

Colchester School Board

Meeting Agenda and Packet

August 15, 2017

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
August 15, 2017
7:00 PM**

Agenda

- | | |
|---|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizen Participation* | |
| III. Introduction and Welcome to Student School Board Member | Information |
| IV. Presentation on Concussion Law and CSD Procedures | Information |
| V. Potential Solar Project Discussion | Information |
| VI. Report from Building Principals | Information |
| VII. First Reading of Capitalization of Assets Policy | Action |
| VIII. Approval of Personnel Consent Agenda | Action |
| IX. Approval of Minutes: August 1, 2017 | Action |
| X. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. Possible Future Agenda Items | Information |
| XII. 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 High School & Middle School *Solar Opportunities*



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

Proposal Summary

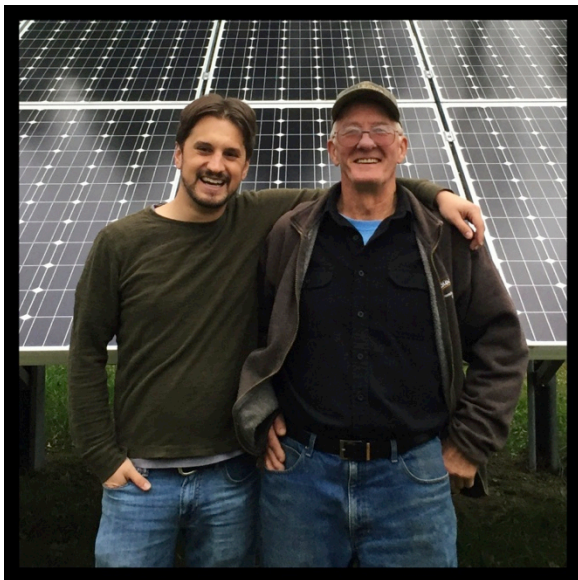
SunCommon, Vermont's largest solar installer proposes to install solar canopies and rooftop installations at Colchester High School and Colchester Middle School.

- 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

*Proposed System Size: 500kW(AC) 700kW(DC) (~500kW Canopy Solar + 200kW Rooftop)
Estimated Annual Production: 704,000 kWh*

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>

Lifetime savings (25 year agreement): over \$350,000

Colchester Middle School Rooftop Solar Summary

*Proposed System Size: 150kW(AC) 215kW(DC)
Estimated Annual Production: 230,000 kWh*

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>

Lifetime savings (25 year agreement): over \$125,000

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.

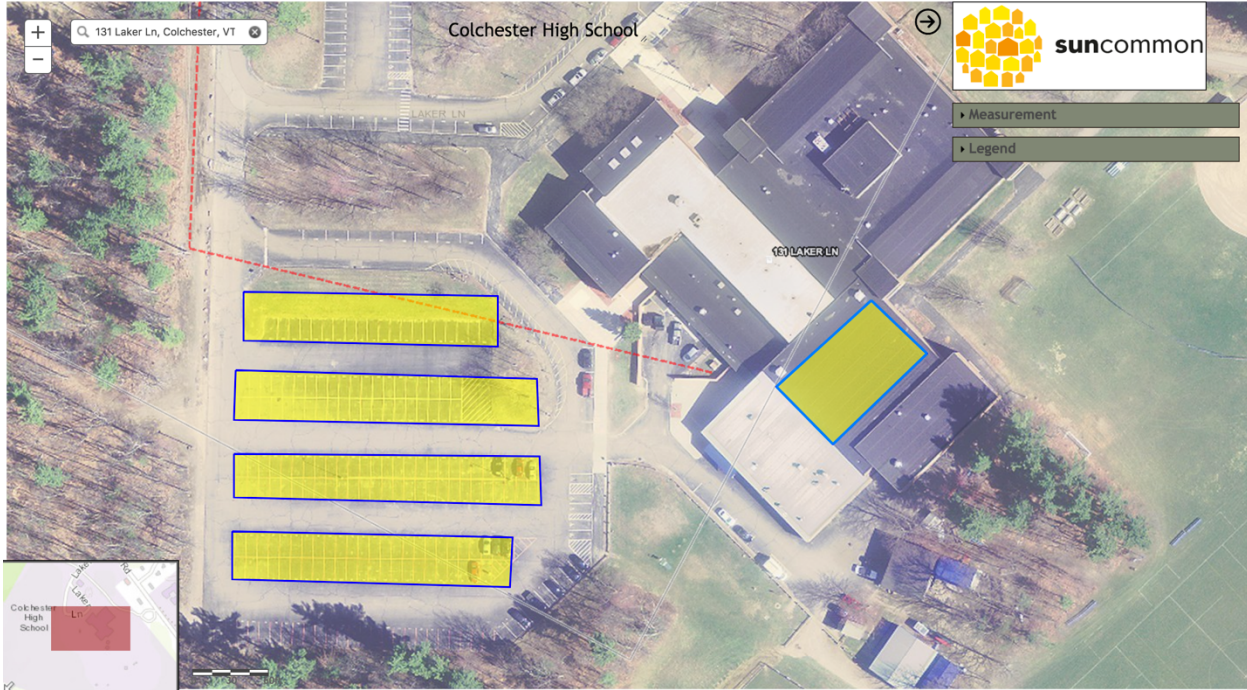
- *4-6 months (estimate) of deliberation at the Public Service Board, with requirements that SunCommon provide engineering and environmental analysis of the project's impacts by appropriate professional consultants.

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.

COLCHESTER SCHOOL DISTRICT

POLICY: CAPITALIZATION OF ASSETS

DATE ADOPTED: DRAFT

PURPOSE

In accordance with 2 Code of Federal Regulation 200.33 – Equipment, the district will have a policy setting the School District’s equipment purchase threshold. This policy has related and required equipment procedures.

POLICY STATEMENTS

In order to provide for the proper control and conservation of the School District’s property as well as proper accounting for financial reporting purposes, the Superintendent, or their designee, shall maintain a schedule of capitalized assets reported in conjunction with the District’s annual audit.

Capitalization of assets, inclusive of computing devices, equipment, general purpose equipment, information technology systems, special purpose equipment and supplies, occurs when all of the following criteria are met:

- A. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until the construction is completed.
- B. The asset is used in the operation of the School District’s activities.
- C. The asset has a value and useful life at the date of acquisition that meets or exceeds the following:
 - 1. \$2,500 for individual items and \$10,000 for an asset group and one year of useful life;
 - 2. individual component value and one year of useful life; and
 - 3. All buildings and land must be reported regardless of value and useful life at the time of acquisition.

Assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above.

Annual depreciation will be charged in equal amounts over the estimated useful lives of all capital assets. The assets’ estimated useful life will be assigned by management in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

Legal Reference(s): 2 Code of Federal Regulation 200.33 - Equipment

Date Warned:

First Reading:

Second Reading:

Final Reading:

PERSONNEL CONSENT AGENDA

Board Date: August 15, 2017

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Brittany	Moore	New Hire	Elementary Teacher, Long-Term Substitute	1.0 FTE	UMS	Request to Hire	Courtney White	N/A	Yes
Teacher	Brittany	Moore	New Hire	Elementary Teacher, Long-Term Substitute	1.0 FTE	UMS	Request to Hire	Heidi Kelly	N/A	Yes
Teacher	Gabrielle	Roberts	New Hire	Elementary Teacher, Long-Term Substitute	1.0 FTE	UMS	Request to Hire	Tracy Hughes	N/A	Yes
Teacher	Hillary	Nuttall	New Hire	Elementary Teacher, One-Year Only	1.0 FTE	PPS	Request to Hire	New	No	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
Co-Curricular	Gabrielle	Blow	New Hire	Field Hockey "A/B" Coach		CMS	Notice of Hire	Sierra Tebeau/Anita Dayvie	Yes	Yes
Co-Curricular	Sean	MacArdle	New Hire	Cross Country Running Coach		CMS	Notice of Hire	Judithanne Olson	Yes	Yes
Co-Curricular	Kyle	Marlow	New Hire	Boys' JV Soccer Coach		CHS	Notice of Hire	Jesus Calderon-Batioja	Yes	Yes
Support Staff	Tatsiana	Bussiere	End of Employment	Main Office Secretary	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Catherine	Carstens	End of Employment	Paraeducator - Special Education	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Gaelan	Chutter-Ames	New Hire	Paraeducator - 504	32.5 hr	CHS	Notice of Hire	Anna Chojolan-Flores	Yes	Yes
Support Staff	Katherine	Coakley	New Hire	Paraeducator-SPED/Paraeducator	16.25hr/ 16.25 hr	PPS	Notice of Hire	Anila Lawrence	Yes	Yes
Support Staff	Ursula	Dimitroff	New Hire	Paraeducator - Special Education	32.5 hr	PPS	Notice of Hire	Brittany Dunn	Yes	Yes
Support Staff	Holly	Gingras	New Hire	Paraeducator - Special Education	32.5 hr	PPS	Notice of Hire	Shanley Brown	Yes	Yes
Support Staff	Natasha	Halverson	New Hire	Paraeducator - Special Education	32.5 hr	CHS	Notice of Hire	Karen Spear	Yes	Yes
Support Staff	Ian	Parker	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, August 1, 2017
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, August 1, 2017, at the Colchester High School Media Center. Those in attendance were: Board Chair Mike Rogers; Directors: Lincoln White, Curt Taylor, Craig Kieny, and Lindsey Cox; Superintendent Amy Minor; and Director of Curriculum & Instruction Gwen Carmolli.

There was one person in the audience from the Colchester Sun.

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. Health Services Report from 2016-2017

Deb Deschamps the Nursing Supervisor for the district, presented a comprehensive report regarding nursing services from last school year. Her report included data and achievements from each of the five schools. She also shared that the district has secured a \$17,000 grant from the Vermont Department of Health to implement an electronic health record program called SNAP, which they will start using this fall.

IV. Meal Prices for 2017-2018

The CSD Food Service Program currently operates as a standalone department. Each year the challenge to fund the department becomes greater with stricter nutritional requirements and rising food prices. Superintendent Amy Minor stated that CSD has not raised meal prices in three years. For the past two years, the school board voted to transfer \$50,000 to the Food Service Program. The board discussed two options. The first would subsidize the Food Service Program with money from the general budget, and the second would instead raise meal prices by \$0.25 for breakfast and lunch, and \$0.10 for drinks. Superintendent Minor also noted that the Food Services Program anticipates putting approximately \$35,000 towards replacing equipment. The board had concerns with raising prices so close to the start of school and agreed that in the future, they would like to decide on meal prices much sooner, ideally in the winter when discussing the general budget.

Director White moved to approve raising the food prices as presented, seconded by Director Cox. The motion passed, 4-1 with Director Kieny voting no.

V. Third and Final Reading of Wellness Policy: F34

The board discussed the clarity of language in the fundraising section. However, they decided to leave the drafted language as is.

Director Cox moved to approve the third and final reading of the Wellness Policy, seconded by Director Kieny. The motion passed unanimously, 5-0.

VI. Second and Final of Fiscal and Business Management Policy: E1

The board discussed the section dedicated to investment management, specifically in how the policy describes mutual funds. The board considered adding language regarding donations. Superintendent Minor shared with the board that there is an existing policy for donations and offered to bring that policy to an upcoming meeting. As a result, the school board decided to leave the drafted language in the investment management section as is.

Director Cox moved to approve the second and final reading of Fiscal and Business Management Policy, seconded by Director White. The motion passed unanimously, 5-0.

VII. Potential Solar Project at CMS and CHS

Director Taylor contacted SunCommon for an exploratory conversation regarding the addition of solar in the district. SunCommon met with Director Taylor, Superintendent Minor, Business Operations Manager George Trieb, and Facilities Director Rick Johnson. SunCommon outlined several possibilities and reviewed how a solar project within a school district operates. Their proposal included roof top solar panels at CMS and CHS, as well as the potential for carport structures in the CHS parking lot. From a financial standpoint, SunCommon proposed no upfront cost, a guaranteed 10% reduction in energy bills, and the option to store energy credits when the building(s) are not being operated at full cost. The board showed initial interest in exploring this project further. They also agreed that if the project were to progress, they would like someone from the industry to come to a board meeting to answer more specific questions surrounding the benefits of using solar at a school district like CSD, as well some restrictions and concerns. The next step will be to investigate requirements regarding Request for Proposals (RFP) and subsequently generate a list of potential vendors.

VIII. Approval of CHS Bathroom and Shower Renovation

Superintendent Amy Minor shared a proposal from Wright & Morrissey to renovate a CHS bathroom and shower into a private single person space equipped with a bank of lockers, toilet, sink, and shower for any individual who chooses to use the space. The goal of the facility would be to provide a safe and private space for all students and adults using facilities at the school. The funds for this project will come out of the maintenance budget. Following approval, construction will start immediately to make sure it is completed prior to the start of school.

Director Kieny moved to approve the CHS bathroom renovation project as presented, seconded by Director Cox. The motion passed unanimously, 5-0.

IX. Approval of Personnel Consent Agenda

The following Personnel Consent Agenda was presented on August 1, 2017.

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

Director Cox moved to approve the Personnel Consent Agenda for August 1, 2017, seconded by Director Taylor. The motion passed unanimously, 5-0.

X. Approval of Minutes: July 18, 2017

Director Taylor moved to approve the minutes of July 18, 2017, seconded by Director Cox. The motion passed unanimously, 5-0.

XI. Board/Administration Communications, Correspondence, Committee Reports

- CSD was recently honored with an Award of Excellence from the National School Public Relations Association for distinguished achievement with the *2017 Report to the Community* which was mailed to all Colchester residents in February
- Overview of the District Leadership Team Retreat held July 25-27th

XII. Possible Future Agenda Items

- Updated Field Trip Policy and forms
- Report on concussion law including CSD data and procedures at August 15 meeting
- Upcoming policies: weapons & tobacco

XIII. Adjournment

Director White moved enter executive session to discuss negotiations at 8:51 p.m., seconded by Director Taylor. The motion passed unanimously, 5-0.

Director Taylor moved exit executive session and adjourn at 9:20 p.m., seconded by Director Cox. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Communications Specialist

Craig Kieny
Board Clerk