

Colchester School Board

Meeting Agenda and Packet

August 1, 2017

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
August 1, 2017
7:00 PM**

Agenda

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| I. Call to Order and Pledge of Allegiance | |
| II. Citizen Participation* | |
| III. Health Services Report from 2016-2017 | Information |
| IV. Meal Prices for 2017-2018 | Action |
| V. Third and Final Reading of Wellness Policy: F34 | Action |
| VI. Second and Final Reading of Fiscal and Business Management Policy: E1 | Action |
| VII. Potential Solar Project at CMS and CHS | Information |
| VIII. Approval of CHS Bathroom and Shower Renovation | Action |
| IX. Approval of Personnel Consent Agenda | Action |
| X. Approval of Minutes: July 18, 2017 | Action |
| XI. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XII. Possible Future Agenda Items | Information |
| 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.

COLCHESTER SCHOOL DISTRICT

POLICY: WELLNESS POLICY

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.

I. 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:

- A. is not only part of health education classes, but is also integrated into other classroom instruction through subjects such as math, science, language arts, social studies, and electives, as applicable,
- B. 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,
- C. promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices,
- D. is designed to provide students with the knowledge and skills necessary to promote their individual health,
- E. links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods or nutrition-related community services.

Last Adopted: April 1, 2014
 Date Warned: October 14, 2016
 First Reading: October 18, 2016
 Second Reading: July 18, 2017
 Third Reading: August 1, 2017

Some suggestions for promotion healthy food and beverages choices include:

- A. signage that displays daily food choices,
- B. giving families menus, photos and/or videos of food items on the menu,
- C. posting menus on the District website and/or individual school websites along with nutritional content and ingredients,
- D. information about nutritional content of foods,
- E. an “infomercial” about new foods to increase familiarity with new foods, nutritional content,
- F. promoting a fruit or veggie of the day,
- G. taste tests and recipe contests involving students and staff,
- H. signage in the food service area that indicates the daily menu offerings and required minimum selections needed to make a complete meal,
- I. scheduling a recess period before lunch to encourage healthy eating,
- J. support from the District 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.

II. Standards for USDA Child Nutrition Programs and School Meals

A. 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:

- i. accessible to all students,
- ii. served in clean and pleasant settings.
- iii. With adequate time to eat (a full 20 minutes, at minimum, to sit down in the cafeteria)
- iv. Scheduled at appropriate hours.

B. 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/>

C. 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.

III. Nutritional Standards for Competitive Foods and Other Beverages

A. Competitive Foods and 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>.

B. 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.

- i. 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.

C. 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.

IV. Physical Activity

A. 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.

i. 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.

B. 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

- i. K - 8: a minimum of two physical education classes per week.
- ii. 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.

V. 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:

- A. Fuel Up To Play 60,
- B. wellness fairs,
- C. walk and bike to school events,
- D. running programs such as “Ready, Set, Run” and “Girls on the Run”,
- E. Jump Rope for Heart,
- F. workshops such as mindfulness and yoga,
- G. exercise classes for students and/or staff,
- H. 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.

VI. 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 or 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.

VII. Assessment

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

- A. district compliance with the wellness policy,
- B. how the wellness policy compares to model wellness policies,
- C. 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:

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

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: August 1, 2017

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:

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

All funds shall be invested at the direction of the Superintendent, or their designee. The School District's investments will be limited to low risk investments to include Certificates of Deposit, Money Market Accounts, Sweep Accounts or other like investments. It should be noted that the district accepted a donation that was and still is invested in mutual funds currently managed by Morgan Stanley. This investment choice remains "as is" at the request of the donating party.

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 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 High School & Middle School *Solar Opportunities*



Mike McCarthy
Solar Project Consultant
07/15/17
mike@suncommon.com

Proposal Summary

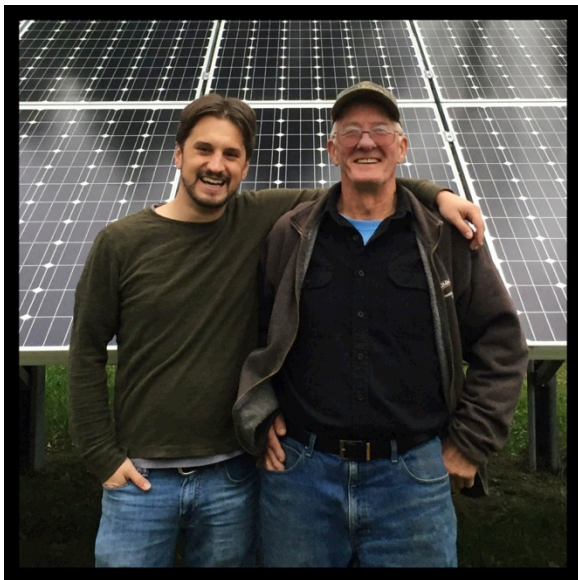
SunCommon, Vermont's largest solar installer proposes to install solar canopies and rooftop installations at Colchester High School and Colchester Middle School.

- Design and install the solar arrays at no cost to the schools
- Operate and maintain the solar canopies under a 20-year agreement with a 5-year renewal option
- Sell the electricity credits produced by the solar array to the schools at a *guaranteed 10% discount on your utility costs*

SunCommon Company History

Mission and Values

SunCommon believes that everyone has the right to a healthy environment and safer world, and clean energy is where that starts. Energy from the sun can power our lives, heat our homes and fuel our cars. Our mission is to tear down the barriers to renewable energy by making it easy and affordable for all Vermonters to go solar.



Suncommon Community Solar Advisor Mike McCarthy stands in front of some sweet solar with Maple Sugarer Harvey Bushey at Log Cabin Maples in Fairfield, VT

The SunCommon Story

Chartered as a Benefit Corporation in 2012, SunCommon is a values-led business that attends to the triple bottom line of people, planet and profits. We have helped over 2,000 Vermont households save money and repower their communities with rooftop or ground-based solar systems, making SunCommon the largest residential solar installer in Vermont. From our offices in Waterbury we employ more than 65 SunCommoners. SunCommon also supports more than 100 employees at our Vermont partners, like the union electricians at Peck Electric.

In 2014, SunCommon launched a first-in-the-nation Community Solar Program to serve even more Vermont households. We have permitted, designed and constructed more than twenty 150kW solar arrays in communities all over the state, including the one at Crossett Brook Middle School in Duxbury, VT (pictured below).



Sustainability teacher Sarah Popowicz shows off the SunCommon array at Crossett Brook Middle School in Duxbury, VT

Now more than 700 Community Solar Array members benefit from credits produced by SunCommon arrays hosted by schools, farms and neighbors with big backyards. SunCommon is already in the process of developing the first school solar canopy at Saint Albans City School.

Net-metered Solar: How Does It Work?

Vermont state law requires utilities like Green Mountain Power (GMP) to pay a premium for “net-metered” electricity that solar arrays feed into its grid. The payment from GMP is in the form of a credit against their customers’ utility bill. SunCommon can make these solar credits available to schools at no up-front cost, with no equipment to purchase - making it easier than ever before to support solar.

Net-Metering Benefits to solar schools:

- 1) **Off-Set Utility Costs-** A 200kW solar array at your could offset more than \$40,000 of annual power costs with credits that appear right on the school’s Green Mountain Power bills. A 700kW canopy could offset \$130,000/year of power costs.
- 2) **Earn More for Solar!** A solar array on a roof or canopy earns credits from GMP that are worth more than the rates that schools pay for power from the utility. That means the school will be able to reduce a big portion of its annual electric bill by 10%, guaranteed for 20 years!
- 3) **Bank Credits with your Utility-** Net-metering allows schools to effectively bank the high volume of solar power generated in the summer (when the students are gone and the school’s energy demand is low) and then use it during the school year when demand is high. Your utility account builds a bank of solar credits in the summer, allowing you to apply those credits to offset higher power bills when school is in session.

Green Mountain Power is accepting applications for their net-metering program for 2018 commercial projects in 2017, so now is the perfect time to put together an application for a summer 2018 installation.



Paths to Solar

Third-party Financing

SunCommon offers an innovative financing model that allows schools to get the benefits of solar with no upfront cost and no wasted tax benefits. SunCommon and its finance partner will finance, install, own and operate the solar arrays, and pass on the financial benefits to the schools with a discount on the net-metering credits you receive.

With this guaranteed discount model, the school only pays for credits it receives on the utility bills.

Third-party financing is the easiest way to go solar and save money on your power costs with no upfront investment.

Colchester High School Canopy + Roof Solar Summary

<i>Proposed System Size: 500kW(AC) 700kW(DC) (~500kW Canopy Solar + 200kW Rooftop)</i>	
<i>Estimated Annual Production: 704,000 kWh</i>	
Solar Credits earned on utility bill:	<u>\$130,000</u>
Solar discount from SunCommon:	<u>10%</u>
Discounted Price in year one:	<u>\$117,000</u>
First-Year Annual Savings:	<u>\$13,000</u>
<i>Lifetime savings (25 year agreement): over <u>\$350,000</u></i>	

Colchester Middle School Rooftop Solar Summary

<i>Proposed System Size: 150kW(AC) 215kW(DC)</i>	
<i>Estimated Annual Production: 230,000 kWh</i>	
Solar Credits earned on utility bill:	<u>\$43,000</u>
Solar discount from SunCommon:	<u>10%</u>
Discounted Price in year one:	<u>\$38,700</u>
First-Year Annual Savings:	<u>\$4,300</u>
<i>Lifetime savings (25 year agreement): over <u>\$125,000</u></i>	

Equipment and Installation

Solar Modules & Racking

Our third-party financed arrays employ high-quality photovoltaic solar modules. Built to last, these modules come with a 25-year warranty and will produce efficiently for decades.



SunCommon installers mount panels on flat roof in Downtown Burlington, VT

Ballasted mounting systems from Panel Claw allow us to install solar on membrane roofs without any need to penetrate or fasten the system in most cases. Concrete ballast sits in trays connected to the racking and the entire system sits on rubber feet.

Solar Project Timeline

Project Planning

Once the school board is ready to move forward, we would schedule a signing of a lease agreement for the use of the roof for solar and a participation agreement that would guarantee the solar credits to the school at a discount.

Permitting and Design

SunCommon would handle all of the permitting for the project. The permit, called a "Certificate of Public Good", is provided by the state Public Service Board following:

- *30-45 day public comment period during which neighbors, municipal officials, state agencies and the utility will weigh in and may ask for amendments to the original application.

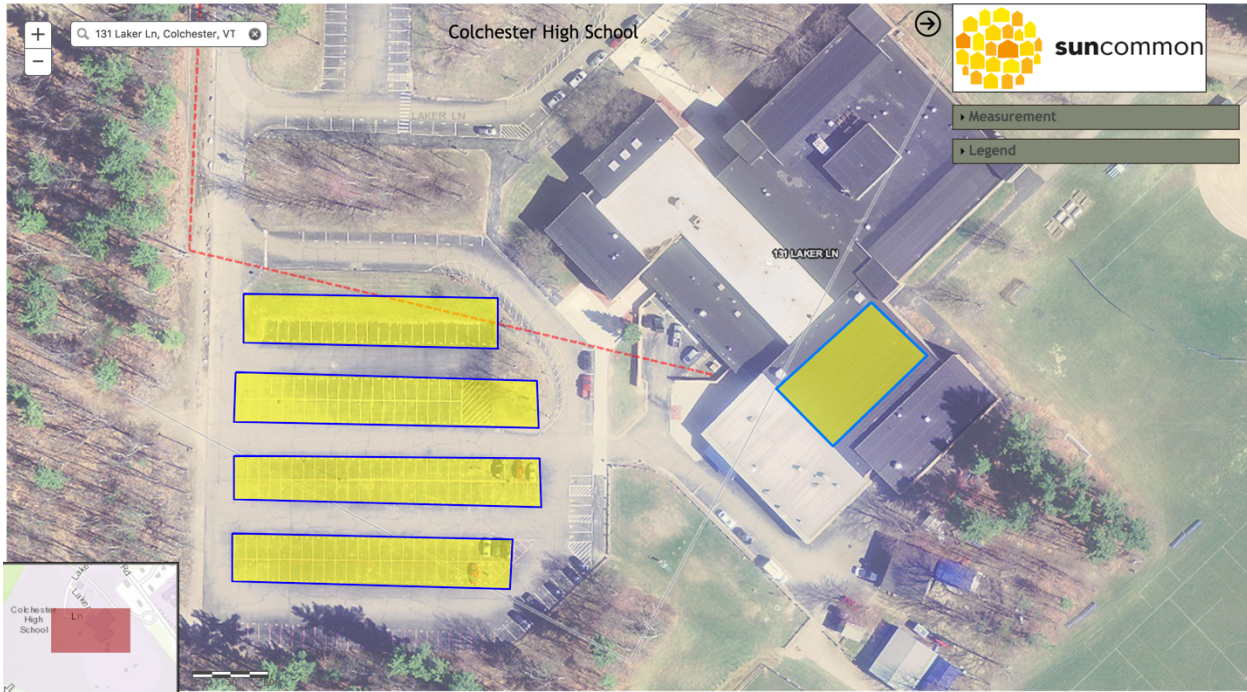
- *4-6 months (estimate) of deliberation at the Public Service Board, with requirements that SunCommon provide engineering and environmental analysis of the project's impacts by appropriate professional consultants.

Installation

With permitting completed and final design in hand, SunCommon would begin installation. The total installation time will likely be 4 to 8 weeks.

If Colchester were to approve the solar array this in the summer of 2017, SunCommon would be able to submit an application with the Public Service Board and reserve the net-metering capacity with GMP under this year's rates. Assuming a typical review and approval period, we would be able to complete the project in the summer of 2018 while students are off of the campus.

Proposed Solar Siting – Colchester High School



The Colchester High School has parking lots that are well-oriented for solar canopies. The combination of 500-600kW of solar on canopies with an additional 100-200kW on a small section of roof would allow us to get the maximum 700kWdc of net-metered solar for the school.



Proposed Solar Siting – Colchester Middle School



The Colchester Middle School has enough roof surface on the newly re-surfaced sections to allow for a 200kWdc system. This system size maxes out the “Category II” net-metering incentive tier, and would get about 19 cents/kWh while the bigger system at the high school would get 17 cents/kWh of credits.

Project Notes and Caveats

Estimated Production- Production estimates and lifetime array savings are based on projected productions of a typical array in your location. Actual site conditions, like shade from trees, may impact production.

Utility Escalator- Lifetime electricity earnings are estimated based on a 2% annual increase in utility rates. Actual utility rate escalation may vary. Green Mountain Power has requested a 5% rate increase in 2017.



WRIGHT & MORRISSEY, INC

GENERAL CONTRACTORS

99 Swift Street, Suite 100, S. Burlington, Vt. 05403
P.O. Box 421, Burlington, Vt. 05401

P. 802.863.4541
F. 802.865-1253

**Colchester High School
Convert Coach's Room #102 to a Bathroom with Shower
Scope of Work and Proposal
7/24/17**

General Conditions:

1. Provide project management and supervision.
2. Provide on rubbish removal & daily clean-up for debris related to our work
3. Provide temporary protection as needed for demolition and construction.
4. Equipment as required to handle new materials and rubbish.

Demolition:

1. Remove VCT floor at coaches room and as necessary to patch in VCT at trenches in hallway
2. Saw cut concrete floor as necessary to install sloped shower base and pipe trenches
3. Remove and dispose of all concrete debris.
4. Saw cut around and remove the existing metal window frame between coach's room and weight room.

Sitework:

1. Hand excavation and backfill as necessary for trenching and access to tie into existing sewer line.

Concrete:

1. Replace concrete slab at trenches with 4000 PSI concrete troweled to a finish acceptable to receive floor finishes.

Masonry:

1. Furnish and install concrete block as necessary to infill at window to be removed between coach's room and weight room.
2. Furnish and install 6" block wall to create a shower stall. Wall to be approximately 4' wide by 8' tall with bullnose corners and tied into existing masonry wall.

Finishes:

1. Install a 3 5/8" 20 gauge metal stud wall between shower stall and hallway wall to create a space need for piping to sink and toilet piping.
2. Rework acoustical ceiling at new shower wall and plumbing wall.
3. Replace (match as best we can) the VCT at trench areas in the hallway.
4. Floor prep at hallway as necessary to accommodate new VCT in hallway.
5. Ceramic tile floor at room 102
 - a. Floor tile 2" x 2" mosaic from group 2 selections
 - b. 4" x 6" cove base at all walls
 - c. Epoxy grout with waterproofing
 - d. Wall Tile – Dal Tile 6" x 6" with Permacolor grout
 - e. Mortar bed sloping to drain at shower stall

Specialties:

1. Furnish and install
 - a. Metal toilet partition and door assembly at water closet
 - b. Grab bars at shower and toilet stall
 - c. Mirror above sink
 - d. Shower rod and curtain

Mechanical:

1. Piping, accessories and hangers as necessary to complete drain and water piping for one sink, shower and toilet
2. Tie drain and vent piping into existing piping
3. Furnish and install
 - a. Wall mounted lavatory sink and faucet
 - b. One floor mounted toilet
 - c. Floor drain and faucet assembly for shower

Electrical:

None required

Exclusions & Qualifications:

- Sales tax is not included. Owner to provide tax exemption certificate
- Work to be performed during weekday business hours 7:00 am to 5:00 pm
- Building permits by owner. Trade permits by subcontractors
- Relocation of any inventory, office furniture, fixtures or equipment is not included.
- We have not included painting of any new or existing surfaces
- Any work or costs related to existing code violations
- Davis-Bacon or prevailing wage rates
- This proposal assumes that the sewer tie in is no more than 30" below the floor elevation.
- Floor waxing is excluded
- We have not included a shower seat
- We assume that CHS will provide paper holders and soap dispensers from their vendors

Lump Sum Price: \$30,970.00

If you wish to proceed with this work please sign and return this proposal

Respectfully submitted,

Mark S. Sammut

Mark Sammut
Project Manager

Proposal Acceptance: _____ **Date:** _____

Signed by: _____ **Title:** _____

PERSONNEL CONSENT AGENDA

Board Date: August 1, 2017

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Administrator	Julie	Benay	End of Employment	Principal		MBS	Employment effective June 30, 2018			Yes
Teacher	Hannah	Cruickshank	New Hire	Elementary Teacher, Long-Term Substitute	1.0 FTE	PPS	Request to Hire	Kelly Ryan		Yes

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	Nicole	Coulombe	New Hire	Autism Interventionist	35.0 hr	CHS	Notice of Hire	Katy Hannah	Yes	Yes
Support Staff	Jeanne	Knowlton	New Hire	Paraeducator - Special Education	32.5 hr	UMS	Notice of Hire	Lisa Palmer	Yes	Yes
Support Staff	Anne	Larkin	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Janet Previti	Yes	Yes
Support Staff	Goma	Mabika	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	New	No	Yes
Support Staff	Amanda	Munson	New Hire	Paraeducator - Preschool	32.5 hr	MBS	Notice of Hire	Kelly Baker	Yes	Yes
Support Staff	Janet	Previti	Transfer	Intensive Needs Interventionist	35.0 hr	CHS	Notice of Transfer	Rachel Hutchinson	Yes	Yes
Support Staff	Carolyn	Richards	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Charles Wise	Yes	Yes
Support Staff	Sarah	van Nostrand	New Hire	Paraeducator - Special Education	32.5 hr	MBS	Notice of Hire	Jane West	Yes	Yes
Support Staff	Bria	Yazic	New Hire	Paraeducator - ELL	32.5 hr	CMS	Notice of Hire	Elisse Linari	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, July 18, 2017
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, July 18, 2017, at the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Lincoln White, Curt Taylor, and Lindsey Cox; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum & Instruction Gwen Carmolli;

The CSD Director of Nutrition & Food Service, Steve Davis, as well as a reporter from the Colchester Sun were in the audience.

I. Call Meeting to Order and Pledge of Allegiance

Board Chair Mike Rogers called the meeting to order at 7:02 p.m. Board Chair Rogers led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Review of Meal Charge Procedures

In early June, the AOE sent out a memo to all districts stating that as of July 1, 2017, the USDA is requiring all schools to have a written meal charge policy or procedure which must be distributed to all households at the start of the school year. CSD already has procedures in place consistent with the Agency of Education requirements. In light of this memo, the board reviewed the District's current procedure and made a few minor updates.

IV. Second Reading of Wellness Policy: F34

This item was moved from item V to IV on the agenda.

The board reviewed a draft of the Wellness Policy. The updates were drafted by Principal Carolyn Millham who chaired a committee which included representation from each school building, the community, parents, food service, and CHS student Jaclyn Cline, who served as the school board representative. Principal Millham pointed out that this draft version is more comprehensive than the current policy and the district is already meeting or exceeding the majority of the new requirements. There will be a third reading at an upcoming meeting.

In relation to the Wellness Policy, Superintendent Amy Minor recognized Food Service Director, Steve Davis for implementing a breakfast cart at CMS which recently won the "Breakfast After the Bell" award sponsored by Hunger Free Vermont and the New England Dairy Council. After implementing the cart, CMS saw a 64% increase in students getting breakfast at school. In response, the New England Dairy Council has awarded CSD a \$2,300 grant to purchase an actual breakfast cart for next year.

Director Taylor moved to approve the second reading of the Wellness Policy, seconded by Director Cox. The motion passed unanimously, 4-0.

V. Kindergarten Enrollment Data and Staffing

This item was moved from item IV to V on the agenda.

To date, Porters Point School has registered 94 kindergarten students for the 2017-2018 school year, which is unusually high. With four kindergarten teachers, PPS will average 23-24 students per class which will exceed the recommendation of the Vermont Education Quality Standards.

Superintendent Amy Minor and Principal Carolyn Millham provided the board with a presentation including historical kindergarten enrollment and class size data as well as options on what to do for this year. The last time PPS had five kindergarten classrooms was in 2013-2014 when they enrolled 101 students. The options presented to the school board for the 2017-2018 school year were: leave 4 kindergarten classrooms in place resulting in class sizes that violate the Education Quality Standards; hire a 5th kindergarten teacher on a one-year contract; or offer voluntary class size reduction waivers to four incoming PPS kindergartens allowing them to attend UMS. They discussed the educational and fiscal impacts of all three options.

Director White moved approve the request to hire an additional kindergarten teacher at PPS, seconded by Director Cox. The motion passed unanimously, 4-0.

VI. First Reading of Fiscal and Business Management Policy: E1

This policy was last adopted in November of 2014. Business and Operations Manager George Trieb reviewed the policy with the board and suggested some minor changes which were recommended by the Agency of Education following a recent audit. Director Taylor requested more clarification in the investments section and two edits in regards to language consistency.

Director White moved to approve the first reading of Fiscal and Business Management Policy, seconded by Director Cox. The motion passed unanimously, 4-0.

VII. Review Board Meeting Dates for 2017-2018

The board reviewed the meeting schedule and agreed to keep meetings on the 1st and 3rd Tuesday of the month with the exception of January when the meetings will be held on the 9th and 16th to accommodate the New Year Holiday.

VIII. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented for July 18, 2017.

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

Director Cox moved to approve the Personnel Consent Agenda for July 18, 2017, seconded by Director Taylor. The motion passed unanimously, 4-0.

IX. Approval of Minutes: June 20, 2017

Director Taylor had two minor grammatical changes which were adopted.

Director Cox moved to approve the amended minutes of June 20, 2017 with amendments, seconded by Director White. The motion passed unanimously, 4-0.

X. Board/Administration Communications, Correspondence, Committee Reports

- District Leadership Team Retreat for July 25-27
- Director Taylor briefly spoke of his initial meeting with Sun Common regarding the exploration of installing solar panels.

XI. Possible Future Agenda Items

- Elementary Capital Improvement Plan Committee Update
- Potential August or Fall School Board Retreat
- District Health Services Report on August 1
- Report on concussion law, CSD data and procedures on August 15
- Upcoming policies: weapons, tobacco

XII. Executive Session

Director Cox moved to enter executive session at 8:31 p.m. to discuss negotiations as permitted by Vermont Statue Title 1: Section 313, seconded by Director White. The motion passed unanimously, 4-0.

Director White moved to exit executive session at 9:18 p.m., seconded by Direction Cox. The motion passed unanimously, 4-0.

XIII. Adjournment

Director White moved to adjourn at 9:19 p.m., seconded by Director Cox. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Communications Specialist

Craig Kieny
Board Clerk