](#)
 - [Food for Celebrations - CSD K-5 Guidelines](#)
- Healthy fundraiser ideas:
 - [Alliance for a Healthier Generation - raising money](#)
 - [Active Schools Fundraising](#)
- Increasing physical activity for students:
 - [VT AOE: Active students are better learners!](#)
 - [Active Learning Toolkit](#)
 - [VT Health Department - Nutrition & Physical Activity guidance](#)
- Vermont Agency of Education documents:
 - [VT Educational Quality Standards](#)
 - [VT School Wellness Policy Guidelines & Implementation - 9/2016](#)

COLCHESTER SCHOOL DISTRICT

POLICY: FISCAL AND BUSINESS MANAGEMENT POLICY

DATE ADOPTED: DRAFT

PURPOSE

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

POLICY STATEMENTS

I. General

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

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

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

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

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

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

Last Adopted: November 18, 2014
Date Warned: July 14, 2017
First Reading: July 18, 2017
Second Reading:

II. Budget

A. General

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

B. Budget Preparation

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

C. Budget Approval

The School District's proposed budget will be presented by the School Board for approval by voters at the annual School District meeting. The budget presentation format shall include clarifying the budget priorities adopted by the School Board, the sources and amounts of revenues and expenditures, program changes and school board strategies.

D. Budget Management

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

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

III. Financial Reports

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

- A. The Superintendent, or their designee, shall provide the School Board with a quarterly report for review of the financial status of the School District (Quarterly Financial Report).

- B. The Superintendent, or their designee, will ensure that all state, federal and other (grantor) reports are filed in accordance with the requirements of the various grantors, state and federal governments.
- C. The Superintendent, or their designee, will cooperate with the annual independent audit to ensure the internal controls are in place and functioning effectively to safeguard the funds and assets of the School District.

IV. Annual Audit

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

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

V. Risk Management

- A. The Superintendent, or their designee, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the operations of the School District. The risk management and insurance program shall include means for indentifying, eliminating, reducing, retaining, or transferring risk. When the School District cannot feasibly eliminate or retain a particular risk, it shall be transferred by the purchase of insurance.
- B. The School District will comply with state statute and maintain an insurance program to protect it against actions, including fraud, mistakes and errors of omission by employees.
- C. The School Board shall maintain an adequate insurance program to protect the School District against loss, which may occur due to the many normal and usual hazards which a public school system faces.
- D. The School District will also carry additional insurance, when needed, to protect the School District against specific and unusual hazards which may occur, from time to time, in the various operations of the School District.

The insurance program shall include, but not be limited to:

- Fire and Damage Insurance (buildings and equipment).
- Fire and Property Damage Insurance (vehicles).
- Workers Compensation Insurance.
- Fidelity Bond Insurance, Liability Insurance, including School Leaders Errors and Omissions.

Bonding

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

VI. Investment Management

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

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

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

VII. Cash and Checking Accounts

A. Petty Cash

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

This is sometimes called a "revolving fund" since it always equals the same dollar amount comprised of cash and/or detailed receipts. Petty cash should not be used to thwart or circumvent established purchasing procedures; instead, it is a convenient accommodation to facilitate immediate necessary acquisition of local low-cost goods and services in an efficient manner.

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

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

Special Education \$200

B. Petty Cash Checking Account

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

Central Office \$4,500

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

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

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

VIII. Purchasing

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

For each bid process, when the amount is in excess of \$15,000, the Superintendent shall present the bid results along with a description of the bid process and a recommendation to the School Board for award of the bid.

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

~~Any spending of federal funds in excess of \$25,000 requires the District to make sure the vendor is not on the Excluded Parties List System (www.epls.gov). This website shows any company that has been suspended or disbarred.~~

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

Purchase orders are the preferred method of making obligations for the School District. When purchase orders are not an option or when savings are gained through electronic/internet purchases, a district issued credit card can be used. The use of a

district credit card is not intended to circumvent the district's policy of purchasing. Use of the district credit card should not be used when a purchase order is acceptable.

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

IX. Approval of Board Orders

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

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

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

X. Disposition of Surplus Property

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

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

Surplus items will be classified and disposed of as follows:

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

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



COLCHESTER SCHOOL DISTRICT

Amy Minor, Superintendent of Schools
George A. Trieb, Jr., Business Manager
Carrie A. Lutz, Director of Special Education
Gwendolyn Carmolli, Director of Curriculum
Internet Address: www.csdvt.org

Administrative Offices, 125 Laker Lane • P.O. Box 27, Colchester, VT 05446-0027 • Phone (802) 264-5999 • Fax (802) 863-4774

Colchester School Board Meeting Schedule 2017 – 2018 School Year

Location: Colchester High School Library/Media Center (General Session)
Other Locations as Warned

Regular Monthly Meeting Schedule: First and Third Tuesday of Each Month

Special Meetings as Announced: Hearings, Retreats, Work Sessions, etc.

Current Schedule	
2016	2017
July 4 – Holiday: No Meeting July 18	January 9 & 16 <i>*Note: Meetings will be held on the 2nd and 3rd week to accommodate the New Year Holiday</i>
August 1 & 15	February 6 & 20
September 5 & 19	March 5 – School Report Night
October 3 & 17	March 6 & 20
November 7 & 21	April 3 & 17
December 5 & 19	May 1 & 15
	June 5 & 19

PERSONNEL CONSENT AGENDA**Board Date: July 18, 2017****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
			Job Description	Instructional Coach						

Non-Licensed Employees (Support Staff), *Informational*

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Co-Curricular	Tim	Barden	New Hire	Drama Director		CHS	Notice of Hire	Amanda Hughes	Yes	Yes
Support Staff	Brian	Curley	New Hire	Technology Help Desk Specialist	40.0 hr	DW	Notice of Hire	Scott DeMeo	Yes	Yes
Support Staff	Brittany	Dunn	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Nichole	FitzGerald	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire	Brittany Moore	Yes	Yes
Support Staff	Jennifer	Gomo	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	Jennifer Berard	Yes	Yes
Support Staff	Lisa	Kromer	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	New	Yes	Yes
Support Staff	Mirela	Pasic	New Hire	Intensive Needs Interventionist	35.0 hr	MBS	Notice of Hire	New	No	Yes
Support Staff	Lauren	Walker	New Hire	Food Service Worker	21.25 hr	CHS	Notice of Hire	Joanne Benjamin	Yes	Yes

POSITION: Instructional Coach
REPORTS TO: Principal
CLASSIFICATION: Exempt (salary)
SUPERVISES: none

PURPOSE:

The Instructional Coach at CHS's primary role is to increase the **instructional capacity** of teachers in order to personalize the learning experience for **EVERY** student. The Instructional Coach will work *as a colleague with classroom teachers* to **support student learning** through increased knowledge and implementation of evidence-based best practices. They will facilitate the intellectual and professional development of teachers with a focus on **improving student achievement**.

In order to meet this purpose, the Instructional Coach will provide personalized, 1:1, small-group, and large/whole group support that is based on the goals and identified needs of individual teachers and teams of teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide individualized, classroom-based coaching with teachers to support them in implementing strong instructional, curricular, and assessment practices.
2. Support teachers in the implementation of school-wide initiatives related to curriculum, instruction, and assessment
3. Facilitate professional collaborative groups among teachers.
4. Provide individual and group learning opportunities/professional development for teachers during in-service days and faculty meetings
5. Assist teachers in aligning their teaching, appropriate standards, curriculum, and assessments.
6. Assist teachers in creating materials that are in alignment with curriculum.
7. Assist teachers with instructional decisions based on assessment data.
8. Assist teachers with specific classroom activities when requested.
9. Provide support in a variety of ways (sharing resources, designing professional learning sequences, etc.) for classroom motivation and management strategies.
10. Provide teachers resources related to instruction and curriculum.
11. Provide assistance in researching instructional and/or curriculum issues.
12. Model effective, differentiated instruction when requested.
13. Organize and participate in teacher-teacher and teacher-coach classroom walkthroughs as requested.
14. Provide encouragement and emotional support to teachers.
15. Encourage ongoing professional growth for all teachers.

16. Work with the principal and leadership team to develop professional development sequences to meet school goals.
17. Develop and maintain a confidential, collegial relationship with teachers.
18. Possess an understanding of when to contact administrators regarding issues of safety/ethics.
19. Perform other duties as assigned by the Principal

JOB KNOWLEDGE, SKILLS, and ABILITIES

- Ability to read, analyze and interpret various rules and regulations i.e. Vermont State Education Laws
- Ability to effectively present information to staff, parents, students and other interest groups both verbally and in writing
- Experience and proficient computer skills in word processing, spreadsheet and database programs
- Ability to establish and maintain effective working relationships with students, staff, and the school community
- Ability to write and speak clearly and concisely
- Ability to perform duties with awareness of all district requirements and School Board policies

PHYSICAL/MENTAL DEMANDS:

- Must be able to move objects weighing up to 25 pounds
- Must be able to remain in a stationary position 50% of the time
- Must be able to move around the office to access office machinery, deliver files, attend meetings, greet visitors, etc.
- Must be able to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, June 20, 2017
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, June 20, 2017, at the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Craig Kieny and Curt Taylor; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; and Director of Curriculum & Instruction Gwen Carmolli.

There was no one in the audience.

I. Call Meeting to Order and Pledge of Allegiance

Board Chair Mike Rogers called the meeting to order at 7:00 p.m. Board Chair Rogers led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Transportation Contract

The RFP for a transportation contract was issued on May 24th with all bids were due on June 14th. The District received one bid from the current vendor, Mountain Transit. The RFP was issued for a 3-year contract, Mountain Transit submitted a bid for a 5-year contract. The bid shows a 4.5% increase for FY'18, and a 12% increase annually for years 2-5. The primary reason for the increase is to secure and retain drivers by significantly increasing the wages they offer. The board engaged in a discussion around the costs associated with the District purchasing and operating buses themselves. They decided the capital and ongoing costs would be out of reach given the approved budget. A student had written to the School Board asking about activity buses. CSD did have activity buses at one point, but they had very low ridership and it was a substantial cost to offer then. The lack of ridership did not warrant the cost.

Director Kieny moved to accept the bid from Mountain Transit for a 5-year contract and authorized the Business & Operations Manager to sign the necessary documents to make it happen, seconded by Director Taylor. The motion passed unanimously, 3-0.

IV. Approval of FY'18 Tax Anticipation Note

In order to start the next fiscal year, the districts need to borrow funds from a lending institution until the revenue arrives from the state. This is an annual requirement. Business and Operations Manager, George Trieb, provided the forms and lending documents to the board.

Director Taylor moved to approve the Tax Anticipation Note for the Colchester School District as recommended by the Business & Operations Manager, seconded by Director Kieny. The motion passed unanimously, 3-0.

V. Approval of New Flooring in the MBS Gym

Business and Operations Manager, George Trieb, requested the board approve the installation of new flooring in the Malletts Bay School gymnasium. The existing tile floor is old, slippery, and had deteriorated in several areas. The floor is well used by the school, recreation department and many other community groups. There were three bids received to do the work.

Board Chair Rogers moved to accept the bid from Precision Athletic Surfaces as recommended and authorized the Business & Operations Manager to sign the necessary documents to make it happen, seconded by Director Kieny. The motion passed unanimously, 3-0.

VI. Second and Final Reading of Child Find Policy: F32

Director Taylor suggested several grammatical changes to the procedures. The board agreed to the changes and approved the policy as provided.

Director Kieny moved to approve the second and final reading of the Child Find Policy, seconded by Director Taylor. The motion passed unanimously, 3-0.

VII. Second and Final Reading of Pilot Projects Policy: G11

No revisions requested.

Director Taylor moved to approve the second and final reading of the Pilot Projects Policy, seconded by Director Kieny. The motion passed unanimously, 3-0.

VIII. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented for June 20, 2017.

PERSONNEL CONSENT AGENDA**Board Date: June 20, 2017****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support

Non-Licensed Employees (Support Staff), *Informational*

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Joanne	Benjamin	End of Employment	Food Service Worker	21.25 hr	CHS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Hannah	Borochoff-Porte	End of Employment	Paraeducator - Special Education	32.5 hr	UMS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Shanley	Brown	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Colleen	Charnley	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Anna	Chojolan-Flores	End of Employment	Paraeducator - 504	32.5 hr	CHS	Notice of End of Employment as of June 19, 2017			Yes
Support Staff	Alexandra	Dusablon	End of Employment	Paraeducator - Special Education	32.5 hr	MBS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Lori	Giannuzzi	End of Employment	Paraeducator - Special Education	32.5 hr	UMS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Rachel	Hutchinson	End of Employment	Intensive Needs Interventionist	37.50 hr	CHS	Notice of End of Employment as of July 27, 2017			Yes
Support Staff	Shannon	Jankowski	End of Employment	Behavior Interventionist	17.50 hr	UMS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Dale	Lyman	End of Employment	Paraeducator - Preschool	12.0 hr	MBS	Notice of End of Employment as of June 14, 2017			Yes
Support Staff	Dale	Lyman	End of Employment	Paraeducator - EEE Bus	3.0 hr	MBS	Notice of End of Employment as of June 14, 2017			Yes
Support Staff	Brittany	Moore	End of Employment	Paraeducator - Special Education	32.5 hr	UMS	Notice of End of Employment as of June 16, 2017			Yes

Support Staff	Lisa	Palmer	End of Employment	Paraeducator - Special Education	32.5 hr	UMS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Elizabeth	Paul	End of Employment	Autism Interventionist	35.0 hr	MBS	Notice of End of Employment as of June 16, 2017			Yes
Support Staff	Charles	Wise	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment as of June 16, 2017			Yes

Director Kieny moved to approve the Personnel Consent Agenda for June 20, 2017, seconded by Director Taylor. The motion passed unanimously, 3-0.

IX. Approval of Minutes: June 6, 2017

Director Taylor moved to approve the minutes of June 6, 2017, seconded by Director Kieny. The motion passed unanimously, 3-0.

X. Board/Administration Communications, Correspondence, Committee Reports

- Superintendent Minor reported out on the last day of school activities, communication work to be done over the summer, and a recent retirement celebration held at Central Office.

XI. Possible Future Agenda Items

- District-wide Health Services Report in August
- Report on Concussion Law with CSD Data and Procedures in August
- Upcoming Policies (wellness, weapons, tobacco, building use) in July
- Possible Board Retreat in August

XII. Executive Session

Director Kieny moved to enter executive session at 7:48 p.m. to discuss negotiations and a student matter as permitted by Vermont Statue Title 1: Section 313, seconded by Director Taylor. The motion passed unanimously, 3-0.

XIII. Adjournment

Director Taylor moved to adjourn at 8:32 p.m., seconded by Director Kieny. The motion passed unanimously, 3-0.

Recorder:

Meghan Baule
Communications Specialist

Board Clerk:

Craig Kieny
Board Clerk