

Colchester School Board

Meeting Agenda and Packet

June 19, 2018

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
June 19, 2018
7:00 PM**

AGENDA

- | | | |
|--------------|---|--------------------|
| I. | Call to Order and Pledge of Allegiance | |
| II. | Citizens Participation* | |
| III. | Food Services Presentation | Information |
| IV. | Decision regarding the Municipal Sewer Project | Action |
| V. | Tuition Agreement for 2018 – 2019 with Grand Isle School District | Action |
| VI. | Approval of Tax Anticipation Note | Action |
| VII. | Approval of Second Reading of Corporal Punishment Policy | Action |
| VIII. | Approval of Second Reading of Student Conduct and Discipline Policy | Action |
| IX. | Approval of Second Reading of Student Suspension Policy | Action |
| X. | Approval of First Reading of Threats and Disruptions to School Operations Policy | Action |
| XI. | Approval of First Reading of School Search and Seizure Policy | Action |
| XII. | Approval of Personnel Consent Agenda | Action |
| XIII. | Approval of Minutes: June 5, 2018 | Action |
| XIV. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| XV. | Possible Future Agenda Items | Information |
| XVI. | Executive Session to Discuss the Business Manager’s Evaluation and Collective Bargaining | Information |
| XVII. | 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

Lawrence Waters, Superintendent of Schools

George A. Trieb, Jr., Business/Operations Manager

Carrie A. Lutz, Director of Special Education

Gwendolyn Carmolli, Director of Curriculum and Instruction

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

June 12, 2018

People's United Bank
Mr. Dave Olson, SVP
Two Burlington Square
Burlington, VT 05402

Dear Dave:

The Tax Anticipation Note will be the only funding required by the Colchester School District for the fiscal 2019 school year. The cash flow analysis is shown in the table below.

Month	Opening Balance	Projected Revenues	Estimated Expenses	Monthly Surplus/Deficit	Cumulative Surplus/Deficit
Jul-18	\$1,658,452	\$610,625	\$1,521,372	(\$910,747)	\$747,705
Aug-18	\$747,705	\$1,608,933	\$3,144,169	(\$1,535,237)	(\$787,532)
Sep-18	(\$787,532)	\$11,048,479	\$3,245,594	\$7,802,885	\$7,015,353
Oct-18	\$7,015,353	\$452,449	\$4,056,993	(\$3,604,544)	\$3,410,809
Nov-18	\$3,410,809	\$17,292	\$3,245,594	(\$3,228,302)	\$182,506
Dec-18	\$182,506	\$12,921,320	\$4,056,993	\$8,864,327	\$9,046,833
Jan-19	\$9,046,833	\$438,699	\$3,245,594	(\$2,806,895)	\$6,239,938
Feb-19	\$6,239,938	\$10,625	\$2,839,895	(\$2,829,270)	\$3,410,668
Mar-19	\$3,410,668	\$24,375	\$3,245,594	(\$3,221,219)	\$189,449
Apr-19	\$189,449	\$12,033,363	\$3,245,594	\$8,787,769	\$8,977,218
May-19	\$8,977,218	\$415,875	\$2,839,895	(\$2,424,020)	\$6,553,198
Jun-19	\$6,553,198	\$987,893	\$5,882,639	(\$4,894,746)	\$1,658,452
Total		\$40,569,927	\$40,569,927		

Based on past practice, the district would be funded approximately \$2,816,028 for the upcoming year. The largest deficit spending amount, which is expected in August, is \$787,532. Additionally, the district is projecting total expenditures for FY'19 of \$40,569,927 (5% = \$2,028,496).

I believe this is all of the information that you require to approve the necessary funding for the upcoming school year and to prepare the related documentation. I would like to bring all of the documents for execution to the next School Board meeting on June 19, 2018.

Please do not hesitate to call with any questions that you might have.

Sincerely,

George A. Trieb, Jr.
Business & Operations Manager

COLCHESTER SCHOOL DISTRICT**POLICY: CORPORAL PUNISHMENT POLICY****DATE ADOPTED:** January 4, 2005**POLICY STATEMENT:**

In compliance with State law no one employed or acting as an agent of the Colchester School District may inflict or cause to inflict corporal punishment to a pupil.

Corporal punishment is defined as “the intentional infliction of physical pain upon the body of a pupil as a disciplinary measure.”

However, reasonable and necessary force is allowable in circumstances:

- to quell a disturbance;
- to obtain possession of weapons or other dangerous objects upon the person of or within the control of a pupil;
- for the purpose of self defense; or
- for the protection of persons or property.

Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

Date Warned: December 3, 2004
First Reading: December 7, 2004
Second Reading: January 4, 2005

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT CONDUCT AND DISCIPLINE

DATE ADOPTED: DRAFT

POLICY

It is the policy of the Colchester School District to maintain schools which provide a safe, orderly, civil and positive learning environment, each with a system of classroom and school management practices with underlying, clear and fair disciplinary procedures and consequences, that are free from harassment, bullying, hazing, and other rule-breaking and/or disruptive misconduct. Rules regarding student behavior should be clearly stated, understood and accepted by students and staff; communicated clearly to parents of enrolled students; and implemented in compliance with due process requirements.

Definitions

1. **School** means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, and school sponsored events and activities whether held off school grounds and in vehicles used to transport students to and from school or school sponsored events and activities.
2. **Expelled** means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.
3. **In-School Suspension** means the exclusion within the school building of a student from the student's regular education program for up to but not more than 10 school days for disciplinary reasons.
4. **Out-of-School Suspension** means the removal of a student from the school building and from the student's regular education program for up to but not more than 10 school days for disciplinary reasons.

STUDENT RESPONSIBILITIES

Each student has the responsibility of contributing to a civil, safe and productive learning environment, showing respect and consideration for other students and adults and the maintenance of a respectful school community. This responsibility includes obeying all school rules, complying with all school policies, and responding to any related inquiries with honesty and integrity. The act of giving false information to a staff member, teacher, or administrator, including academic dishonesty, or knowingly providing false or misleading information regarding one's own conduct, or the conduct of other students, may serve as an independent basis for disciplinary referral.

PARENT RESPONSIBILITIES

Last Adopted:	May 3, 2005
Date Warned:	September 3, 2010
First Reading:	September 7, 2010
Second Reading:	October 5, 2010
Third Reading:	November 16, 2010

As members of the school community, parents of students are asked to share the students' and school staff's responsibilities for maintaining this learning environment, by reinforcing and modeling for their children the importance of respectful behavior toward others and of compliance with school rules.

ADMINISTRATIVE RESPONSIBILITIES

The Principal of each school in the District shall, in consultation with the educational staff, develop a "comprehensive plan for responding to student misbehavior" in compliance with 16 V.S.A. §1161a. The Comprehensive Plan shall, to the extent appropriate, promote positive development of youth, and shall address each of the seven elements outlined in §1161a (a).

Each school shall post its Comprehensive Plan on the District's website as well as in the school office, in a place that is visible to students, parents and the public and shall publish the Plan in the school's Student Handbook or other similar publication, and the Plan shall be distributed to all students enrolled at the school, and their parents. The Plan may be provided to parents in the Student Handbook or by other means at the discretion of the Principal, and or designee.

At the beginning of each school year, the school shall review with all students in attendance those portions of the Plan that address the school's rules describing what constitutes misconduct; disciplinary consequences for misconduct; and the school's due process procedures for imposition of discipline, including short and long term suspensions and expulsion. In addition to other types of misconduct, this review shall include a review of what constitutes harassment, hazing and bullying, and the consequences for engaging in such misconduct.

Coordination of Policies, Plans and Procedures. No school's Plan shall conflict with this policy, and this policy and each school Plan shall be read in conjunction with and shall not conflict with, the following additional related District Policies: Weapons; Hazing; Prevention of Harassment; Bullying Prevention; Restrictive Behavioral Intervention; Corporal Punishment; Threats and Disruptions of School Operations; Alcohol, Tobacco and Other Drug Abuse; Smoking in School Buildings and/or on Grounds; and Student Suspension and Expulsion.

Applicable State Statute and Rules. Suspension and expulsion of students shall be imposed in accordance with State statutory requirements (16 V.S.A. §§1162-1163), and in compliance with suspension and expulsion Rule 4311. In addition, Section 504 students shall receive the additional protections of Rule 4312, and special education students shall receive the additional protections of Rule 4313. Copies of these three Rules shall be available for review in each school office upon request, and copies thereof shall be provided to a student or parent of a student in attendance, upon request.

Effective Date. Individual District schools shall bring their Comprehensive Plans, school rules and other relevant school publications (if any) into compliance with this revised Policy. Schools will notify families and students when policies are updated.

Legal Reference(s):

16 V.S.A. § 1161a -1163

20 U.S.C. §§ 1400 et seq.

Vermont State Board of Education Manual of Rules & Practices 4312, 4313, 2020.8.12

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT SUSPENSION

DATE ADOPTED: DRAFT

POLICY STATEMENT

It is the belief of the Colchester School District that suspension should only be used as a discipline consequence when absolutely necessary. Our goal is to have students in their primary learning environment and to add supportive interventions when needed. Suspension separates the student from school for a specified period of time, e.g., four hours, four days, etc., for disciplinary reasons. Administrative restriction is not considered a short-term suspension. Suspension may be imposed only by the principal, assistant principal, the Superintendent or his/her designee, or in cases of long-suspension the Colchester School Board. The District shall comply with all state and federal laws. When disciplining disabled students (or those suspected of being disabled) the District shall comply with all additional laws for students in this protected class.

Definitions

1. **School** means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, and school sponsored events and activities whether held off school grounds and vehicles used to transport students to and from school or school sponsored events and activities.
2. **Expelled** means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.
3. **In-School Suspension** means the exclusion within the school building of a student from the student's regular education program for up to but not more than 10 school days for disciplinary reasons.
4. **Out-of-School Suspension** means the removal of a student from the school building and from the student's regular education program for up to but not more than 10 school days for disciplinary reasons.

SHORT-TERM SUSPENSIONS

With but one exception, in all cases of suspension from school the students and his/her parent or guardian shall be given an opportunity for an informal hearing before an appropriately designated school administrator. The exception involves a student who, because of his or her conduct or condition, is an immediate threat to himself or herself, to others, to property or to the educational environment. In this instance the school administrator may take whatever action is appropriate under the circumstances including but not limited to immediate suspension pending a hearing within the next four (4) succeeding school days. Except as noted in the preceding sentence, the informal hearing must precede the suspension. At the informal hearing, the school administrator shall provide, either orally or in writing, the following:

- Notice of the charge(s);

Date Warned: March 4, 2005

First Reading: March 8, 2005

Second Reading: March 29, 2005

- Explanation of the evidence against him or her;
- Opportunity for the student to tell his or her side of the story; and
- His or her decision on the matter.

Immediately following the informal hearing, the student's parent(s) or guardian, or the student himself or herself if over the age of 18, shall be notified in writing of any decision to suspend. All suspensions shall be reported to the Superintendent immediately. With respect to students eligible for special education, parents shall also be notified with a copy of Parents' Rights in Special Education, Procedural Safeguards Notice.

There shall be no formal appeal of suspension, but a student or his/her parent(s) or guardian may request the Superintendent review a suspension. The suspension shall not automatically be delayed pending any review, however, unless so ordered at the discretion of the Superintendent.

LONG-TERM SUSPENSIONS

Long-term suspension separates a student from school for a period of time that is more than ten (10) consecutive school days and up to the remainder of the school year, for misconduct when the misconduct makes the continued presence of the student harmful to the welfare of the school. Only the Colchester School Board has the authority to impose a long-term suspension, following a formal hearing before the school board with prior notice to and an opportunity to attend by the student and his or her parent(s) or guardian. The Colchester School District shall follow these steps prior to the formal hearing.

- A written recommendation for long-term suspension shall be prepared by the principal or the Superintendent or his/her designee. It shall contain a full statement of the grounds on which the recommendation is made and a summary of the evidence against the student. It shall be sent to the Chair of the School Board and to the Superintendent.
- A formal hearing shall be scheduled before the Colchester School Board to be conducted in accordance with *Colchester School District* procedure, i.e., the *Procedure for the Hearing Process in a Long-Term Suspension of a Student*.
- Before the formal hearing, the following information shall be sent by certified mail to the home address of the student and his/her parent(s) or guardian:
 - a. The written recommendation for the long-term suspension of the student.
 - b. A notice of hearing stating the date, time, and place of the scheduled hearing.
 - c. A copy of the *Colchester School District Procedure for the Hearing Process in a Long-Term Suspension of a Student*.
 - d. Nature of the charges including notice of which policy was violated.
 - e. Notice that the student has the right to legal representation at the hearing.
 - f. Notice that the student has the right at the hearing to present evidence.
 - g. Notice that the student has the right at the hearing to cross-examine witnesses.
 - h. The name and phone number of a school administrator to be contacted in case there are questions.

- i. With respect to students eligible for special education, parents shall also be provided a copy of Parents' Rights in Special Education, Procedural Safeguards Notice.

COMPULSORY ATTENDANCE DURING SUSPENSION OR EXPULSION

During any period of suspension or expulsion imposed by the School District, neither a student nor their parent/guardian shall be subject to compulsory attendance requirements unless the conditions of suspension or expulsion include participation in a program in the school or an alternative program outside the school.

TRANSFER OF SUSPENSION OR EXPLUSION TO OTHER SCHOOLS

If an expelled or suspended student transfers into Colchester School District from a Vermont public or independent school, then upon application by the student and after a review of whether the school can provide the student with appropriate services, the School District may choose to continue the suspension or expulsion imposed by the original school.

Legal Reference(s):

16 V.S.A. § 1161a -1163

20 U.S.C. §§ 1400 et seq.

29 U.S.C. §794

Vermont State Board of Education Manual of Rules & Practices 4312, 4313, 2020.8.12

**PROCEDURE: PROCEDURE FOR THE HEARING PROCESS IN A
LONG-TERM SUSPENSION OF A STUDENT**

HEARING:

- A. A quorum of the School Board must be present.
- B. The Chair of the Colchester School Board will meet with the student. The Chair will explain to the accused and/or his or her parent(s) and/or his or her counsel the procedure that will be followed.
- C. Those present shall be School Board members, the accused, the principal or designee who will present the administration's case, and a representative of the Superintendent's office. The accused and/or the School Board may elect to have counsel. The accused may be accompanied by his/her parent(s) or legal guardian. Witnesses will be present when called upon by the Chair. Only witnesses who have something material to contribute to the case will be allowed. Personal character witnesses may be allowed if approved by the School Board following the presentation of the case.
- D. The Superintendent or designee will supply all School Board members, the accused, his/her counsel and/or parent(s) or guardian, with copies of the following documentation:
 1. Written statement of the grounds on which the recommendation is made and a brief summary of the evidence against the student.
 2. Any police report expected to be furnished to the School Board at the hearing.
 3. Summary of past disciplinary actions of record involving the accused student.
- E. The Chair shall see that the following procedure is followed:
 1. Give time, date, place, people in attendance.
 2. Request a reading of the statement of grounds on which the recommendation for a long-term suspension is made.
 3. Ensure that the School Board members and accused understand the grounds for the recommendation for a long-term suspension.
 4. Request that the principal or designee present his/her case. The principal or designee will do so by calling witnesses and presenting evidence. At this time, Board members and administration will be allowed to question witnesses.
 5. The student/parent/representative may then ask questions of witnesses.

6. The student or his or her agent may then present his or her side of the case and call witnesses and present evidence. Witnesses may be examined by the accused and by the School Board.
 7. The Administration may then ask questions of the witnesses.
 8. At the close of evidence the Chair shall announce that the School Board is going into deliberative session. Prior to going into deliberation the School Board shall ask for a recommendation from the administration. The Chair may also receive recommendations from the accused and/or his or her parent(s) and/or his or her counsel. After receiving these recommendations, the Chair will clear the hearing room except for the board and counsel to the School Board. Deliberations shall begin.
- F. In making its final decision, the School Board reserves the right to accept the recommendation for long-term suspension, reject it, or impose a different sanction as it deems necessary for the benefit of the accused and/or the entire student body. Options of the School Board may include but are not necessarily limited to long-term suspension, short-term suspension, or other sanctions, all as defined by School Board policy.

The School Board may impose long term suspension or expulsion while offering a student an earlier return to school, conditioned upon his/her cooperation in participating in counseling, a threat assessment, or other specialized program designed to meet his/her particular needs. Such a program shall be designed by administrative officers and/or faculty members of the school and shall be approved by the principal. The cost of any counseling or other specialized services shall be borne by the student, subject to Child Find obligations imposed under state and federal disability law.

Post-Hearing

- A. If after reasonable time the School Board has not made its decision, the Chair will inform those waiting for the decision that a decision will be forthcoming and set a specific date and time to give the decision to the accused. Said date shall be no later than five school days after the date of the hearing, or ten calendar days, whichever comes sooner.
- B. The Superintendent will prepare a letter notifying the accused and parent(s) and/or legal guardian of the decision of the School Board.
- C. Copies of tapes and/or documentary evidence will be made available upon request, at cost, to the accused, or his/her parent(s), guardian and/or counsel.

POLICY: THREATS AND DISRUPTIONS TO SCHOOL OPERATIONS

DATE ADOPTED: DRAFT

I. POLICY

It is the policy of the Colchester School District to respond promptly and appropriately to actual notice of any threat to the safety of its students and staff. As a result, it has adopted the following provisions that its personnel are directed to follow in order to prepare for, respond to, and follow up on actual notice (1) of any threat that a destructive device or any unauthorized toxic or hazardous substance or material has been or will be placed on school grounds or property; (2) regarding the placement of a hoax device on school grounds or property; (3) that a student has made statements which may indicate an intent to harm students and/or staff.

II. CONDUCT PROHIBITED

A. Primary Offender: It is a violation of this policy for any person to make, issue, or otherwise communicate by any means, a threat to the safety of District students and/or staff. This includes but is not limited to communication by District Students and or Staff that:

(1) a destructive device has been or will be placed on school grounds or property; OR

(2) the issuance or communication by any means of a threat that any unauthorized toxic or hazardous substance or material has been placed or will be placed on school grounds with the intent to endanger the welfare and safety of students and school personnel and/or to disrupt the operations of the school district is strictly prohibited; OR

(3) the issuance or communication by any means of a threat to commit an act of violence against students and/or staff; OR

(4) for any person to knowingly place or install a hoax device on school grounds or property.

B. Aiding Offender: A student who in any way encourages or assists another student in conduct violative of this policy, also endangers the safety of others. The School District expressly prohibits any such action. Accordingly no student shall knowingly or willfully cause, encourage, or aid any other student to:

(1) possess, handle, or transmit any hoax device on school property or grounds;

(2) to make, issue, or otherwise communicate by any means, a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property;

(3) to plan, prepare or commit an act of violence against students and/or staff.

III. DEFINITIONS

- A. Destructive Device. Destructive device means any (a) explosive, incendiary or poison gas bomb; or (b) explosive, incendiary or poison gas grenade; or (c) explosive, incendiary or poison gas rocket having a propellant charge of more than 4 ounces; or (d) explosive, incendiary or poison gas missile having an explosive or incendiary charge of more than one quarter (1/4) ounce; or (e) explosive, incendiary or poison gas mine; or (f) device which consists of or includes a breakable container including a flammable or liquid compound, and a wick composed of any material which, when ignited, is capable of igniting the flammable liquid or compound, and can be carried or thrown by one individual acting alone; or (g) device similar to those devices enumerated in paragraphs (a) through (e) of this section.
- B. Hoax Device. Hoax device means any device so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb or the physical appearance of any of the devices enumerated in subdivisions (a)-(f) of division 1. of this section, which is lacking an explosive or incendiary charge.
- C. Toxic or Hazardous Substance or Material. Toxic or Hazardous Substance or Material means any substance or material designated as a toxic or hazardous substance or material under the following laws and implementing regulations and successor statutes and regulations: the Toxic Substances Control Act of 1976, 15 U.S.C. § 2604 et seq; the Hazardous Materials Transportation Act, 49 App. U.S.C. § 1801 et seq; any substance in a gaseous, liquid, or solid state listed pursuant to Title III Section 313 of the Superfund Amendments and Reauthorization Act of 1986; any material or substance, or biomedical material, substance, or organism regulated by the state or federal government because it presents or will present an unreasonable risk of injury to health or the environment.
- D. The Issuance or Communication by any means of a Threat to Commit and Act of Violence Against Students and/or Staff. The issuance or communication by any means of a threat to commit an act of violence against Students and/or Staff means: communications or statements regarding: either (1) intent to harm students and/or staff; and/or (2) information consistent with a plan to harm students and/or staff; (3) and/or information consistent with preparation for an attack on students and/or staff; (4) and/or plans or intent to bring weapon(s) to school.
- E. School grounds or property. School grounds or property means facilities, buildings, fields, and grounds areas; vehicles owned, leased or used by the District to transport students to and from school or school activities; parking lots (including vehicles in the parking lots); or any other setting which is under the permanent or temporary supervision and/or control of the School District.

IV. INVESTIGATION

- A. Cooperation with Law Enforcement. The Superintendent and principal, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a threats covered by this policy.
- B. Potentially Dangerous Materials. To keep school personnel from placing themselves in harm's way by potential exposure to bombs or other dangerous materials, school personnel shall not conduct any investigation regarding toxic or hazardous substance or material or destructive devices independently but rather in conjunction with law enforcement authorities.
- C. Investigating the Issuance or Communication by any Means of a Threat to Commit An Act of Violence Against Students and/or Staff. *In addition, the Superintendent is directed to prepare a procedure for investigating such threats informed by best practice. [See HOW TO CONDUCT THREAT INVESTIGATION USING ASSESSMENT TECHNIQUES See 2002 report as possible example]*
- D. Search and Seizure. It is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of any such threat, searches of such items may occur consistent with Policy F.4 in order to assure the safety and protection of people and property.

V. SANCTIONS

Recognizing that a threat to the safety of students and staff or the intent to disrupt school operations by the conduct prohibited in this policy is commensurate with the threat to student and staff safety posed by guns or weapons prohibited by school policy and State and federal law, violations of this policy shall be treated accordingly.

- A. SANCTIONS FOR PRIMARY OFFENDER STUDENT. A student violating this policy as defined for Primary Offender, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school as follows:
 - 1. The student may be suspended until a School Board hearing can be conducted (following the due process procedures as provided by the State Board of Education rules).
 - 2. A student found by the Board at a disciplinary hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. However the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
 - a. the student was unaware of their conduct;

- b. the student is disabled and the conduct is related to the disability;
- c. a lengthy expulsion would not serve the best interests of the student; OR
- d. the student (or their parent or a guardian if a minor) voluntarily consents to undergo a Comprehensive Risk and Threat Assessment conducted by a licensed psychologist chosen by and paid for by the District. In such cases the board hearing shall be considered “stayed” and the student on suspensions pending the outcome and processing of the Assessment by the Board at a continued disciplinary Board hearing. At the continued board hearing the Board, may at its discretion, rely upon such Assessment to either limit or obviate the need for further discipline of the Student. The Assessment may also serve as a basis for increased supervision should the student be allowed to return to school.

B. SANCTIONS FOR AIDING OFFENDER. A student violating this policy as defined for Aiding Offender, by causing, encouraging, aiding, etc. another student, shall be subject to disciplinary action by the school as follows:

1. The student may be suspended until a School Board hearing can be conducted (following the due process procedures as provided by the State Board of Education rules).
2. A student found by the Board at a disciplinary hearing to have violated the provisions of this policy shall be expelled for at least one (1) calendar year. However the Board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:
 - a. the student was unaware of their conduct;
 - b. the student is disabled and the conduct is related to the disability;
 - c. a lengthy expulsion would not serve the best interests of the student;
 - d. the student (or their parent or a guardian if a minor) voluntarily consents to undergo a Comprehensive Risk and Threat Assessment conducted by a licensed psychologist chosen by and paid for by the District. In such cases the board hearing shall be considered “stayed” and the student on suspensions pending the outcome and processing of the Assessment by the Board at a continued disciplinary Board hearing. At the continued board hearing the Board, may at its discretion, rely upon such Assessment to either limit or obviate the need for further discipline of the Student. The Assessment may also serve as a basis for increased supervision should the student be allowed to return to school; OR
 - e. student nevertheless alerted school officials or staff of their knowledge of primary offender student’s conduct, plans, preparation or intent.

- C. STAFF MEMBER OFFENDER. A staff member found to have violated this policy will be subject to appropriate disciplinary action up to and including termination of employment. Disciplinary action taken in accordance with this subsection shall be consistent with collective bargaining agreements, applicable employment agreements, and/or school district policies.
- D. CIVIL LIABILITY. The School District reserves the right to bring a suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

VI. NOTIFICATION AND TRAINING

- A. **Procedure Dissemination.** A copy of this procedure shall be included in all school handbooks. In addition, handbooks for faculty, staff, parents, and students shall contain the following provision.

The Colchester School District has adopted a comprehensive policy on what to do in the event of a bomb threat or threats to disrupt school operations. You may obtain a copy of the complete policy by requesting one from the principal's office. While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat or other threats, we may have to search such items in order to assure the safety and protection of people and property.

We also want all members of the school community to know that any academic time lost as a result of a bomb threat, or other threats intended to disrupt school operations, will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.

In addition to expulsion under the School District's policy, under State law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. The making of such a threat may also lead to civil liability.

- B. **Training.** The Superintendent shall develop a method of reviewing and discussing this policy with students and employees.

VII. PROCEDURES

The Superintendent shall develop comprehensive procedures designed to inform staff of appropriate responses, procedures and protocols to follow up and investigate upon receipt of actual notice of threats; the coordination of responses with local safety and law enforcement agencies; building searches; and communications with the school community and the media.

Cross References: Board Policy: Weapons, Search and Seizure
Districtwide Discipline

COLCHESTER SCHOOL DISTRICT

POLICY: SCHOOL SEARCH AND SEIZURE POLICY

DATE ADOPTED: November 3, 1999

POLICY STATEMENT

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

PROCEDURAL GUIDELINES

1. **Personal Searches:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the principal or assistant principal or one of their superiors, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

2. **Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
3. **Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Date Warned: October 15, 1999
First Reading: October 20, 1999
Second Reading: November 3, 1999
Last Reviewed: November 5, 2002

PERSONNEL CONSENT AGENDA**Board Date: June 19, 2018****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Hilary	Carter	New Hire	TIPS Teacher, One-Year Only	0.2 FTE	CHS	Request to Hire	Patricia Schiller	Yes	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	Sophia	Adams	End of Employment	Paraeducator	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Donnalee	Barcomb	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Donnalee	Barcomb	End of Employment	Non-Instructional Aide - Breakfast	3.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Danielle	Cote	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Katy	Hannah	End of Employment	Behavior Interventionist	40.0 hr	PPS	Notice of End of Employment			Yes
Support Staff	Emily	McFadden	End of Employment	Behavior Interventionist	40.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Tamara	Meyer	End of Employment	Food Service Worker	21.25 hr	CHS	Notice of End of Employment			Yes
Support Staff	Ruth	Quintin	End of Employment	Head Cook	27.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Emily	Sikorski	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, June 5, 2018
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, June 5, 2018, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Curt Taylor and Lindsey Cox; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; Principals Heather Baron, Carolyn Millham, Chris Antonicci, Michele Cote and Assistant Principal Jordan Burke.

There was one audience members.

I. Call Meeting to Order and Pledge of Allegiance

Board Chair Mike Rogers called the meeting to order at 7:01 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Report from Building Principals

CHS Principal Heather Baron shared that the Jazz Band is performing on Church Street at Jazz Festival. The girls' softball lost in the semi-finals and the boys' baseball team is playing Brattleboro in the semi-finals. This evening about 75 students are presenting their Senior Seminar projects in the cafeteria and graduation is coming up.

Principal Cote shared that last week was the band concert in the Performing Arts Center and this week is the choral concert. Also for the very first time students from CMS were nominated for scholar leadership awards. The students, a few faculty members and Principal Cote will be traveling to Norwich University to watch the students receive their awards.

Current Assistant Principal of MBS Jordan Burke stated that MBS is in full swing with end of the year events. There has already been a volunteer tea and a field day. Field trips are coming up and students are going to the Vermont State House, Fort Ticonderoga and the Granite Quarry.

Principal Carolyn Millham of PPS shared her kindergarten numbers and they are as follows 64 have been screened and 9 have signed up to be screened in June. PPS is expecting 73 total but it could change over the summer.

Principal Antonicci shared UMS kindergarten numbers, they have screened 78 screened and usually pick up 10 over the summer so they are expecting approximately 86 by September.

IV. Discussion regarding the Municipal Sewer Project **Information**

The School Board had a discussion around the Municipal Sewer Project. Director Kiemy stated that our current septic systems is a fifth of the cost of this project and he was leaning toward not joining the project. All other directors in attendance agreed. Director Rogers reminded the public that the whole purpose of the project was to improve water quality in the lake and it was confirmed that our system does not negatively affect the water quality. The Board will make a final decision at the next school board meeting at next school board meeting.

V. Approval of CHS Parking Lot Paving Project **Action**

Through consultation with our engineer, Mike Burke, from Krebs and Lansing, the district has determined that paving needs to occur relatively soon at CHS. A discussion was also had about potential restructuring of the parking lots for better traffic flow. Superintendent Minor mentioned that the town is considering putting in turning lanes at the CHS intersection to alleviate traffic. She also mentioned that usually AM traffic is very amicable about taking turns and letting people go but the afternoon is still challenging. Business and Operations Manager, George Treib stated that at this time there was no intention of restructuring for this year; however it could be looked at for the MBS and CMS traffic flow. The district solicited three bids and all were comparable however, none were local to Colchester. It was recommended by the Business & Operations Manager to take the lowest bid which is Rox Asphalt LLC at \$157,755.

Director Cox moved to accept the bid from Rox Asphalt LLC, as recommended and authorize the Business & Operations Manager to sign the necessary documents to make this happen, seconded by Director Kiemy. The motion passed unanimously, 4-0.

VI. Approval of First Reading of Corporal Punishment Policy **Action**

In light of recent incidents happening across Vermont schools as well as recent court cases the District has decided to review policies to address these issues. This policy was warned in 2004. The lawyer has suggested no changes to this policy.

Director Taylor moved to approve the first reading of the Corporal Punishment Policy: F28, seconded by Director Kiemy. The motion passed unanimously, 4-0.

VII. Approval of First Reading of Student Conduct and Discipline Policy **Action**

In this version of the policy, definitions have been added as well as other wording. The Student Responsibilities was separated into two parts, Parent Responsibilities and Student Responsibilities. In the old version, Parent Responsibilities was under Student Responsibilities and in our effort to be more transparent, the district divided the two. Director Taylor found some errors he would like corrected, he also questioned the definition of school. Superintendent Minor will rearrange the wording for the next reading.

Director Taylor moved to approve the first reading of the Student Conduct and Discipline Policy: F1. seconded by Director Kiemy. The motion passed unanimously, 4-0.

VIII. Approval of First Reading of Student Suspension Policy **Action**

Similar to the Student Conduct and Discipline Policy, definitions were added as well as the Student/Parent section is more defined. There was discussion-surrounding students eligible for

special education and whether it should just state all students. Superintendent Minor will adjust the language.

Director Taylor moved to accept the first reading of the Student Suspension Policy: F33 seconded by Director Kieny. The motion passed unanimously, 4-0.

IX. Approval of Personnel Consent Agenda Action

This is a very busy hiring season, CSD has been working hard to fill positions but does not want to rush the hiring process. Currently there are only 2 Full time and 1 part time positions still open.

Director Taylor moved to accept the personnel consent agenda as provided. seconded by Director Cox. The motion passed unanimously, 4-0.

PERSONNEL CONSENT AGENDA

Board Date: June 5, 2018 Revised

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	James	Bean	New Hire	Elementary Teacher	1.0 FTE	MBS	Request to Hire	Neil Renner	Yes	Yes
Teacher	Erin	Brady	FTE Increase	Instructional Coach	.20 FTE	CHS	Request to Hire	Erin Brady	Yes	Yes
Teacher	Wayland	Cole	FTE Increase	English Teacher	.20 FTE	CHS	Request to Hire	Katherine Lenox	Yes	Yes
Teacher	Susanne	DiGrande	New Hire	Grade 6: Math/Science Teacher	1.0 FTE	CMS	Request to Hire	Ken Epstein	Yes	Yes
Teacher	Danielle	Hardy	End of Employment	Early Childhood Special Education Teacher	0.5 FTE	MBS	Request to end Employment effective June 30, 2018			Yes
Teacher	Katherin	L nox	FTE Increase	Instructional Coach	.20 FTE	CHS	Request to Hire	Katherine Lenox	Yes	Yes
Teacher	Katherin	L nox	Leave of Absence	English Teacher	.20 FTE	CHS	Leave of Absence 18/19 part of FTE			Yes
Teacher	Brittany	Moore	New Hire	Elementary Teacher	1.0 FTE	PPS	Request to Hire	Tessa Warren	Yes	Yes
Teacher	Kaian	Richards-Wilkes	New Hire	Physical Education Teacher	1.0 FTE	UMS	Request to Hire	Robert Traquair	Yes	Yes
Teacher	Hannah	Terracino	New Hire	Elementary Art Teacher, One-Year Only	1.0 FTE	MBS	Request to Hire	Katherine DeCoff	Yes	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	Victor	Toman	New Hire	Drama Director		CHS	Notice of Hire	Allison Talis	Yes	Yes
Support Staff	Gabrielle	Brooks	New Hire	Main Office Secretary	40.0 hr	CHS	Notice of Hire	Amy Lighthill	Yes	Yes
Support Staff	Elizabeth	Clapp	New Hire	Paraeducator - ELL	32.5 hr	MBS	Notice of Hire	Sarah van Nostrand	Yes	Yes
Support Staff	Renee	DeCelle	End of Employment	Administrative Assistant - Guidance	40.0 hr	CHS	Notice of End of Employment			Yes
Support Staff	Zachary	Kelly	End of Employment	Behavior Interventionist	35.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Kendy	Mayo	Leave of Absence	Head Cook		UMS	Request for Leave of Absence through end of year.			

X. Approval of Minutes: May 15, 2018 **Action**

Director Kiemy moved to approve the minutes from the meeting held on May 15, 2018, seconded by Director Cox. The motion passed unanimously, 4-0.

XI. Approval of Minutes: May 21, 2018 **Action**

Director Taylor moved to approve the minutes from the meeting held on May 21, 2018, with additions seconded by Director Cox. The motion passed unanimously, 4-0.

XII. Board/Administration Communication, Correspondence, Committee Reports **Information**

Retirement Tea
Kindergarten Numbers Update

XIII. Possible Future Agenda Items **Information**

June 19:

- Food Service Presentation
- Funding
- Boilers
- Discipline Policies

July 17:

- CHS Trip to France
- Purchase of new truck
- Financial Policies

Future Meetings:

- Upcoming Policy Work (Discipline: F7, F9, F3, F4)
- Upcoming Financial Policy Work (E10, D10, H3, H4)
- Innovation in Education Presentations
 - Laker Learning Lab at CHS
 - Proficiency Based Learning at CHS

XIV. Executive Session **Information**

Director Cox moved to enter executive session at 8:00 p.m. to discuss out of district placements, a student matter and the Superintendent's Evaluation as permitted by Vermont Statute: Title One, Section 313 seconded by Director Kiemy. The motion passed unanimously, 4-0.

Director Taylor moved to exit executive session at 9:44 p.m., seconded by Director Kiemy. The motion passed unanimously, 4-0.

XV. Adjournment

Director Cox moved to adjourn at 9:46 p.m., seconded by Director Kiemy. The motion passed unanimously, 4-0.

Recorder:

Patty Ward
Reporting Secretary

Board Clerk:

Craig Kieny
Board Clerk