

Colchester School Board

Meeting Agenda and Packet

September 4, 2018

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
September 4, 2018
7:00 PM**

AGENDA

- | | |
|--|--------------------|
| I. Call to Order and Pledge of Allegiance | |
| II. Citizens Participation* | |
| III. Report from Building Principals | Information |
| IV. Year End Financial Report | Information |
| V. Second and Final Reading of Facility Usage and Rental Policy: H3 | Action |
| VI. Update on Blakely Road and Laker Lane Intersection Project | Information |
| VII. Approval of Personnel Consent Agenda | Action |
| VIII. Approval of Minutes: August 21, 2018 | Action |
| IX. Board/Administration Communication, Correspondence, Committee Reports | Information |
| X. Possible Future Agenda Items | Information |
| XI. 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

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

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

MEMO

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr. *gat*
Date: August 29, 2018
Subject: Year-End Financial Report – June 2018

The table below shows the total budget and actual revenue and expense figures for the year ending June 30, 2018. The district ended the year with a surplus of \$538,373.

	Budget	Actual	% of Budget	Variance
Revenue	\$38,032,767	\$38,702,846	101.76%	\$670,079
Expenses	\$38,032,767	\$38,164,474	100.35%	(\$131,706)
	<i>Surplus/(Deficit)</i>			\$538,373

Attached to this memo is further detail about both the revenue and expenses through year end. Below are some items worth noting.

Revenue

- ❖ General state aid revenue came in under budget by \$32.6K primarily due to the amount the state withheld in connection with the estimated health care savings due to moving to the new plans.
- ❖ SPED reimbursement revenue was over budget by \$558.8K due to higher than anticipated SPED spending.

Expenditures

- ❖ Health care insurance expenditures were well below budget by \$674.4K or 19%, as anticipated. This is due to the lower insurance premiums.
- ❖ Related to the health insurance surplus, the district funded \$358.6K through employee HRA's.
- ❖ Professional education services were significantly over budget by \$164.4K or 41.4% due to unanticipated SPED expenditures.
- ❖ Water and sewage was over budget by 30.4% due to the new storm water fee charged by the town. This was an unbudgeted expense.
- ❖ Repairs and maintenance was well over budget by 32.0% or \$234.9K. Several projects were completed during the year that were not budgeted but were required.
- ❖ Tuition to private schools was significantly over budget by \$499.1K or 71.8% due to unanticipated SPED expenditures.

Colchester School District
Year-End Budget Report - Voted Budget Revenue

As of June 30, 2018

Description	FY2018 Budget	FY2018 Actual	% of Budget	Variance Favorable/(Unfavorable)
LOCAL				
Fund Balance	\$600,000	\$600,000	100.00%	\$0
Tuition	\$570,000	\$646,466	113.42%	\$76,466
Interest Earnings	\$75,000	\$110,039	146.72%	\$35,039
Facility Rentals/Miscellaneous Revenue	\$15,000	\$29,105	194.03%	\$14,105
Impact Fees	\$100,000	\$125,000	125.00%	\$25,000
Miscellaneous	\$0	\$28,783	N/A	\$28,783
Act 176 Funds - High School Completion	\$0	\$39,731	N/A	\$39,731
TOTAL LOCAL	\$1,360,000	\$1,579,124	116.11%	\$219,124
STATE				
General State Aid	\$31,441,642	\$31,409,091	99.90%	(\$32,551)
Transportation Aid	\$335,000	\$322,457	96.26%	(\$12,543)
Voc. Ed. Transportation Reimb.	\$27,000	\$27,191	100.71%	\$191
Driver Education Reimbursement	\$20,000	\$14,345	71.73%	(\$5,655)
TOTAL STATE NON SPECIAL EDUCATION	\$31,823,642	\$31,773,085	99.84%	(\$50,557)
SPECIAL EDUCATION				
Special Education Block Grant	\$834,134	\$834,134	100.00%	\$0
Expenditure Reimbursement	\$3,241,773	\$3,800,572	117.24%	\$558,799
EEE Program	\$181,512	\$181,512	100.00%	\$0
TOTAL SPECIAL EDUCATION	\$4,257,419	\$4,816,218	113.13%	\$558,799
FEDERAL				
SpEd/Title IVB IDEA	\$584,840	\$527,554	90.20%	(\$57,286)
SpEd/EEE IDEA Pre-School	\$6,866	\$6,866	100.00%	\$0
TOTAL FEDERAL	\$591,706	\$534,420	90.32%	(\$57,286)
TOTAL REVENUE	\$38,032,767	\$38,702,846	101.76%	\$670,079

Colchester School District
Year-End Budget Report - Voted Budget Expenditures (by Object)

As of June 30, 2018

Object	Description	FY2018 Budget	FY2018 Actual	% of Budget Utilized	Variance Favorable/(Unfavorable)
0110	Teachers Salaries	\$14,644,665	\$14,517,723	99.1%	\$126,942
0111	Administrator's Salaries	\$1,648,276	\$1,629,383	98.9%	\$18,893
0112	Support Staff	\$4,236,859	\$4,292,704	101.3%	(\$55,845)
0113	SS Custodial/Maintenance	\$998,295	\$940,197	94.2%	\$58,098
0115	Health Insurance Buy-out	\$340,000	\$308,885	90.8%	\$31,116
0120	Substitutes	\$405,000	\$341,340	84.3%	\$63,660
0125	Stipends	\$754,703	\$776,136	102.8%	(\$21,433)
0211	Health Insurance	\$3,562,477	\$2,888,115	81.1%	\$674,362
0212	Dental Insurance	\$294,797	\$270,870	91.9%	\$23,927
0215	Health Reimbursement Arrangement	\$0	\$358,584	N/A	(\$358,584)
0220	Social Security	\$1,709,708	\$1,674,593	97.9%	\$35,115
0230	Life Insurance	\$18,653	\$18,315	98.2%	\$338
0232	VSTRS OPEB Payment	\$40,000	\$32,578	81.4%	\$7,422
0240	Municipal Retirement	\$234,542	\$248,837	106.1%	(\$14,295)
0250	Worker's Compensation Ins.	\$203,185	\$234,118	115.2%	(\$30,933)
0260	Un-employment Compensation	\$25,000	\$4,052	16.2%	\$20,948
0270	Teachers Tuition Reimbursement	\$145,000	\$171,083	118.0%	(\$26,083)
0271	SS Tuition Reimbursement	\$37,000	\$23,479	63.5%	\$13,521
0272	Conference/Workshops	\$23,000	\$15,890	69.1%	\$7,110
0273	Admin Tuition Reimbursement	\$26,500	\$11,130	42.0%	\$15,370
0290	Other Employee Benefits	\$62,795	\$61,840	98.5%	\$955
0320	Professional educational services	\$396,760	\$561,201	141.4%	(\$164,441)
0330	Other Professional Services	\$1,059,393	\$1,109,974	104.8%	(\$50,581)
0341	Audit Services	\$29,000	\$26,133	90.1%	\$2,867
0411	Water and Sewage	\$42,000	\$54,776	130.4%	(\$12,776)
0421	Disposal Services	\$45,000	\$41,188	91.5%	\$3,812
0430	Repair and Maintenance	\$735,000	\$969,997	132.0%	(\$234,997)
0440	Rentals & Leases	\$116,000	\$82,564	71.2%	\$33,436
0441	Rental of Land and Building	\$55,000	\$56,400	102.5%	(\$1,400)
0490	Other Purchased Property Services	\$43,000	\$44,306	103.0%	(\$1,306)
0510	Transportation Services	\$1,177,758	\$1,183,237	100.5%	(\$5,479)
0519	Transportation Field Trips/Athletics	\$103,670	\$98,468	95.0%	\$5,202
0521	Property Insurance	\$46,920	\$45,653	97.3%	\$1,267
0522	Liability Insurance	\$68,340	\$66,523	97.3%	\$1,817
0530	Communications	\$95,000	\$88,604	93.3%	\$6,396
0531	Telephone	\$27,000	\$22,565	83.6%	\$4,435
0532	Postage	\$30,000	\$20,161	67.2%	\$9,839
0540	Advertising	\$12,500	\$6,478	51.8%	\$6,022
0550	Printing and Binding	\$15,300	\$12,097	79.1%	\$3,203
0561	Tuition to Vermont Schools	\$60,000	\$0	0.0%	\$60,000
0566	Tuition to Private Schools	\$695,275	\$1,194,338	171.8%	(\$499,063)
0568	Participating Tuition - JTP	\$444,402	\$441,459	99.3%	\$2,943
0569	Tuition to Vocational Centers	\$494,501	\$491,794	99.5%	\$2,707
0580	Travel	\$46,078	\$38,771	84.1%	\$7,307
0610	Supplies	\$751,650	\$785,201	104.5%	(\$33,551)
0621	Natural Gas	\$234,000	\$157,328	67.2%	\$76,672
0622	Electricity	\$397,000	\$387,908	97.7%	\$9,092
0626	Gasoline	\$29,500	\$15,345	52.0%	\$14,155
0640	Books	\$102,662	\$89,036	86.7%	\$13,626
0641	Periodicals	\$15,285	\$9,360	61.2%	\$5,925
0670	Software	\$128,000	\$98,220	76.7%	\$29,780
0690	Other Supplies/Materials	\$7,700	\$2,638	34.3%	\$5,062
0730	Equipment	\$505,000	\$402,315	79.7%	\$102,685
0810	Dues and Fees	\$44,500	\$46,677	104.9%	(\$2,177)
0830	Interest on Debts	\$250,000	\$221,955	88.8%	\$28,045
0890	Miscellaneous	\$12,000	\$6,592	54.9%	\$5,408
0910	Principal on debt	\$294,118	\$294,118	100.0%	\$0
		\$38,032,767	\$38,164,474	100.3%	(\$131,706)

COLCHESTER SCHOOL DISTRICT

POLICY: FACILITY USAGE AND RENTAL

DATE ADOPTED: DRAFT

POLICY STATEMENT

The school district believes that school facilities (buildings and grounds) can and should serve as centers for educational, civic, cultural, recreational and other community events provided there is a general understanding throughout the community that:

- School and school-sponsored activities will always be given priority for use of school buildings and grounds;
- School districts cannot subsidize the use of facilities for events and activities not directly related to its primary educational mission;
- Authorization to use school facilities does not imply endorsement or approval of any group or activity;
- The superintendent, or their designee, shall be responsible for maintaining guidelines for the use of the facilities pursuant to this policy.

Based on such understanding, the public use of buildings and grounds by the community is highly encouraged.

I. APPROVED USE OF FACILITIES

Individuals or groups may use the facilities for the following purposes:

- A. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and school district;
- B. Meetings by employee professional organizations comprised of school district employees;
- C. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;
- D. Civic forums and community centers, provided the events are open to the public;
- E. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
- F. Academic tutoring or lessons;
- G. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.

Last Adopted: November 27, 2007
 Date Warned: August 17, 2018
 First Reading: August 21, 2018
 Second Reading: September 4, 2018

Legal Reference: Title 9 § 4501, 4502

II. UNAUTHORIZED USE OF FACILITIES

The superintendent, or their designee, may deny a request for the use of facilities or terminate an individual or group's use for:

- A. Uses that are likely to cause a material and substantial disruption to the schools' operations;
- B. Uses that could affect the safety and well-being of its students and/or staff;
- C. Uses that interfere with school district maintenance and repair of the facilities;
- D. Uses that could damage special equipment in the facilities;
- E. Uses that could reasonably be expected to or do give rise to a riot or public disturbance;
- F. Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- G. Uses prohibited by law.

III. REQUIREMENTS AND PRIORITY OF USE

The superintendent, or their designee, shall set a fee structure, review it annually and administer said fee schedule in a manner that does not discriminate based on viewpoint. All users shall be required to demonstrate adequate insurance coverage and shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicly that their events and activities are not sponsored by the school district. Authorization for use of school facilities and grounds shall not be considered as endorsement of or approval of the activity groups or organization nor the purpose they represent.

A. PRIORITY OF USE

1. A school's educational, co-curricular and/or extra-curricular activities targeted to **its own students and staff** shall have **priority** for use of that particular school building, grounds, and other facilities. No facility use or rental fees will be assessed.* (Appendix A)
2. **School-sponsored activities** have **second priority** for use of school facilities and/or grounds. Such activities largely involve occasional scheduled facility use by a parent or support group-each of which provides some type of direct support for students and/or the school's educational mission. No facility use or rental fee will be charged.* (Appendix B)
3. **Colchester Parks and Recreation Department** shall have **third priority** for scheduling purposes for use of school facilities and/or grounds. No facility use or rental fees will be assessed.* (Appendix C)
4. **Youth and Adult Organizations (Not-For-Profit)** which primarily serve the community of Colchester shall have **fourth priority** for scheduling purposes for use of school facilities and/or grounds. Any youth or adult community

program must be comprised primarily of Colchester residents. No facility use or rental fees will be assessed. * (Appendix D)

- 5. Other Groups:** With the exception of the groups described above, all **other groups, organizations and individuals** will be charged a facility use fee, as well as any labor costs, both calculated to reflect as accurately as possible the added cost for the district. (Appendix E)

(Unless incremental expenses are incurred as a result of the facility or grounds usage.*

IV. SUPERINTENDENT'S ROLE

The superintendent, or their designee, has the responsibility to:

- A.** Approve or deny use of school facilities and grounds;
- B.** Charge facilities-use fees, services, penalties and restrictions for such fairly and in strict accordance with the school board-approved guidelines provided in this policy;
- C.** Rescind previously approved requests for use of buildings and/or grounds that in their judgment is in the best interests of the school district provided they promptly informs the organizations/individuals of the action.

V. IN-KIND SERVICES

The school board shall authorize the superintendent, or their designee, to determine whether in-kind service will be allowed in lieu of the facility user fee. (Example: Repair to the baseball field, building of dugouts, etc.).

VI. GROUP DETERMINATION

The school board shall authorize the superintendent, or their designee, to determine which priority group an organization falls within. The school district may request membership information, residency status, nation/state/local affiliations, or other information related to their organization's purpose and connection to the community.

VII. GUIDELINES

The following guidelines shall be administered:

- A.** Complete a facilities use application through the district website before any and all access to the facilities.
- B.** Receive approval/denial of the facility use application through the web-based system. No verbal or hand written approvals constitutes district approval.

- C. School activities always take precedence over any other use of school facilities. The condition of the facilities and the schedule for maintenance also takes precedence over other uses of the facilities.
- D. No events will be approved that violate any federal, state or local laws or regulations and licensing requirements.
- E. Facility use is limited to the function and area described on the facilities use application. Changes in plans or usage will constitute a separate request. There shall be no third-party use of the facilities.
- F. Payment in advance is expected and due when the event is scheduled. If the activity is cancelled at least forty-eight (48) hours in advance of the scheduled building/facility use, the user will receive a full refund of their payment less any related expenses incurred by the school district. If the activity is cancelled with less than forty-eight (48) hours remaining before the scheduled building/facility use, the user will receive a half refund of their payment less any related expenses incurred by the school district.
- G. In compliance with school district policies, smoking on school grounds and possession or consumption of alcoholic beverages are strictly prohibited at all times. The renting organization is responsible for complying with this policy.
- H. Americans with Disabilities Act accommodations, and legal costs associated with non-compliance, will be the responsibility of the using organization or group.
- I. Decorations must be used in such a manner not destructive to school property. Decorations are subject to the approval of the principal or their designated representative. Approval may be denied based on content as well as structure of the decorations including banners and pennants.
- J. The use of any materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the district maintenance foreman.
- K. The user will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees, during the time the building is in use.
- L. All equipment and facilities to be used must be listed on the application and left in the same condition as found.
- M. Ensure the number of attendees does not exceed the authorized capacity of the facility.
- N. Set-up and clean-up may be performed by members of the group using the facility, provided it is approved in advance by the principal or designated representative. Custodial services will be paid by the using group for work not done satisfactorily.

- O.** Ensure that participants' vehicles are parked only in areas designated for parking.
- P.** Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is building service personnel available for supervision.
- Q.** The person in charge as noted on the facilities application shall be present during the scheduled event. The application may be denied if, in the opinion of the principal, there is insufficient supervision, or the event exceeds the capacity of the facility.
- R.** A school custodian will be on duty whenever a facility is being used except as exempted by the principal and so noted on the permit. The custodian will provide assistance in handling furniture and equipment and will be responsible for seeing that the facility is left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged to the group or organization at an overtime rate set annually by the business and operations manager.
- S.** Corridors, exits, and stairways must be free of obstructions at all times.
- T.** Facilities will normally be opened ½ hour before the schedule program time and close ½ hour after the scheduled end of the program unless other arrangements are requested and approved on the application.
- U.** The school district reserves the right to require proof of liability insurance for any organization using the facility. The using organization shall hold the school district harmless with respect to any claim of loss, injury or damage because of negligence of the user or user's employees or agents, including damage to school district property or property for which the school district is liable.
- V.** Any infraction of the above rules, or violations of common behavioral decorum consistent with the approved event, may be grounds for immediate dismissal of the group or organization and for refusing to grant subsequent requests for use of school facilities.
- W.** If security or police coverage is required, the applicant shall make such arrangements at their expense. The applicant shall inform the Colchester Police Department (264-5556), the principal of the building/facility being used, and the maintenance foreman of the details of the security arrangement.

APPENDIX A:

- A classroom, cafeteria, and/or other room by a student club or student organization such as math, drama, student council, etc.
- The gymnasium for interscholastic and intra-mural athletics
- The Performing Arts Center or music room(s) by various student musical ensembles, choral groups, bands, and orchestras
- The cafeteria for student dances
- The cafeteria, library or Performing Arts Center for faculty meetings, plays, school report nights, staff trainings, board meetings, committees, school sponsored public forums
- All homework clubs

APPENDIX B:

- A classroom, cafeteria or library by Parent Teacher Organization (PTO)
- A classroom, cafeteria or library by the CHS Athletic Boosters or Athletic Clubs
- A cafeteria or library by the CMS Parent Forum

APPENDIX C:

- Only Colchester Town Recreation Department sponsored activities and programs

APPENDIX D:

- Use of fields and gymnasiums by Colchester athletic programs (youth Soccer, basketball, lacrosse, baseball)
- Use of art rooms, music rooms or cafeteria by Boy Scout, Girl Scout and 4-H programs
- Use of music rooms by the choral group from Colchester

APPENDIX E:

- Use of fields by area (non-Colchester) athletic programs (baseball, soccer, basketball)
- Use of cafeteria, Performing Arts Center by a for-profit business or group
- Use of classrooms, library, Performing Arts Center by religious affiliated organization

BUILDING AND GROUNDS RATES AND FEES

CLASSIFICATION OF USE:

Group I All student activities, teacher groups, PTO, the Town or any other agency of government or any voluntary non-sectarian and non-political organization directly contributing to education, or fund raising for the Colchester School District and non-fund-raising events of senior citizen groups.

Group II Town non-profit community organizations including political groups comprised primarily of Colchester residents, teaching staff, or residents offering instruction to Colchester residents for a fee.

Group III Out-of-town non-profit organizations.

Group IV Commercial groups, except those hired by the School District.

SCHEDULE OF RATES AND FEES

In addition to the amount charged in accordance with the following rate schedule, groups will be charged expenses incurred by the district for overtime and any other expense caused by the building usage. Note that for any support staff member (custodian, maintenance, cafeteria worker, etc.) to come in on a weekend or holiday requires wages at the overtime rate for a minimum of four (4) hours. Therefore, the minimum weekend/holiday charge is for four (4) hours at the rate of \$25.00 per support staff person, a minimum of \$100.00 per day for any group.

PER HOUR	GROUP I	GROUP II	GROUP III	GROUP IV
Classroom	\$0.00	\$10.00	\$15.00	\$20.00
CHS/CMS/MBS Cafeteria	\$0.00	\$20.00	\$40.00	\$60.00
PPS/UMS/CMS/MBS Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Mini-Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Gym	\$0.00	\$25.00	\$50.00	\$75.00
Performance Art Center w/ Tech	\$0.00	\$100.00	\$150.00	\$200.00
Performance Art Center w/o Tech	\$0.00	\$25.00	\$75.00	\$125.00
Concession Stand	\$0.00	\$10.00	\$20.00	\$40.00
Athletic Field	\$0.00	\$10.00	\$30.00	\$50.00
Computer Devices (per device/per hour)	\$2.50	\$5.00	\$7.50	\$10.00

WARNING
COLCHESTER SCHOOL DISTRICT SPECIAL MEETING
November __, 2018

The legal voters of the Colchester School District are hereby warned and notified to meet in the _____ in the Town of Colchester on November __, 2018, at __ a.m. to transact the following business by Australian ballot:

Article I: Shall the voters authorize the Colchester School District, as Grantor, to grant, sell, convey and confirm to the Town of Colchester, as Grantee, a certain parcel of land and such temporary rights and easements described below for One Dollar, for the purpose of roadway widening to accommodate the addition of new turn lanes on VT 127/Blakely Road and Laker Lane in the Town of Colchester?

Parcel

Being a portion of the same land and premises conveyed to Colchester School District by Warranty Deed of George Crocker and Woodland Cottages dated June 7, 1972 and recorded at Volume 20, Page 259 of the Town of Colchester Land Records, consisting of 11,130 square feet, more or less, as depicted on the plans entitled "Colchester STP 5600(21) Blakely Road/Laker Lane Intersection", prepared by Donald L. Hamlin Consulting Engineers, Inc. and dated August 10, 2017, and on file in the aforesaid Land Records (the "Plans").

Temporary Easements

Temporary easements during the period of construction to enter upon land of the Grantor, for construction purposes, including the right to cut and dispose of all trees, down timber, stubs, brush, bushes, and debris, install project demarcation fence, as necessary and as noted on the Plans and to undertake general construction functions, as further specified and depicted in the Plans.

Polls open _____ from _____ to _____.

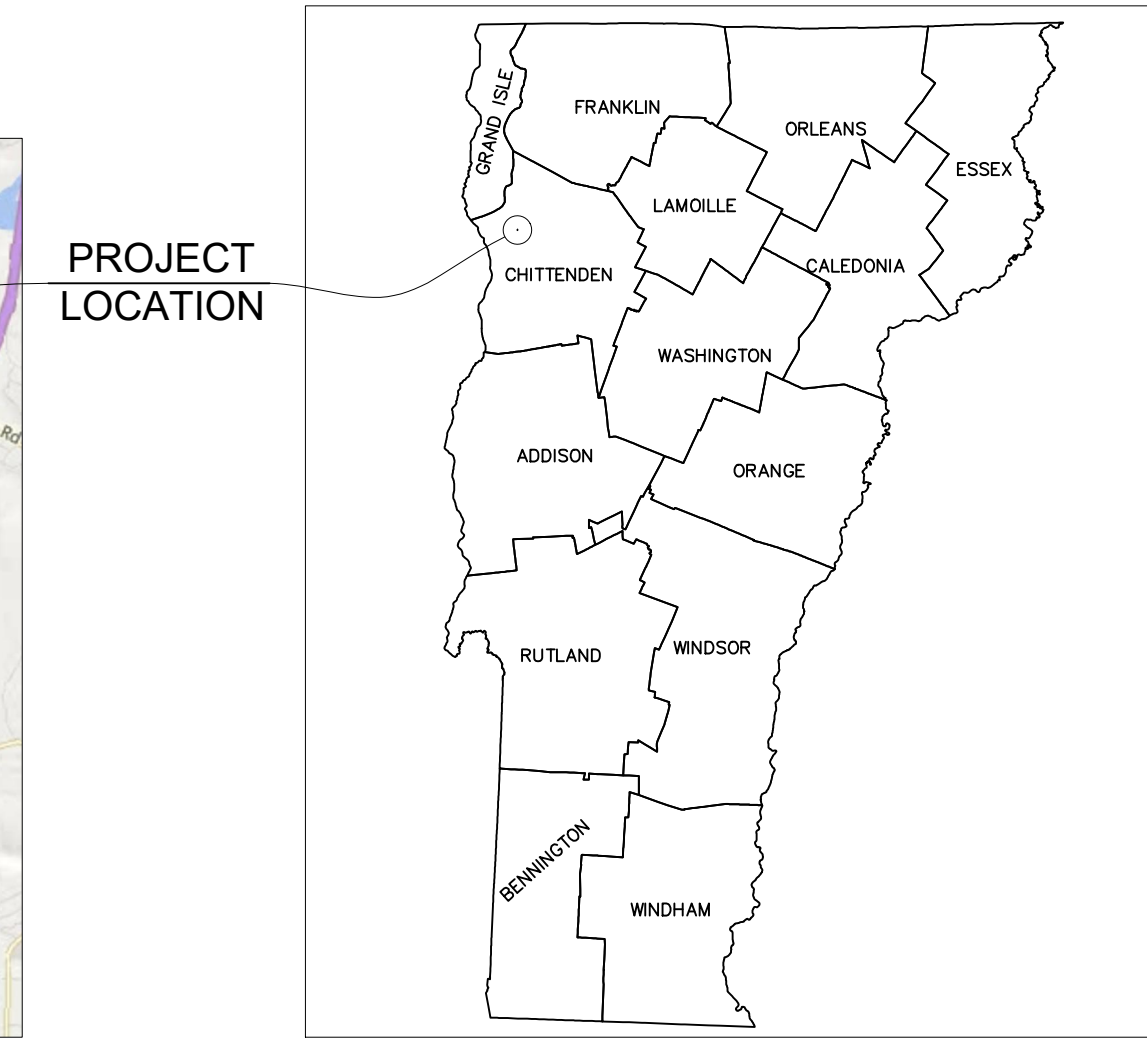
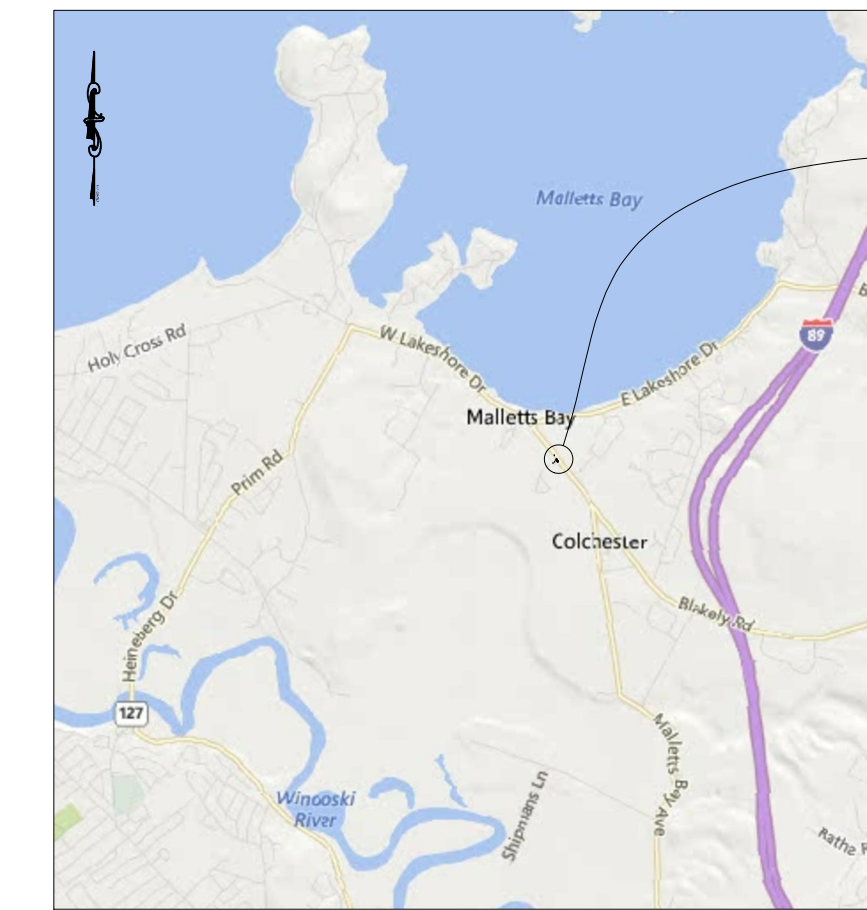
Dated this _____ day of _____, 2018

By the School Board members of the Colchester School District:

[insert signatures of at least a majority of the school board members]

TOWN OF COLCHESTER COLCHESTER STP 5600(21) VT 127 (BLAKELY ROAD) / LAKER LANE INTERSECTION CHITTENDEN COUNTY

PROJECT LOCATION: VT 127 (BLAKELY ROAD) AND LAKER LANE INTERSECTION, COLCHESTER
 PROJECT LENGTH: ROADWAY LENGTH = 804'(0.152 MI); R.O.W. PROJECT = 715' (0.135 MI)
 SPEED LIMIT: 35 MPH (BLAKELY ROAD)
 DESCRIPTION: WORK TO BE PERFORMED UNDER THIS CONTRACT INCLUDES ROADWAY
 WIDENING TO ACCOMMODATE THE ADDITION OF NEW LEFT AND RIGHT TURN
 LANES FROM BLAKELY ROAD ONTO LAKER LANE AND A RIGHT TURN LANE FROM
 LAKER LANE ONTO BLAKELY ROAD.



PROJECT LOCATION
LOCATION PLAN
NTS



OVERALL PROJECT PLAN
SCALE: 1" = 200'

GENERAL CONSTRUCTION NOTES:

- 1) ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE LATEST VERMONT AGENCY OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2011, THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (2009 EDITION), AND THESE PLANS.
- 2) THE CONTRACTOR SHALL CONTACT ALL UTILITIES BEFORE EXCAVATION TO VERIFY THE LOCATION OF ANY UNDERGROUND LINES. THE CONTRACTOR SHALL NOTIFY DIGSAFE AND THE TOWN OF COLCHESTER PUBLIC WORKS DEPARTMENT PRIOR TO ANY EXCAVATION.
- 3) ALL UTILITIES SHOWN ON THIS PLAN ARE BASED ON THE BEST AVAILABLE INFORMATION AND ARE APPROXIMATE. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF EXISTING UTILITIES AND SHALL EXCAVATE WITH CAUTION AT ALL TIMES. ANY UTILITIES, PUBLIC OR PRIVATE, DAMAGED OR DISTURBED BY THE CONTRACTOR DURING THE PERFORMANCE OF THE WORK SHALL BE REPAIRED OR REPLACED IN A TIMELY FASHION AT THE EXPENSE OF THE CONTRACTOR.
- 4) THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT THE DUST CREATED AS A RESULT OF CONSTRUCTION DOES NOT CREATE A NUISANCE OR A SAFETY HAZARD. WHERE AND WHEN DEEMED NECESSARY BY THE ENGINEER OR OWNER, THE CONTRACTOR SHALL BE REQUIRED TO WET SECTIONS OF THE CONSTRUCTION AREA WITH WATER OR SWEEP ROADS WITH A POWER BROOM (TYPE 1) AS DUST CONTROL.
- 5) THE CONTRACTOR SHALL INSTALL AND MAINTAIN EROSION PREVENTION AND SEDIMENT CONTROL MEASURES THROUGHOUT THE DURATION OF THE CONSTRUCTION IN ACCORDANCE WITH THE LOW RISK SITE HANDBOOK FOR EROSION PREVENTION AND SEDIMENT CONTROL, LATEST EDITION, AS PUBLISHED BY THE VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
 ALL AREAS OF DISTURBANCE SHALL BE STABILIZED WITHIN 14 CALENDAR DAYS OF INITIAL DISTURBANCE. AFTER THIS TIME, ANY DISTURBANCE IN THE AREA MUST BE STABILIZED AT THE END OF EACH WORK DAY UNLESS, WORK IS TO CONTINUE IN THE AREA WITHIN THE NEXT 24 HOURS AND THERE IS NO PRECIPITATION FORECAST FOR THE NEXT 24 HOURS, OR THE WORK IS BEING PERFORMED IN A SELF-CONTAINED EXCAVATION WITH A DEPTH OF 2 FEET OR GREATER (i.e. HOUSE FOUNDATION, UTILITY TRENCHES).
 ALL AREAS OF DISTURBANCE SHALL HAVE PERMANENT STABILIZATION WITHIN 48 HOURS OF REACHING FINAL GRADE.
- 6) CONSTRUCTION OBSERVATION AND CERTIFICATION WILL BE PERFORMED BY THE RESIDENT ENGINEER. DLHCE WAIVES ANY AND ALL RESPONSIBILITY AND LIABILITY FOR PROBLEMS THAT MAY ARISE FROM FAILURE TO FOLLOW THESE PLANS AND SPECIFICATIONS AND THE DESIGN INTENT THAT THEY CONVEY. ANY CHANGES MADE TO THE PLANS AND SPECIFICATIONS, OR IN THE CONSTRUCTION OF THE PROPOSED IMPROVEMENTS WITHOUT DLHCE'S PRIOR KNOWLEDGE AND CONSENT.

NOTES:

1. THESE PLANS ARE SUBJECT TO SUCH ENGINEERING CHANGES AS MAY BE REQUIRED BY THE FEDERAL HIGHWAY ADMINISTRATION OR THE VERMONT AGENCY OF TRANSPORTATION. CONSTRUCTION IS TO BE CARRIED ON IN ACCORDANCE WITH THESE PLANS AND THE VTRANS STANDARD SPECIFICATIONS FOR CONSTRUCTION DATED 2011, AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION ON JULY 20, 2011 FOR USE ON THIS PROJECT INCLUDING ALL SUBSEQUENT REVISIONS AND SUCH REVISED SPECIFICATIONS AND SPECIAL PROVISIONS AS ARE INCORPORATED IN THESE PLANS.
2. THE EXISTING SIDELINES OF BLAKELY ROAD R.O.W. ARE BASED UPON THE FOUND HISTORICAL SURVEY RECORDED IN VOLUME 1, PAGE 132 IN THE COLCHESTER TOWN LAND RECORDS. INDIVIDUAL PROPERTY LINES ARE SHOWN BASED UPON FOUND EVIDENCE AND TOWN PARCEL MAPS.
3. THE BOUNDARY LINES SHOWN ON THESE PLANS SHALL NOT BE USED FOR PURPOSES UNRELATED TO THE TOWN OF COLCHESTER ACQUISITION OF EASEMENTS FOR THE PROJECT.
4. TRAFFIC DATA (VT ROUTE 127 - BLAKELY ROAD)
 2016 ADT = 10,445
 2016 DHV = 1,341
 2016 %T = 6%
 DESIGN SPEED = 35 MPH

THESE PLANS ARE FOR
RIGHT-OF-WAY USE ONLY

RIGHT-OF-WAY PLANS

DECEMBER, 2017

QAP INSPECTION LEVEL 3

SURVEYED BY: MRM/BFD
SURVEY DATE: OCTOBER, 2016


DATUM

VERTICAL: NAVD 88
HORIZONTAL: NAD 83

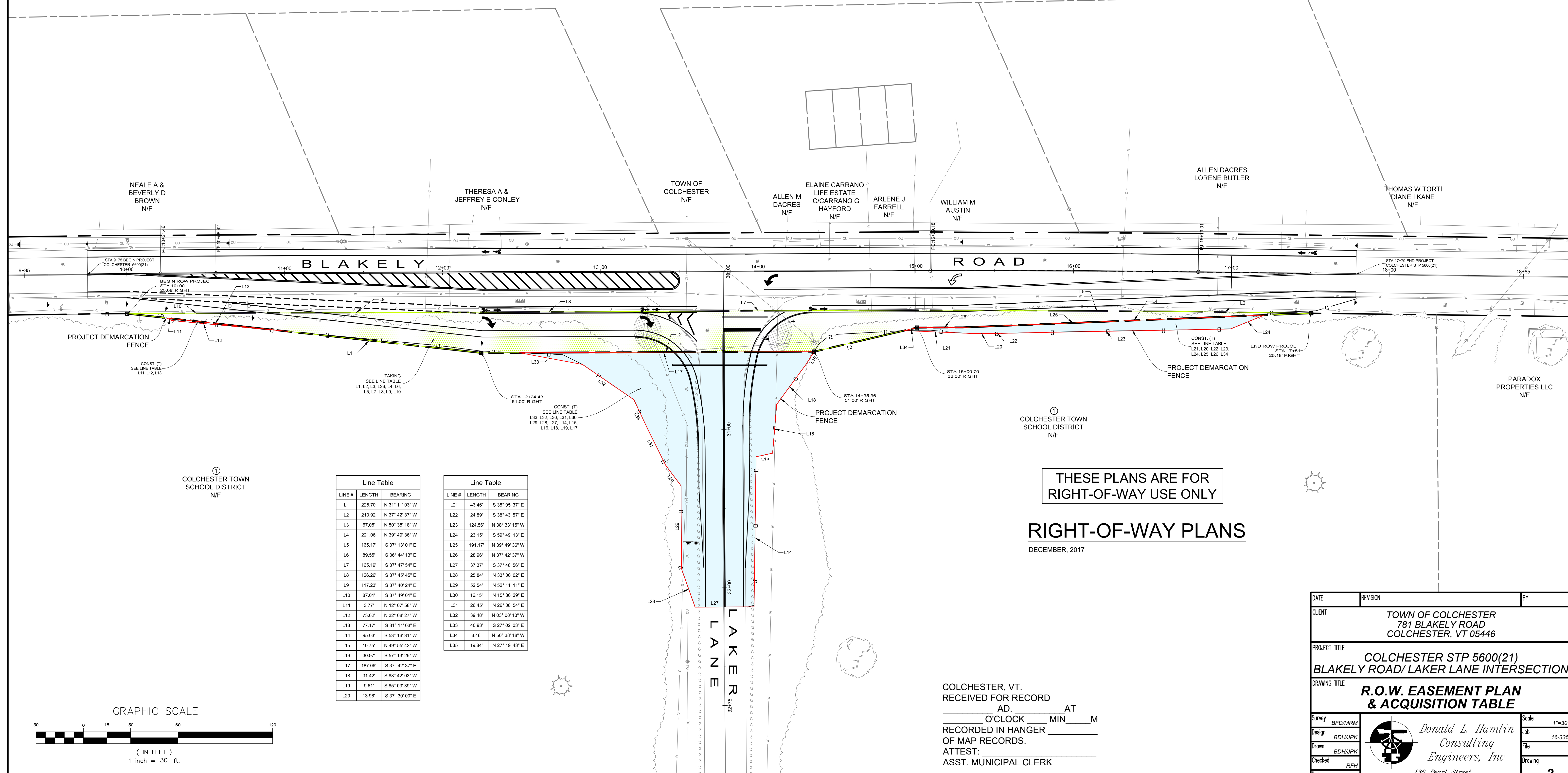
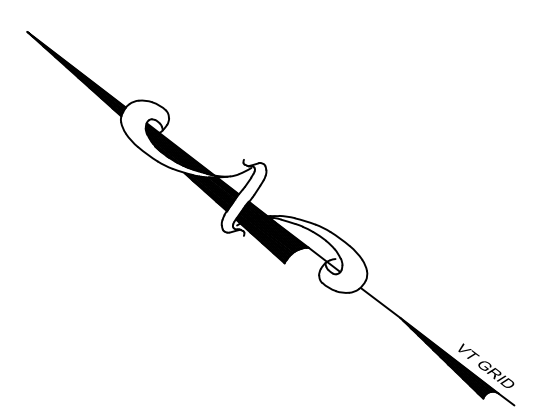
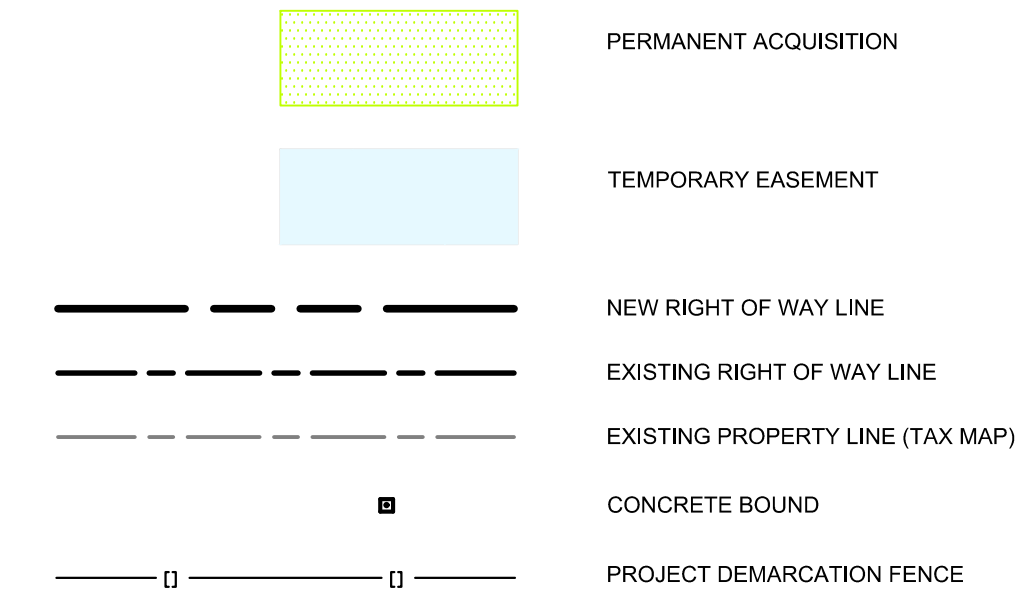
INDEX OF SHEETS

1	TITLE
2	R.O.W. EASEMENT PLAN & ACQUISITION TABLE
3	R.O.W. TYPICAL SECTIONS & DETAILS
4	R.O.W. TYPICAL SECTIONS & DETAILS

COLCHESTER, VT.
RECEIVED FOR RECORD
AD. _____ AT _____
O'CLOCK _____ MIN _____ M
RECORDED IN HANGER _____
OF MAP RECORDS. _____
ATTEST: _____
ASST. MUNICIPAL CLERK

BLAKELY ROAD/ LAKER LANE INTERSECTION COLCHESTER STP 5600(21)	
 <p>Donald L. Hamlin Consulting Engineers, Inc. 108 Pearl Street Essex Junction, Vermont</p>	DLHCE PROJECT NUMBER: 16-335 DRAWN BY: JPK/BDH CHECKED BY: RFH
DRAWING	1

ACQUISITION TABLE										
GRANTOR / OWNER	PARCEL #	EASEMENT / ACQUISITION TYPE	DESCRIPTION	BEGIN STATION	END STATION	AREA (SF)	DATE	TOWN	BOOK	PAGE
COLCHESTER TOWN SCHOOL DISTRICT	①	TEMPORARY CONSTRUCTION	ROADWAY CONSTRUCTION	STA: 10+25 RT	STA: 11+02 RT	47	---	COLCHESTER	---	---
COLCHESTER TOWN SCHOOL DISTRICT	①	TEMPORARY CONSTRUCTION	ROADWAY CONSTRUCTION	STA: 14+92 RT	STA: 17+21 RT	1,300	---	COLCHESTER	---	---
COLCHESTER TOWN SCHOOL DISTRICT	①	TEMPORARY CONSTRUCTION	ROADWAY CONSTRUCTION	STA: 30+51 RT	STA: 32+13 RT	11,275	---	COLCHESTER	---	---
COLCHESTER TOWN SCHOOL DISTRICT	①	FEE SIMPLE	ROADWAY CONSTRUCTION	STA: 10+00 RT	STA: 17+51 RT	11,130	---	COLCHESTER	---	---



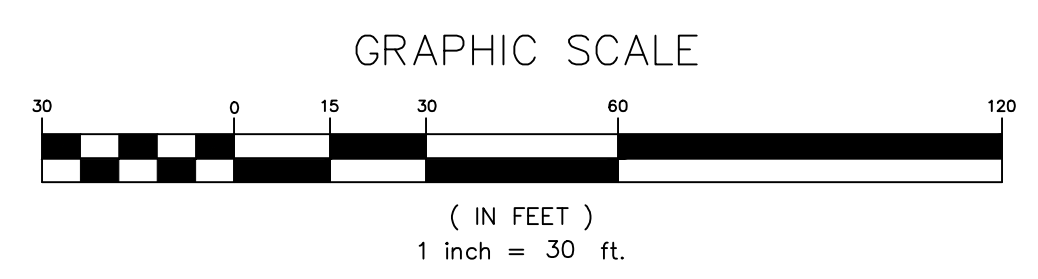
① COLCHESTER TOWN SCHOOL DISTRICT N/F

① COLCHESTER TOWN SCHOOL DISTRICT N/F

LINE #	LENGTH	BEARING
L1	225.70'	N 31° 11' 03" W
L2	210.92'	N 37° 42' 37" W
L3	67.05'	N 50° 38' 18" W
L4	221.06'	N 39° 49' 36" W
L5	165.17'	S 37° 13' 01" E
L6	89.55'	S 38° 44' 13" E
L7	165.19'	S 37° 47' 54" E
L8	128.26'	S 37° 45' 45" E
L9	117.23'	S 37° 40' 24" E
L10	87.01'	S 37° 49' 01" E
L11	3.77'	N 12° 07' 58" W
L12	73.62'	N 32° 08' 27" W
L13	77.17'	S 31° 11' 03" E
L14	95.03'	S 53° 16' 31" W
L15	10.75'	N 49° 55' 42" W
L16	30.97'	S 57° 13' 29" W
L17	187.00'	S 37° 42' 37" E
L18	31.42'	S 88° 42' 03" W
L19	9.61'	S 85° 03' 39" W
L20	13.98'	S 37° 30' 00" E

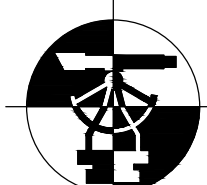
LINE #	LENGTH	BEARING
L21	43.46'	S 38° 05' 37" E
L22	24.89'	S 38° 43' 57" E
L23	124.56'	N 38° 33' 15" W
L24	23.15'	S 59° 49' 13" E
L25	191.17'	N 39° 49' 36" W
L26	28.96'	N 37° 42' 37" W
L27	37.37'	S 37° 48' 56" E
L28	25.84'	N 33° 00' 02" E
L29	52.54'	N 52° 11' 11" E
L30	16.15'	N 15° 36' 29" E
L31	26.45'	N 26° 08' 54" E
L32	39.48'	N 03° 08' 13" W
L33	40.93'	S 27° 02' 03" E
L34	8.48'	N 50° 38' 18" W
L35	19.84'	N 27° 19' 43" E

THESE PLANS ARE FOR
RIGHT-OF-WAY USE ONLY
DECEMBER, 2017



COLCHESTER, VT.
RECEIVED FOR RECORD
AD. _____ AT _____
O'CLOCK _____ MIN _____ M
RECORDED IN HANGER
OF MAP RECORDS.
ATTEST: _____
ASST. MUNICIPAL CLERK

DATE	REVISION	BY
CLIENT TOWN OF COLCHESTER 781 BLAKELY ROAD COLCHESTER, VT 05446		
PROJECT TITLE COLCHESTER STP 5600(21) BLAKELY ROAD/LAKER LANE INTERSECTION		
DRAWING TITLE R.O.W. EASEMENT PLAN & ACQUISITION TABLE		
Survey	BFD/MRM	Scale 1"=30'
Design	BDH/JPK	Job 16-335
Drawn	BDH/JPK	File
Checked	RFH	Drawing
Date	08/10/2017	2


Donald L. Hamlin
 Consulting
 Engineers, Inc.
 136 Pearl Street
 Essex Junction, Vermont

PERSONNEL CONSENT AGENDA

Board Date: September 4, 2018

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Meg	Hershman	Leave of Absence	Elementary Education Teacher	1.0 FTE	PPS	Request Leave of Absence approximately March 2019 - through the end of the 18/19 SY			
Teacher	Lindsay	Lesage	New Hire	Elementary Education Teacher, Long-Term Substitute	1.0 FTE	PPS	Request to Hire	Mary Geibel	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	Treg	Vroegop	New Hire	Girls B Soccer Coach		CMS	Notice of Hire	Haley Koperski	Yes	Yes
Support Staff	Natasha	Halverson	End of Employment	Paraeducator-Special Education	32.5 hr	CHS	Notice of End of Employment			Yes
Support Staff	Sandra	Boyd	Leave of Absence	Custodian	40.0 hr	MBS	Request Leave of Absence Sep 5 - Mar 5			
Support Staff	Michelle	Krause	Leave of Absence	Paraeducator - Special Education	16.25 hr	CHS	Request Leave of Absence beginning September 4, 2018			
Support Staff	Joanne	Beaubien	New Hire	Paraeducator - ELL	32.5 hr	CMS	Notice of Hire	Bria Yazic	Yes	Yes
Support Staff	Laurie	Cousineau	New Hire	Paraeducator- Special Education	32.5 hr	PPS	Notice of Hire	Cindel Otto	Yes	Yes
Support Staff	Micaela	Flagg	New Hire	Paraeducator-SPED/Paraeducator	16.25/16.25	PPS	Notice of Hire	Julie Brigante	Yes	Yes
Support Staff	Cynthia	Kuenzi	New Hire	Autism Interventionist	35.0 hr	MBS	Notice of Hire	Cynthia Kuenzi	Yes	Yes
Support Staff	Marissa	McGrath	New Hire	Autism Interventionist	35.0 hr	CMS	Notice of Hire	New	No	Yes
Support Staff	Skylar	Rogers	New Hire	Paraeducator - Special Education	32.5 hr	PPS	Notice of Hire	Crystal Nerbak	Yes	Yes
Support Staff	Kathryn	Valiquette	New Hire	Food Service Worker	27.5 hr	CMS	Notice of Hire	Wendy Colgrove	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, August 21, 2018
7:00 p.m. (General Session)

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, August 21, 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 Sophia Brigante; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Special Education Carrie Lutz; Director of Curriculum and Instruction Gwen Carmolli; and Principals: Heather Baron, Michele Cote, Jordan Burke, Chris Antonicci, and Carolyn Millham.

There were 2 audience members.

I. Call 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. Introduction of Student School Board Member

Information

CHS Principal Heather Baron introduced this year's student board member. Sophia Brigante is a senior at CHS and has been a student in the district since kindergarten. She is very involved in the CSD community and participates in a number of co-curriculars.

IV. Report from Building Principals

Information

All of the district's principals were in attendance at the meeting. They each shared details regarding the work that took place over the summer, the opening of school, class size, and upcoming open houses.

V. Proficiency-Based Learning Presentation

Information

CHS Principal Heather Baron provided the board with an in-depth introduction to the high school's work in the area of proficiencies. CHS has put significant effort into developing a system of instruction and assessment that is proficiency-based.

VI. Update on eFinance

Information

In 2018, the General Assembly required school districts to use the same school financial management system as selected by the state. The state chose Power School's eFinancePlus as the

platform. Business and Operations Manager, George Trieb detailed how the system works including the process, benefits, and expected outcomes.

VII. First Reading of Building and Grounds Use Policy: H3 Action

This policy was last reviewed in 2007. Superintendent Amy Minor and Business and Operations Manager George Trieb outlined the recommended changes.

Director Cox moved to approve the first reading of the Building and Grounds Use Policy, seconded by Director Taylor. The motion passed unanimously, 5-0.

VIII. Approval of Personnel Consent Agenda Action

The following Personnel Consent Agenda was presented for August 21, 2018.

PERSONNEL CONSENT AGENDA
Revised - Board Date: August 21, 2018

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Kaitlin	Cole	New Hire	Alternative Education Teacher, One Year Only	1.0 FTE	CMS	Request to Hire	John Helme	Yes	Yes
Teacher	Madison	Freed	New Hire	Elementary Education Teacher	1.0 FTE	MBS	Request to Hire	Claudia O'Neill	Yes	Yes
Teacher	Ellen	Knowles	New Hire	Speech & Language Pathologist	.50 FTE	Preschool @ MBS	Request to Hire	Danielle Hardy	Yes	Yes
Teacher	Katherine	Moran	Leave of Absence	Guidance Counselor	1.0 FTE	CHS	Request Leave of Absence beginning est. April 2019			

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	Julie	Brigantie	End of Employment	Paraeducator/Paraeducator-Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Wilson	Korth	End of Employment	Paraeducator - Special Education	32.5 hr	CMS	Notice of End of Employment			Yes
Support Staff	Cindel	Otto	End of Employment	Paraeducator - Special Education	32.5 hr	PPS	Notice of End of Employment			Yes
Support Staff	Kenneth	Paquette	End of Employment	Behavior Interventionist	35.0 hr	MBS	Notice of End of Employment			Yes
Support Staff	Heidi	Amlaw	New Hire	Food Service Worker	17.5 hr	PPS	Notice of Hire	Michelle Barber	Yes	Yes
Support Staff	Helen	Dunn	New Hire	Behavior Interventionist	35.0 hr	CAP	Notice of Hire	New Position	Yes	Yes
Support Staff	Phyllis	Golodetz	New Hire	Main Office Secretary	40.0 hr	CHS	Notice of Hire	Gabrielle Brooks	Yes	Yes
Support Staff	Jacy	Hagy	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	Molly Finnigan	Yes	Yes
Support Staff	Meagan	Holland	New Hire	Paraeducator - Special Education	32.5 hr	CMS	Notice of Hire	Faye Graham	Yes	Yes
Support Staff	Morgan	McNall	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	Sara Van Nostrand	Yes	Yes
Support Staff	Charlene	Roy	New Hire	Food Service Worker	30.0 hr	MBS	Notice of Hire	Doris Trainque	Yes	Yes
Support Staff	Philip	Smith	New Hire	Behavior Interventionist	35.0 hr	MBS	Notice of Hire	Zach Kelly	Yes	Yes
Support Staff	Erica	Trembley	New Hire	Paraeducator - Special Education	32.5	PPS	Notice of Hire	Ursula Dimitroff	Yes	Yes
Support Staff	Michelle	Barber	Transfer	Food Service Worker	21.25 hr	CHS	Notice of Hire	Tamara Meyer	Yes	Yes
Support Staff	Faye	Graham	Leave of Absence	Paraeducator - Special Education	32.5 hr	CHS	Request Leave of Absence August 21 - est. 3 - 4 weeks			

Director White moved to approve the personnel consent agenda as provided, seconded by Director Kieny. The motion passed unanimously, 5-0.

IX. Approval of Minutes: August 7, 2018 and August 13, 2018 Action

Director Taylor moved to approve the minutes of August 7, 2018, seconded by Director Cox. The motion passed unanimously, 5-0.

Director Taylor moved to approve the minutes of August 13, 2018, seconded by Director Cox. The motion passed unanimously, 5-0.

X. Board/Administration Communication, Correspondence, Committee Reports Information

- Superintendent Minor gave an update on new hires throughout the district
- Confirmed Fall Board Retreat on September 25th

XI. Possible Future Agenda Items Information

Future Meetings:

- Discipline Policies
- School Reports
- District Nursing Report

XII. Adjournment

Director Cox made a motion to adjourn at 9:12 pm, seconded by Director Taylor. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Craig Kieny
Board Clerk