

Colchester School Board

Meeting Agenda and Packet

May 15, 2018

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
May 15, 2018  
7:00 PM**

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**AGENDA**

- |   |                    |
|---|--------------------|
| <b>I. Call to Order and Pledge of Allegiance</b>  |                    |
| <b>II. Citizens Participation*</b>  |                    |
| <b>III. Report from Building Principals</b>   | <b>Information</b> |
| <b>IV. CHS Conservation of Costa Rica Trip Review</b>   | <b>Information</b> |
| <b>V. Town of Colchester Presentation on Municipal Sewer Project</b>  | <b>Information</b> |
| <b>VI. Second and Final Reading of Participation of Home Study Students in School Programs and Activities Policy: F26</b> | <b>Action</b>      |
| <b>VII. Approval of Consolidated Federal Programs Grant and Assurances</b>  | <b>Action</b>      |
| <b>VIII. Approval of Individuals with Disabilities Education Improvement Act-B Assurances</b>                             | <b>Action</b>      |
| <b>IX. Approval for Purchase of Generator for CHS</b>   | <b>Action</b>      |
| <b>X. Approval of Personnel Consent Agenda</b>  | <b>Action</b>      |
| <b>XI. Approval of Minutes: May 1, 2018</b>   | <b>Action</b>      |
| <b>XII. Board/Administration Communication, Correspondence, Committee Reports</b>   | <b>Information</b> |
| <b>XIII. Possible Future Agenda Items</b>   | <b>Information</b> |
| <b>XIV. Adjournment</b>   |                    |

**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](mailto:SchoolBoard@colchestersd.org). Note: All submissions must be received before noon on the third Tuesday of every month.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: PARTICIPATION OF HOME STUDY STUDENTS IN SCHOOL PROGRAMS AND ACTIVITIES**

**DATE ADOPTED:**     **DRAFT**

#### **POLICY STATEMENT**

The Colchester School District recognizes that some families believe home schooling is the best educational format for their children. The Colchester School District believes that home study and fully enrolled students can benefit from participating together in school activities and programs and strives to provide educational services in ways which are consistent with the needs of both fully enrolled students and home study students.

In accordance with Act 119, home study students may participate in courses, programs, activities, and services and use school educational materials and equipment. Close communications between home study students and their local public schools are encouraged to promote the benefits of joint participation.

#### **I. DEFINITION AND REGULATIONS**

##### **A. Home Study Program**

“Home Study Program” means an educational program offered through home study which provides a minimum course of study and which is offered to not more than:

1. Children residing in that home; and
2. Children not residing in that home who either are two or fewer in number or who are from one family.

##### **B. Special Services**

Students enrolled full time in home study programs are not entitled to special education services at the public schools. The district, through consultation with parents/guardians, may, but are not required to, provide special education supports and services to fulltime homeschoolers through a “services plan”. A services plan may include professional consultation, special education and/or related services.

#### Legal References:

- 16 V.S.A. 563 (24)
- Vermont State Board of Education Manual of Rules & Practices §§4400, 9200.3.1, 2367
- 20 U.S.C. §§1400 et seq., IDEA
- 34 C.F.R. §§ 300.450-2, 76.650-662

Last Adopted:     August 2, 2000

Date Warned:

First Reading:

Second Reading:

A part time home study student who is enrolled in a course at the district may be eligible for special education services if needed to access the specific course.

### **C. Compliance with Procedures**

All parents and guardians will comply with the application and enrollment deadlines as well as all legal and policy requirements such as immunization and the provision of student information including health records, emergency contacts and other necessary background information outlined in the administrative procedures.

All students must abide by rules of conduct and other conditions set forth in the student handbook, school policies and procedures.

### **D. Supervision of Students**

School personnel are responsible for supervising students during their approved participation in school-sponsored activities. Parents of home study students must provide supervision for their children when they are at school but not participating formally in school activities.

### **E. Transportation**

Home study students may participate in the regular school transportation arrangements to attend school programs in which they are enrolled. The school will not supply special transportation except as provided for in law.

## **II. PARTICIPATION**

Participation of home study students in programs and activities shall be subject to the following conditions.

- A.** Home study students must supply to the school a copy of their formal home study enrollment notification from the Secretary of Education.
- B.** Home study students who participate in part of the regular public school curriculum are expected to adhere to the school's disciplinary and attendance policies.
- C.** All students are subject to the same age, performance, and prerequisite standards for admission to courses and co-curricular activities.
- D.** A home study student shall be eligible to enroll as a part-time student in a school operated by the district as long as they take 3/5 of their core courses at home.
- E.** Home study students seeking admission to courses requiring prerequisites will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. The teacher, school counselor,

- and/or principal will discuss alternative ways to demonstrate achievement with the parents of home study students. Final determination of a student's qualifications to enroll in a course requiring prerequisites will be made by the teacher, school counselor, and/or principal.
- F. Students may not enroll for single subjects which are taught as part of integrated courses - those courses that cover two or more subjects and are taught by a single individual or team - but may seek admission to the integrated course.
  - G. Participation in athletic and other extra-curricular programs and activities will be in compliance with the school's eligibility requirements as well as with the 1999 guidelines adopted by the Vermont Principals Association.
  - H. It may be neither practical nor feasible for home study students to participate in special programs that have unclear or flexible schedules. The parents or guardians of home study students must take the initiative to check with the school on the scheduling of events and possible changes that may occur.
  - I. The parents or guardians of home study students may be asked to provide supervision for some activities on the same basis as the parents of fully enrolled students.
  - J. Home study students may participate in the school's standardized testing program at the regularly scheduled times after giving appropriate notice to the school as outlined in the administrative procedures.

### **III. USE OF FACILITIES, EQUIPMENT AND MATERIALS**

Use of facilities, equipment and materials by home study students is subject to the following conditions.

- A. The use by home study students does not interrupt or disrupt regularly scheduled uses.
- B. Request for use has been made and approved according to the administrative procedures that apply to all requests for such use.
- C. The use does not involve removal of equipment from the school premises except as explicitly allowed.
- D. Library books and other materials are signed out according to established procedures and are subject to replacement or fines for damage or loss as defined in the administrative procedures.

#### IV. SCHOOL ADMINISTRATION

- A. The school will include home study students on the school register and count them for the purpose of state aid for the portion of the school day in which students are enrolled in academic courses.
- B. For each co-curricular activity in which a non-enrolled home study student participates, the school shall count 0.03 FTE as allowed under rule 9200.3.1.
- C. The capacities of classroom courses and other co-curricular activities are outlined in administrative procedures and updated regularly to reflect the class sizes specifically desired by the district, the capacity of special equipment used in science, language, business laboratories or other specialized classrooms, or other limitations on participation.
- D. In cases where applications for enrollment exceed capacity, first priority for enrollment in curricular and co-curricular activities will be determined considering the following for all students:
  - 1. Is the course or activity needed as a prerequisite to another course or activity?
  - 2. Is graduation of the student dependent upon completion of the course?
  - 3. In the absence of other prevailing factors, enrollment will be determined by:
    - i. Performance based criteria.
    - ii. Fully enrolled students will have first priority in co-curricular activities. This option may not be applied to admissions to academic programs.
    - iii. First-come, first-served.
- E. When choices for admission to either academic or co-curricular programs must be made because of limited space, the district will report to the Secretary of Education on the form provided. The district shall provide other information on the integration of home study students into the public school as requested by the secretary.
- F. The principal, or their designee, is responsible for administering this policy and for all decisions made under the direction of this policy. The principal or designee will act on all requests within 10 working days of receiving the request.

#### V. APPEALS PROCESS

Should a parent or guardian disagree or have concerns with the principal's decision, an appeal may be made to the Superintendent of Schools [Colchester School District, P.O. Box 27, Colchester, VT 05446-0027/Telephone: 802-264-5999]. Within ten working days of receiving an appeal, the Superintendent shall meet with the parent(s) and make a decision on the appeal in a prompt fashion. A final appeal from the Superintendent's decision may be made to the Colchester School Board which will

schedule a timely hearing and render a final decision within ten working days of the hearing date.





# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, May 1, 2018  
7:00 p.m. (General Session)

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, May 1, 2018, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Lincoln White, Craig Kieny, Curt Taylor and Lindsey Cox; Student Board Member Robert Davis; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principal Michele Cote.

There were no audience members.

### **I. Call Meeting to Order and Pledge of Allegiance**

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

### **II. Citizen Participation**

None.

### **III. Report from Building Principals**

CMS Principal Michele Cote stated they just finished SBAC testing prior to April break. The whole school gathered at CHS one morning to watch the school's performance of Into the Woods. They're also preparing for their annual 5<sup>th</sup> Grade Parent Night which takes place Wednesday, May 2<sup>nd</sup> and gives parents a chance to learn about the middle school and ask questions.

### **IV. Preschool Presentation Part II**

Director of Special Education Carrie Lutz and Early Education Program Coordinator Nancy Smith provided the board with the second part of their preschool presentation series. This presentation focused primarily on the preschool program housed at MBS. They went over data showing enrollment and staffing and reviewed the program service model as well as the special education service model. Additionally, they also showed how the district works with other preschools in the community under Vermont Act 166.

Director Cox asked about the amount of time staff spends traveling throughout Colchester to provide special education services in an outreach setting. Coordinator Smith stated it can be quite a bit depending on the time of year and sometimes the special education team can be stretched thin. Director Cox asked if adding more spots at the MBS preschool would reduce the amount of time staff has to travel around for outreach services. Smith stated parents place their children in different childcare settings for a variety of reasons and it would be hard to predict if that would have the desired impact.

**V. First Reading of Participation of Home Study Students in School Programs and Activities Policy: F26**

This policy was drafted and last reviewed in 2000 and has come up in the district's policy revision cycle. No major content changes were suggested. Most of the proposed edits involved updating the formatting and language to be consistent with the Vermont School Board Association's recommended policy.

*Director Kieny moved to approve the first reading of the Participation of Home Study Students in School Programs and Activities policy, seconded by Director Taylor. The motion passed unanimously, 5-0.*

**VI. Second and Final Reading of Non-Resident Students Policy: F17**

No changes were made since the first reading.

*Director Taylor moved to approve the second and final reading of the Non-Resident Students policy, seconded by Director White. The motion passed unanimously, 5-0.*

**VII. Approval of Personnel Consent Agenda**

The following Personnel Consent Agenda was presented for May 1, 2018.

**PERSONNEL CONSENT AGENDA**

**Board Date: May 1, 2018**

**Licensed Employees (Teacher/Administrator)**

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Caitlin	Bellavance	New Hire	Elementary Teacher	1.0 FTE	PPS	Request to Hire	Hillary Nuttall	Yes	Yes
Teacher	Emily	McKelvey	New Hire	Elementary Teacher	1.0 FTE	MBS	Request to Hire	Elizabeth Sato	Yes	Yes
Teacher	Hillary	Nuttall	New Hire	Elementary Teacher	1.0 FTE	MBS	Request to Hire	Brenda Hunt	Yes	Yes
Teacher	Neil	Renner	New Hire	Grade 6: Math/Science Teacher	1.0 FTE	CMS	Request to Hire	New	Yes	Yes
Teacher	Treg	Vroegop	New Hire	Grade 6: Language Arts/Social Studies Teacher	1.0 FTE	CMS	Request to Hire	New	Yes	Yes
Teacher	Tessa	Warren	New Hire	Special Education Teacher	1.0 FTE	PPS	Request to Hire	Anne Brady	Yes	Yes
Teacher	Julie	Wockenfuss	New Hire	Physical Education Teacher	1.0 FTE	CMS	Request to Hire	Anita Dayvie	Yes	Yes
Teacher	Morgan	Young	New Hire	Health Education Teacher	1.0 FTE	CMS	Request to Hire	Ginger Epstein	Yes	Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Support Staff	Billy	Barbour	End of Employment	Custodian	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	George	Ibala Djilali	New Hire	Custodian	40.0 hr	CHS	Notice of Hire	Billy Barbour	Yes	Yes

*Director White moved to approve the Personnel Consent Agenda as presented, seconded by Director Kieny. The motion passed, 5-0.*

**VIII. Approval of Minutes: April 17, 2018**

*Director Cox moved to approve the minutes of April 17, 2018, seconded by Director Taylor. The motion passed unanimously, 5-0.*

**IX. Board/Administration Communications, Correspondence, Committee Reports**

- The board reviewed the board meeting schedule for the 2018-2019 school year.
- Superintendent provided the board with an update to hirings throughout the district for the 2018-2019 school year.

**X. Possible Future Agenda Items**

- Town Sewer Project Proposal
- Continued Policy Work
- Innovation in Education Presentations

**XI. Executive Session to Discuss Support Staff Negotiations**

*Director White moved to enter executive session at 8:16 p.m. to discuss support staff negotiations as permitted by Vermont Statue: Title One, Section 313, seconded by Director Kieny. The motion passed unanimously, 5-0.*

No decisions or actions made.

*Director Kieny moved to exit executive session at 9:06 p.m., seconded by Director Taylor. The motion passed unanimously, 5-0.*

**XII. Adjournment**

*Director Cox moved to adjourn at 9:07 p.m., seconded by Director White. The motion passed unanimously, 5-0.*

Recorder:

Board Clerk:

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Meghan Baule  
Communications Specialist

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Craig Kieny  
Board Clerk