

Colchester School Board

Meeting Agenda and Packet

May 21, 2019

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
May 21, 2019  
7:00 P.M.**

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**AGENDA**

- I. Call to Order and Pledge of Allegiance**
- II. Citizens Participation\***
- III. Approval of Consolidated Federal Programs Grant and Assurances** **Action**
- IV. Approval of MBS Boiler Purchase** **Action**
- V. Approval of Purchase to Pave the MBS/CMS Parking Lot** **Action**
- VI. Second and Final Reading of Vocational/Technical Centers Program Policy: G9** **Action**
- VII. Second and Final Reading of School Relations with Attorneys and the Courts in Child Custody Cases Policy: H8** **Action**
- VIII. Second and Final Reading of Suspension of Policies Policy: A2** **Action**
- IX. Approval of Personnel Consent Agenda** **Action**
- X. Approval of Minutes: May 7, 2019** **Action**
- XI. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XII. Possible Future Agenda Items** **Information**
- XIII. Adjournment**

**On the Third Tuesday of Each Month\***

During the meeting, the school board will review the top questions and themes submitted to them via email to [SchoolBoard@colchestersd.org](mailto:SchoolBoard@colchestersd.org). Note: All submissions must be received before noon on the third Tuesday of every month.

Agency of Education

Applicant:

Application:

Cycle: Original Application

Project Period 7/1/2019 - 6/30/2020

Application Sections Consolidated Application ▾

Printer-Friendly

**Consolidated Federal Program Assurances**

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

**CONSOLIDATED FEDERAL PROGRAM ASSURANCES**

Revised Fiscal Year 2019

**Communications to Parents and Community**

1. Disseminate to parents annual LEA and school report cards, or the link to the "State Snapshot" by December of the following school year, with disaggregated assessment results and information on Title I schools identified as needing comprehensive or targeted support. The report card must be in an understandable and uniform format and, to the extent practical, in a language that parents can understand.
2. Notify, at the beginning of each school year, parents of students in Title I schools of their right to request information regarding any State or local educational agency policy regarding student participation in any Federal, State, or locally required assessments, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
3. Make widely available, through public means (suggested: LEA and school websites), for each grade served by the local educational agency, information on each assessment required by the State and assessments required districtwide by the local educational agency.
4. Provide parents, of children in a Title I school, information on the level of achievement of their children in each of the State academic assessments. This can be accomplished through online access to assessment results and/or printed reports.
5. Provide to parents of students in Title I schools timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
6. Provide all notices to parents in a format that is understandable and, to the extent practicable, in a language that the parents can understand.
7. Notify, at the beginning of each school year, parents in Title I schools of their right to request information regarding the professional qualifications of their child's classroom teachers. If requested, the information shared should include (a) if the teacher has met state licensing criteria for the grade levels and subjects taught, (b) whether the teacher is teaching under a licensure waiver, (c) the teacher's degree major, and (d) whether their child is provided any services by paraprofessionals, and if so, their qualifications. This may be accomplished for educators by providing parents with access to the "Look Up an Educator" database on the AOE website.

**Parent & Family Engagement**

1. Involve parents in the development of the Consolidated Federal Programs (CFP) application, including asking for input relative to Title I, Title IIA, Title IIIA and Title IVA.
2. Develop a written parent and family engagement involvement policy for the LEA and each Title I school. This policy will be developed jointly with, agreed upon with, and distributed to, parents and family members of participating children. The policy shall be incorporated into the local educational agency's plan and describe the agency's expectations for parent and family involvement. Title I schools are also required to have a Parent-School Compact.
3. Involve parents and family members of children receiving services under Title I in the decisions regarding how funds reserved under the Parent & Family Engagement set-aside are used.
4. Submit, if the LEA CFP plan is unsatisfactory to any parents, the parents' comments when the LEA submits its application to the State.

**Continuous Improvement and Comprehensive Needs Assessment**

1. Conduct a comprehensive needs assessment for the LEA and for each school that informs decisions regarding professional learning, continuous improvement plans for comprehensive and targeted support schools, support for homeless youth, the development of Schoolwide Program plans, and the use of Title IV, Part A funds.

**Professional Learning**

1. Conduct a periodic needs assessment that includes local needs for professional learning and hiring taking into account the activities that are needed to (1) give teachers the means (including subject matter knowledge, teaching, and technology skills) to provide students with the opportunity to meet challenging state and local student academic achievement standards, (2) give principals the instructional leadership skills to help teachers to provide students with the opportunity to meet challenging state and local student academic achievement standards, (3) Provide low-income and minority students greater access to effective teachers, principals and other school leaders.

In conducting the needs assessment, consider information such as:

- a. student achievement data;
  - b. information about numbers of teachers who lack full teacher licensure;
  - c. projections of teacher supply in critical areas;
  - d. student enrollment data;
  - e. information on evidence-based research on proposed programs and strategies;
  - f. educator evaluations; and
  - g. any additional data sources as deemed necessary to fully understand the professional development and staffing needs of the system.
2. Align the professional learning provided to teachers and principals with challenging State academic content standards, student academic achievement standards, State assessments, and the curricula and programs tied to those standards.
  3. Base professional learning activities on a review of evidence-based research that will have a substantial, measurable, and positive impact on student academic achievement, and will be used as part of a broader strategy to eliminate the achievement gap that separates the performance of low-income and minority students from other students.
  4. Coordinate professional learning activities authorized under Title II, Part A with professional learning activities provided through other Federal, State, and local programs.
  5. Ensure that the professional learning needs of teachers (including teacher mentors) and principals will be met with the LEA's Title II, Part A - Supporting Effective Instruction funds.
  6. Provide professional learning and development to enable teachers to (1) address the learning needs of all students, including students with disabilities, English learners, and gifted students; (2) provide students with the opportunity to meet challenging state and local student academic achievement standards, (including subject matter knowledge, teaching, and technology skills); (3) involve parents in their child's education; and (4) understand and use data and assessments to improve student achievement and protect student privacy.
  7. Ensure that the professional learning meets the ESEA definition of professional learning including activities that:
    - a. Are an integral part of school and local educational agency strategies for providing educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards;
    - b. Are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom; and
    - c. Are an integral part of broad schoolwide and LEA-wide educational improvement plans; and as a whole, are no less than annually evaluated for their impact on increased teacher effectiveness and improved student academic achievement, and the findings of the evaluations are used to improve the quality of professional learning.

#### **Homeless Education**

1. Provide transportation to and from the school of origin for homeless students, if requested by the parent and is feasible and in the best interest of the child, so the child can continue his or her educational experience uninterrupted.
2. The LEA will adopt policies and practices to ensure that homeless students are not stigmatized or segregated on the basis of their status as homeless.
3. In accordance to the homeless student's best interest, the LEA must continue the student's education in the school of origin for the duration of homelessness:
  - a. In any case in which a family becomes homeless between academic years or during the academic year; or
  - b. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
  - c. Enroll the student in any public school that non-homeless students, who are living in the same attendance area as the homeless student, are eligible to attend.
4. In determining the best interest of the homeless student, the LEA must:
  - a. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
  - b. Provide a written explanation, including a statement of the right to appeal, to the student's parent or guardian, if the LEA sends such student to a school other than the school of origin or a school requested by the parent or guardian; and
  - c. In the case of an unaccompanied youth, ensure that the designated homeless liaison (see #7) assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
5. If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
6. The school selected shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records and proof of residency.
7. The LEA must adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin until the student's family obtains permanent housing.
8. The LEA must designate a liaison for students experiencing homelessness, even if there are no students currently identified. The liaison must ensure that:
  - a. Homeless children and youths are identified by school personnel and through coordination activities with other entities and

- agencies;
- b. Homeless students enroll in and have full and equal opportunity to succeed in school;
- c. Homeless students and their families receive educational services for which they are eligible, including free meals, Title I, Part A services, public pre-school programs and/or Head Start; and referrals to health, housing, and other appropriate services;
- d. Parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- e. Public notice of the educational rights of homeless students is disseminated in schools and other places where homeless students and their families receive services;
- f. Enrollment disputes are mediated;
- g. The parent or guardian of a homeless student or any unaccompanied youth is fully informed of all transportation services including transportation to the school of origin, if that is the school placement;
- h. School personnel providing services under McKinney-Vento receive professional development and other support; and
- i. Unaccompanied youths are enrolled in school, have opportunities that are the same as other youth, and are informed of their status as independent students under the Higher Education Act, receive support to prepare for college and obtain assistance to receive verification for their FAFSA.

#### **Persistently Dangerous Schools**

1. Allow a student that attends a persistently dangerous school, as designated by the State, or who has been a victim of a violent criminal offense on the grounds of the public school the student attends, to transfer to a safe public school within the LEA.

#### **Consultation**

1. Provide for systematic consultation with parents of elementary and secondary school children, teachers and administrators, and other groups such as librarians, school counselors and pupil services personnel, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities in the planning, design and implementation of all activities and strategies described in the Consolidated Federal Programs application. A description of this process must be on file at the LEA office.
2. Consult with representatives of important stakeholder groups in the preparation and implementation of the CFP application, including planning for professional learning. These groups include parents of children attending elementary and secondary schools in the LEA, teachers, administrators, independent school representatives and others.

#### **English Learners**

1. Improve the education of English learners by assisting the children to learn English and meet the **challenging** State academic standards using effective approaches and methodologies.
2. Provide, through report to Vermont Agency of Education, such data as requested. Data includes but is not limited to; a description of the programs and activities conducted by the entity with funds received, proficiency status of English learners, and information on those exiting language instruction educational programs.
3. Ensure that English learners are included in state assessments as outlined by the federal Elementary & Secondary Education Act.
4. Assess annually the English language proficiency of all English Learners in reading, writing, speaking, and listening, and report data on English language proficiency to the State.
5. Certify that all teachers in any language instruction educational program for English learners funded by Title III are fluent in English and any other language used for instruction, including having written and oral communications skills.
6. Assure that the LEA and each school is not in violation of any State or Federal law, including State constitutional law and Federal Civil Rights Law, regarding the education of English learners.
7. For each local educational agency that uses funds under Title I, Part A, or Title III, Part A, identify all English learners within 30 days of enrollment, and, not later than 30 days after the beginning of the school year (or, for those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during the school year, within the first two weeks of the child being placed in a language instruction educational program), the local educational agency shall notify the children's parents of an English learner identified for participation or participating in such a program.
8. Ensure that a student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.
9. If receiving funds under Title III, the LEA shall implement an effective means of outreach to parents of English learners to inform the parents regarding how they can be active participants in the education of their children.

#### **Assessment**

1. Participate in National Assessment of Educational Progress (NAEP) testing if the LEA is requested to participate in the State sample.

#### **Program Reporting and Evaluation**

1. Maintain such records and provide such information to the Vermont Agency of Education, as may be reasonably required for fiscal audit and program evaluation and federal reporting purposes.
2. Annually evaluate CFP Title programs. Use the results of the annual evaluation to make decisions about appropriate changes in programs for the subsequent year.

#### **Title I, Part A - Improving the Academic Achievement of the Disadvantaged**

1. Inform eligible schools and parents of schoolwide program authority and the ability to consolidate funds from Federal, State and local sources.
2. Coordinate and integrate services provided under Title I with other educational services at the local educational agency or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program.
3. Ensure that all teachers and paraprofessionals working in a program supported with Title I funds meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.
4. Comply at a minimum, when providing early childhood services, with the performance Standards of Head Start.
5. Assist each Title I school in the development or identification of examples of high quality, effective curricula consistent with the State Plan.
6. Assure that migratory children and former migratory children who are eligible to receive Title I, Part A services are selected to receive services on the same basis as other children are selected to receive Title I, Part A services.
7. Be able to describe how teachers and school leaders, in consultation with parents, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program, will identify the eligible children most in need of services under Title I.

#### **School Support & Improvement**

1. If identified by the State for comprehensive support and improvement, the local educational agency shall, for each school identified by the State and in partnership with stakeholders (including principals and other school leaders, teachers, and parents), locally develop and implement a comprehensive support and improvement plan for the school to improve student outcomes.
2. If identified by the State as a school in which any subgroup of students is consistently underperforming, the local educational agency, in partnership with stakeholders (including principals and other school leaders, teachers and parents), shall develop and implement a school-level targeted support and improvement plan to improve student outcomes based on the indicators in the statewide accountability system for each student group that was the subject of notification.

#### **Student Support and Academic Enrichment - Title IV, Part A**

1. Conduct a comprehensive needs assessment of the local educational agency or agencies proposed to be served under this subpart in order to examine needs for improvement of:
  - a. Access to, and opportunities for, a well-rounded education for all students;
  - b. School conditions for student learning in order to create a healthy and safe school environment; and
  - c. Access to personalized learning experiences supported by technology and professional development for the effective use of data and technology.
2. Obtain prior written, informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under Title IV, Part A and conducted in connection with an elementary school or secondary school under Title IV, Part A.
3. Not use funds under Title IV, Part A for medical services or drug treatment or rehabilitation, except for integrated student supports, specialized instructional support services, or referral to treatment for impacted students, which may include students who are victims of, or witnesses to, crime or who illegally use drugs.
4. Engage in initial and continued consultation with parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency), Indian tribes or tribal organizations that may be located in the region served by the local educational agency (where applicable), and others with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this subpart and to coordinate such implementation with other related strategies, programs, and activities being conducted in the community.
5. The LEA will prioritize the distribution of funds to schools served by the local educational agency, or consortium of such agencies, that:
  - a. Are among the schools with the greatest needs, as determined by such local educational agency, or consortium;
  - b. Have the highest percentages or numbers of children in poverty and population;
  - c. Are identified for comprehensive support and improvement;
  - d. Are implementing targeted support and improvement; or
  - e. Are identified as a persistently dangerous public elementary school or secondary school.
6. The LEA will use:
  - a. Not less than 20 percent of funds received under this subpart to support one or more of the well-rounded education activities;
  - b. Not less than 20 percent of funds received under this subpart to support one or more safe and healthy student activities; and
  - c. A portion of funds received under this subpart to support one or more activities related to the effective use of technology without spending more than 15 percent on technology infrastructure, including devices and software.
7. The LEA will annually report to the State how funds are being used under Title IV, Part A.

#### **Safe and Drug-Free Schools and Communities**

1. The LEA assures that it will continue to provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - b. Establishing an on-going drug-free awareness program to inform employees about:
    - i. The dangers of drug abuse in the workplace,
    - ii. The grantee's policy of maintaining a drug-free workplace,
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs, and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement;
  - d. Including in the statement required in (a) above that, as a condition of employment under the grant, the employee will abide by the terms of the statement, and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place no later than five calendar days after such conviction;
  - e. Notifying the agency, in writing, within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted:
    - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
    - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency, and
    - iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above.
2. Assure that each school within the LEA will adopt and implement policies regarding any student/staff that brings a weapon to school, which complies with Vermont and Federal law. [ESEA, §8561(d) and VT Title 16, §1166]

#### **Fiscal**

1. Use funds only to supplement, not supplant the level of funds from non-federal sources. The use of federal funds will not result in a decrease in state or local funds for a particular activity, which, in the absence of federal funds, would have been available to conduct an activity supported by the programs authorized in the CFP application. Ensure that each Title's specific rule is being met.
2. As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 Part 82, Sections 82.105 and 82.110, the applicant certifies that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
  - c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts).
3. As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at CFR Part 85, Sections 85.105 and 85, certify that applicant and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or other-wise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (A) b) of this certification; and
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### **General**

1. Take into account evidence-based research, model programs & findings.
2. Collaborate with the State or local child welfare agency to:
  - a. Designate a point of contact if the corresponding child welfare agency notifies the local educational agency, in writing, that the agency has designated an employee to serve as a point of contact for the local educational agency; and
  - b. By not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care.
3. Not discriminate against and deny equal access or a fair opportunity for meeting space to any group officially affiliated with the Boys Scouts of America, or any other youth group listed in Title 36, that wishes to conduct a meeting within a designated open forum or limited public forum.
4. Support, coordinate, and integrate services provided under this part with early childhood education programs at the local educational agency or individual school level, including plans for the transition of participants in such programs to local elementary school programs.
5. If engaging in a consortium under Title III or Title IVA, utilize an LEA-LEA agreement as outlined by Vermont Act 267.
6. Provide, upon request from military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone numbers. Parents may request in writing that their child's name not be on the list.
7. Describe how the local educational agency will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable, through coordination with institutions of higher education, employers, and other local partners; and through increased student access to early college high school or dual or concurrent enrollment opportunities; or career counseling to identify student interests and skills.
8. Take into consideration how to support programs that coordinate and integrate academic and career and technical education content and work-based learning opportunities.
9. Describe how the local educational agency will support efforts to reduce the overuse of discipline practices that remove students from the classroom, which may include identifying and supporting schools with high rates of discipline, disaggregated by each of the subgroups of students.
10. Administer each funded program in accordance with all applicable statutes, regulations, program plans, and applications.
11. The control of funds provided under each funded program and title to property acquired with program funds will be in a public agency or in a eligible private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and the public agency, eligible private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.
12. The LEA will adopt and use proper methods of administering each such program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
13. The LEA will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary, or other Federal officials.
14. The LEA will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each funded program.
15. The LEA will submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program; and maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties.
16. Before the application was submitted, the LEA assures that it afforded a reasonable opportunity for public comment on the application and considered such comment.

NOTE: Only authorized representatives (typically superintendents) can agree to assurances.

Save Page





# Colchester School District

Administrative Offices, 125 Laker Lane, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • [www.csdvt.org](http://www.csdvt.org) • Fax: (802) 863-4774

## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr. *gat*  
**Subject:** MBS Boiler Project  
**Date:** May 16, 2019

The purpose of this memorandum is to obtain approval for the replacement of the boilers at MBS. The cost of the project will be paid for out of the capital reserve fund.

The existing boilers at MBS are approximately thirty years old and need to be replaced. Over the past few years, it has become more challenging to find replacement parts. The plan is to remove the four existing boilers and replace them with four Lochinvar boilers (Model # CHN2072). The work would be done during the summer so that everything will be in place and functional for the start of the school year.

The district solicited three bids. A summary of the bids received are shown in the table below. We believe that all three vendors are capable of doing the job well. Therefore, we recommend selecting Climate Systems Inc., as they have the lowest bid and the district has a long-term relationship with the vendor.

Company	Bid Amount
Climate Systems Inc.	\$115,498
VHV Company	\$139,821
Vermont Mechanical Inc.	\$143,274

*An appropriate motion would be: "I move that we accept the bid from Climate Systems, as recommended and authorize the Business & Operations Manager to sign the necessary documents to make this happen."*

**Amy Minor**  
Superintendent  
of Schools

**George A. Trieb, Jr.**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction



March 26, 2019

Colchester School District  
Attn: Rick Johnson  
Laker Lane P.O. Box 27  
Colchester, VT 05446-027

Re: Installation of new boilers at mallets Bay Elementary School

Rick:

We are pleased to provide you with this proposal for installing four new Lochinvar boilers. They would be model number CHN2072.  
Our approach to this project is to provide you with an efficient, reliable and maintainable system.

**Our scope of work includes the following:**

- Disconnect, drain remove and dispose of the existing boilers.
- Provide and install four Lochinvar CHN2072 boilers (8 million BTU's)
- Reconnect gas piping.
- Reconnect boilers to existing piping.
- Reconnect flue piping to existing chimney.
- Reconnect power wiring using existing wiring.
- Connect new boiler system to KMC DDC system.

**Estimated cost: \$115,498.00**

**One Hundred Fifteen Thousand Four Hundred Ninety-Eight Dollars**

**Sales Tax Not Included**

**Assumptions:**

- Normal business hours 7:00 A.M. to 4:30 P.M.

**Notes:**

- All state and local permits are included.
- New equipment and workmanship will be covered under warrantee for one year.

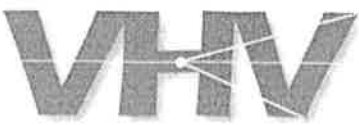
Sincerely,

Bruce Kilbury  
Service Manager  
[bkilbury@climatesystems.com](mailto:bkilbury@climatesystems.com)

**Acceptance**

If you accept this proposal and our payment terms below, please sign and mail or fax a copy to my attention (863-0323). Our payment terms are 1/3 billable upon acceptance 1/3 billable upon receipt of equipment and 1/3 billable upon completion. Net 30 days.

Customer authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



March 22, 2019

Richard Johnson  
Head of Facilities  
Mallets Bay School  
609 Blakely Rd.  
Colchester, VT 05446

**Re: REV-1 - Mallets Bay School - Boiler Replacement**

Dear Richard,

VHV Company is pleased to present this proposal for the design and installation of replacing (4) four Lochinvar boilers from the mechanical room. Information obtained from our recent site visit, as well as information discussed with you were used, and forms the basis of this proposal.

**Scope of Work:**

- Remove and discard (4) four 2000 MBH boilers. Disconnect and make safe existing services to boilers. Save for reuse existing vent piping from boilers. Remove heating hot water piping as needed to remove existing boilers and installation of new boilers. Existing boiler pumps are to be reused for the new boilers.
- Furnish and install (4) four Lochinvar (CBN2067) copper finned, 2065 MBH (input) boilers.
- Furnish and install new heating hot water piping from new boilers to existing primary pumps.
- Furnish and install new gas piping from existing boiler isolation shutoff valve to boiler connection.
- All new piping will be the same material as existing, conform to all local codes and insulated as required by the 2015 Commercial Building Energy Standard.
- Upon completion of installation, the new boilers will be started up in conformance with manufacturer's recommendations.

**Clarifications:**

- All work will be performed during normal work hours (7:00 am to 3:30 pm, M-F)
- The assumption has been made that the proposed Lochinvar CBN2067 boilers will fit through existing doors and stair ways to the mechanical room. If it is determined that the proposed boilers will not fit; than other boilers will need to be selected. Cost increases may occur due to the boiler change.
- The assumption has been made that the existing boiler pumps are in good working condition and meet the flow and head requirements of the new boilers. If it is determined that the existing boiler pumps are not adequate for the new boilers and need to be replaced, cost increases will occur.
- The assumption has been made that the existing steel boiler stands will be reused in the new installation. If it is determined that the stands are in adequate for the new boilers; new stands will be fabricated, and a cost increase will occur.
- The assumption has been made that the existing vent piping to be removed for demo of boilers, will be reused for the new boiler installation. If it is determined that there needs to be

additional piping added to the existing system to connect the boilers; a cost increase will occur for providing the additional piping.

- Engineering services of the existing system will be provided prior to demo. If it is determined that the existing systems (venting, combustion air, natural gas, heating hot water) need to be modified or replaced because of the new equipment; cost increases will occur.
- All electrical work, disconnection of existing boilers and reconnection of new boilers, has been excluded and is not part of this proposal.
- Existing system testing and balancing has been excluded and is not part of this proposal.

**Exclusions:**

- Sales Tax
- Payment and Performance Bond
- Excavation, backfill and compaction
- Concrete work of any kind
- Cutting, patching and painting
- Fire stopping and caulking
- Roof and wall penetrations and roofing work
- Dust partitions and temporary services
- Dumpsters
- Electrical work of any kind
- Starters, disconnects and drives
- Structural work
- Water Quality Testing & Treatment
- Fire protection (sprinklers, detectors, etc)
- Commissioning
- Finish access doors
- Fire dampers not specifically shown
- Roofing and structural
- Asbestos / Hazardous Material Removal
- Equipment Pads
- Relocation of any existing building component or building services required to install the proposed system
- Mechanical Insulation on existing piping not touched under this project

**Price: \$139,821.00 (One Hundred Thirty Nine Thousand Eight Hundred Twenty One Dollars)**

Thank you for the opportunity to provide you this proposal. Please do not hesitate to contact me with any questions or comments.

If this proposal meets your acceptance, please sign and date below and return a copy for our records.

Sincerely,



John Kubacz, EI  
Design Engineer

**Terms and Conditions:**

- This quotation is guaranteed for 30 days.
- All work will be performed during normal work hours (7:00am - 3:30pm, M-F)
- **PAYMENT TERMS:** Invoices will be on a monthly basis and payments will be due by the 10th of the following month.
- **INSURANCE** - Any special insurance requirements including primary and non-contributory additional insured coverage under the Auto or Umbrella policies, or builders risk deductible buy downs will be additional costs.
- **COORDINATION DRAWINGS:** If coordination drawings are required for this project VHV's price assumes the following: (a) our client will provide an MEP coordinator whose duties include scheduling and facilitating meetings, promptly answering RFI's and resolving subcontractor conflicts; (b) our client will provide, maintain and operate software capable of assembling subcontractor, architectural, structural and other trade drawings in order to provide clash detection; (c) If structural or architectural design changes cause MEP coordination rework additional compensation may be required; (d) Complete and accurate architectural and structural 3D models will be provided to VHV in a compatible format to AutoCAD or Revit prior to commencing the MEP coordination process.
- **WARRANTY:** All products not manufactured by VHV carry the original manufacturer's warranty. Copies are available on request. All materials and workmanship provided by VHV will be guaranteed for one year. Notice of a defective product must be given to VHV in writing immediately upon the discovery of such defect. VHV will not be liable for special or consequential damages in any claim, suit or proceedings arising under this warranty, nor will VHV accept any liability for claims for labor, loss of profit, repairs or other expenses incidental to replacement. All freight costs incurred in shipping parts to or from VHV or to the manufacturer if necessary, are at the expense of the customer.
- **CONFIDENTIALITY:** This document contains VHV Company proprietary and confidential information and shall not be distributed to any other company or entity without our consent.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



# PROPOSAL



Vermont Mechanical Incorporated  
P.O. Box 728  
Williston, Vermont 05495  
Phone: 802-862-5900  
Fax: 802-862-2219  
www.vtmechanical.com

Date: March 22<sup>nd</sup>, 2019  
VMI Bid Quote #VM19-110

To: Rick Johnson  
Re: Mallett's Bay School Boiler Replacement  
Addenda Received: N/A

Vermont Mechanical, Inc. is pleased to offer our price for the above referenced project. Our bid proposal includes all necessary material, labor, equipment and supervision to complete the mechanical scope of work discussed during the site visit on March 12<sup>th</sup>, 2019

#### Clarifications & Inclusions:

- Furnish and install four (4) Lochinvar CBN 2067 boilers
- Furnish and install all hydronic piping, gas piping and breeching required to connect new boilers
- Furnish and install new Automated Logic router and controllers to provide DDC control and monitoring of the points below:
  - Individual boiler enable/disable
  - Status of individual boiler injection pump
  - Monitor alarm contacts on each boiler
  - Monitor hot water supply & return temp
  - Monitor domestic hot water temp
  - Monitor outside air temp
  - Enable/disable and speed command of hydronic system pumps via existing VFDs
- Addition of connected equipment to district Automated Logic Control Graphics
- Removal and disposal of existing boilers
- Rigging of new boilers via stairwell off gymnasium
- Floor protection of gymnasium floor during rigging process
- Removal and reinstallation of handrails to facilitate rigging
- Startup of new boilers by factory technicians

**Standard Exclusions:** Abatement surveys and/or remediation, architectural caulking & finishes touch up & repairs, architectural/structural surfaces/finishes cutting & patching, AutoCAD coordination and/or 3-D modeling, balancing, bonds, concrete & masonry work including saw cutting/breakup/patching/leveling & grouting, core drilling and square openings larger than 8" round or 12" square, duct cleaning services, duct leak testing, fire and smoke dampers electrical work, engineering, final cleaning, fire protection/suppression, gas meters & gas pressure regulators, glycol, IAQ management, insurances beyond our standard limits, landscaping repairs, liquated damages, painting, pressure switch and alarm wiring and/or other interconnecting equipment wiring, prevailing wages, radiographic and/or dye penetrant testing, sales tax, seismic & vibration calculations & certifications, shift/weekend/holiday and-or overtime labor, sound & vibration testing, starters/disconnects & VFD's not factory equipped, structural steel and/or surveys and stamping, temporary utilities and/or temporary HVAC systems or services, 3<sup>rd</sup> party testing and inspection services, work not specifically mentioned above in the clarifications and inclusions we have not included contingencies or escalations associated with upcoming tariffs

We Propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of: dollars **\$143,274.<sup>00</sup>**

One Hundred Forty-Three Thousand, Two Hundred Seventy-Four Dollars

#### Payment to made as follows: **Net 30 Days**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature Jon Brown  
Jon Brown- Estimator

Note: This proposal may be withdrawn by us after

30 days.



# PROPOSAL



Vermont Mechanical Incorporated  
P.O. Box 728  
Williston, Vermont 05495  
Phone: 802-862-5900  
Fax: 802-862-2219  
www.vtmechanical.com

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**Acceptance of Proposal** – I have the authority to order the above work and do so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final & complete payment is made, and if settlement is not made as agreed the seller shall have the right to remove same and the seller will be held harmless for any damages resulting from removal thereof. The undersigned understands that a finance charge of 1.5% per month (18% per annum) will be charged on all balances if not paid by the 10<sup>th</sup> of the month following the invoice date. The undersigned agrees to be responsible for all reasonable collection fees, including attorney's fees. Applicant will notify Vermont Mechanical, Inc. if it changes its legal entity or ownership.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_



# Colchester School District

Administrative Offices, 125 Laker Lane, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • [www.csdvt.org](http://www.csdvt.org) • Fax: (802) 863-4774

## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr. *gat*  
**Subject:** MBS/CMS paving project  
**Date:** May 16, 2019

The purpose of this memorandum is to obtain approval for the paving of the MBS/CMS parking lot. The cost of the project will be paid for out of the capital reserve fund.

Every few years, the district reseals its parking lots as a means of preventative maintenance. This process has allowed the district to extend the useful life of its parking lots. However, there comes a time when resealing is insufficient. We need to pave the lots at MBS and CMS before things begin to deteriorate beyond repair.

The district solicited three bids. A summary of the bids received are shown in the table below. We believe that all three vendors can do the job well. Therefore, we recommend selecting Rox Asphalt, LLC, as they have the lowest bid and they did an excellent job last summer paving the CHS parking lot.

Company	Bid Amount
Rox Asphalt, LLC.	\$163,880
Premier Paving, Inc.	\$213,000
GW Paving, Inc.	\$219,000

*An appropriate motion would be: "I move that we accept the bid from Rox Asphalt LLC, as recommended and authorize the Business & Operations Manager to sign the necessary documents to make this happen."*

**Amy Minor**  
Superintendent  
of Schools

**George A. Trieb, Jr.**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

Proposal

ROX ASPHALT, LLC

Quality Jobs at Great Rates



P.O. Box 1434
Williston, VT 05495
802-864-3921
802-872-9543 Fax

888-ROX-PAVN
St. Albans 802-527-7600

PROPOSAL SUBMITTED TO: Colchester Elementary & Middle School
PHONE: Richard
DATE: 4-20-19
STREET: Blakely Rd
JOB NAME:
CITY, STATE AND ZIP CODE: Colchester, VT
JOB LOCATION:
SALES REPRESENTATIVE: Andy Stanley Cell # 316-6294
JOB PHONE:

We hereby submit specifications and estimates for:

Excavate 12", fabric mat , new base , and pave with 3".

Grind lot as needed , sweep lot free from any debris, tack coat,

shim any low areas and pave with 1 1/2" of asphalt. Stripe lot when done.

Scope of work is how plan show

We propose hereby to furnish services complete in accordance with above specifications, for the sum of:

Payment to be made as follows: Paid when completed dollars (\$ 163,880.00 )

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. We do not guarantee chemical spills or vegetation. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance. The undersigned customer agrees to pay all costs of collection including court costs and reasonable attorneys fees if litigation is necessary to collect amounts due under this contract. The undersigned customer also agrees to pay interest on all past due accounts at the rate of 10% per year.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature

# Premier Paving, Inc.

330 Fontaine Drive  
 Georgia VT 05468  
 802.524.0399 p 802 524.0799 f  
 Premierpavingvt.com - Website  
 Premierpaving11@yahoo.com - Email

# Proposal

Date	Proposal #
5/3/2019	6050
Customer E-mail	
RICHARD.JOHNSON@COLCHESTERSD.ORG	
Customer Phone	802 355-9558 RICHARD
Customer Alt. Phone	802 264-5975
Customer Fax	802 264-5974
Project/job location	
COLCHESTER MIDDLE SCHOOL	

Name / Address

COLCHESTER SCHOOL DISTRICT  
 PO BOX 27  
 COLCHESTER VT 05446-0027

Description	Total amount
4,883 SF Area - Gravel section - Additional parking lot - We propose to saw cut the adjoining asphalt, clean and apply RS1 Bonding Agent to the asphalt edges. Remove 12" of existing material, replace with 9" of Shurpac Stone, fine grade the sub-base, compact and pave 3" total in two lifts of type III compacted asphalt.	213,000.00
155,228 SF Area - Overlay areas - We propose to raise the manholes, covers and gate valve boxes to match the finish grade. Grind all butt joints, clean the existing asphalt, apply RS1 Bonding Agent, shim all low areas, and overlay 1.5" of type IV compacted asphalt.	
34,421 SF Area - Milling section - We propose to mill 1.5" of existing asphalt, clean the asphalt, apply RS1 Bonding Agent, and overlay 1.5" of type IV compacted asphalt.	
Note; Curbing not included	
The current AC Escalation quoted for this job is book price of \$557.00 per ton.	

### AC Pricing Notice

This job is quoted with an FOB using AC Escalation/ De-Escalation pricing index determined by VAOT monthly for item 406.50. Premier Paving reserves the right to adjust pricing based on the current AC Price when the job is being completed. AC Price adjustments will be paid to Premier Paving, Inc. for all material produced.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon completion of the job. I agree to pay interest on balances over 15 days at the rate of 18% simple interest and all expenses of collection including court costs and reasonable attorney fees.

## **IF ACCEPTED, PLEASE SIGN AND RETURN**

This proposal may be withdrawn by us if not accepted within 15 days.

<b>Signature:</b>	_____	<b>Date:</b>	_____
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4049 State Route 4  
Kingsbury, NY 12839  
estimate@gwpavinginc.com  
www.gwpavinginc.com  
802-598-5025  
Gary Wells, President  
Jennifer Wells, manager

# G W Paving Inc

## Estimate

For: Colchester School District  
richard.johnson@colchestersd.org  
125 Laker Lane, PO Box 27 Colchester VT

Estimate No: 957  
Date: 05/12/2019

Job Location: Middle School & Mallets Bay  
Cell: 802-355-9558  
SQ FT: 150,000 approx

### Description of Work to be Performed

### Amount

commercial project

estimator Gary Wells Sr

excavate approx 2150 sq ft in 3 expanded areas 12"

Install stabilization mat (fabric) under materials specified

install 12" base, fine grade & vibratory compact with heavy roller

pave expanded areas with 2" of type 2 Binder coarse & 1 1/2" of type IV asphalt

finish with heavy vibratory roller

Mill approx 39,000 sq ft to allow overlay of 1 1/2" of Type IV asphalt

edge & power broom entire parking lot

tack coat parking lot with RS-1 emulsified asphalt

shim low areas with asphalt

pave approx 149,000 sq ft with 1 1/2" of type IV asphalt

finish with heavy vibratory roller

payment due 50% down & balance due upon completion of asphalt paving

\$219,000.00

## **COLCHESTER SCHOOL DISTRICT**

### **POLICY: VOCATIONAL/TECHNICAL CENTER PROGRAMS**

**DATE ADOPTED: DRAFT**

### **PURPOSE**

Colchester School District recognizes its obligation to provide high school students and adults who do not have a high school diploma with a genuine opportunity to participate fully and to benefit from technical education.

### **POLICY STATEMENT**

All Colchester students and adult residents who attend technical education center programs in Burlington or Essex are considered students of Colchester High School. As such, they are subject to the normal registration and attendance policies of the Colchester School District. The Colchester School District shall assume responsibility for the tuition of technical education students only if they are properly enrolled according to the district procedures and practices defined below.

### **IMPLEMENTATION**

1. Any qualified student, including adults without diplomas, who desire to attend an area technical center must first be appropriately registered at Colchester High School.
2. Each student desiring to participate in a technical center program must meet with their CHS guidance counselor to discuss various program options. The goal of this meeting is not only enrollment in a specific technical center program, but also the relationship of any specific program to the student's total high school program.
3. Vocational technical programs are typically designed to be completed in full days for one school year or half days for two years. Requests from students to increase technical center attendance time greater than the typical completion time may be granted by the district given special or extenuating circumstances.
4. Per State Board regulation 2372.14, vocational technical center programs are not available to students below grade ten without prior approval. Also, if space is limited in specific programs, preference will be given to seniors enabling the completion of a program before graduation.
5. Colchester adults without diplomas must follow the same procedures and practices defined for qualified high school students (State Board Regulation 2370.11).

First Reading: February 5, 1997  
 Second Reading: February 19, 1997  
 Last Reviewed: November 5, 2002

**COLCHESTER SCHOOL DISTRICT****POLICY: SCHOOL RELATIONS WITH ATTORNEYS AND THE COURTS IN CHILD CUSTODY CASES****DATE ADOPTED: DRAFT****POLICY STATEMENT**

Colchester School District strongly supports the participation of parents and guardians in their child's educational program and believes that it is essential to ensure a child's academic success. Colchester School District recognizes that the relationship between the teacher and parents/guardians is a partnership that depends on allowing the teacher to maintain a central focus on the child's academic performance. The district is also aware that family issues around separation, divorce and custody may impact that child's ability to learn effectively. At times, students may approach a teacher, counselor, nurse and/or an administrator because they may need help. Disclosing said information may compromise the relationship with the student. (It should be noted that in cases of abuse or neglect, school personnel are mandated reporters.) In those times, it is essential that school personnel remain neutral and focused on maintaining a healthy learning environment for the child.

It is the policy of the Colchester School District that school staff shall refrain from providing an attorney(s) representing either parent/guardian any information regarding the student in connection with an adversarial proceeding where the other parent/guardian is an opposing party, other than directory information, unless directed to do so by an order of the court, or pursuant to a lawfully issued subpoena.

If school personnel are asked to provide additional information voluntarily by the attorney representing either parent/guardian in preparation for a custody case, then the employee is directed to decline the request. If the employee is served by a subpoena requesting such information, the employee shall promptly inform the superintendent, who may, through the school attorney, move for a protective order from the court or otherwise seek to protect the student's and/or district's interests.

**Legal References:**

Family Educational Right and Privacy Act (FERPA)

Last Adopted: November 6, 2007  
Date Warned: May 3, 2019  
First Reading: May 7, 2019  
Second Reading:

**COLCHESTER SCHOOL DISTRICT**

**POLICY:   SUSPENSION OF POLICIES**

**DATE ADOPTED:   DRAFT**

**POLICY STATEMENT**

The application of any section or sections of board policies not established by law or contract may be temporarily suspended by a vote of at least four (4) board members present at a regular or special meeting called for the purpose of dealing with a problem affected by a specific section or sections of policy.

The board shall, at its next regular meeting, reconsider its suspension of any policy, using adopted procedures to permanently adjust or amend its policies.

Date Warned:     October 28, 2005  
First Reading:    November 1, 2005  
Second Reading:  November 15, 2005



**PERSONNEL CONSENT AGENDA****Board Date: May 21, 2019****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	Candace	Condry-Bowles	New Hire	Target Grad/Alternative Education Teacher	0.2 FTE	CHS	Notice of Transfer	Aime deLaricheliere	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>
Co-Curricular	Jennifer	Turmel	New Hire	Field Hockey, Assistant Coach		CHS	Notice of Hire	Sierra Tebeau	Yes	Yes
Support Staff	Abigail	Burgess	End of Employment	Paraeducator - Special Education	32.5 hr	UMS	Notice of End of Employment			Yes
Support Staff	Trevor	Lombard	New Hire	Technology Specialist III	40.0 hr	DW	Notice of Hire	Richard Bird	Yes	Yes
Support Staff	Jessica	Phelan	Transfer	HR Generalist	30.0 hr	CO	Notice of Transfer	Katherine Roth	Yes	Yes

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, May 7, 2019  
7:00 p.m.

### MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, May 7, 2019, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, and Curt Taylor; Student Representative Sophia Brigante; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Curriculum and Instruction Gwen Carmolli; and Principals Michele Cote, Jordan Burke, and Chris Antonicci. There were 11 audience members.

#### I. Call 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. CMS Math Curriculum Update

Information

CMS Principal Michele Cote provided the board with an overview of the current math curriculum at the middle school and changes that will be made for next year in grade 7. The most significant change will be that all students will take the same 7th grade math course. Students who are looking for more opportunities to challenge themselves may take an additional advanced math course. Principal Cote's presentation included educational research and school specific data justifying academic need to support the shift. The board made several supportive statements about the change.

#### IV. First Reading of Vocational/Technical Center Programs Policy: G9

Action

This policy was examined as part of the district's policy review cycle. It was adopted in 1997 and last reviewed in 2002. There were no suggested changes.

*Director Kieny moved to approve the first reading of the Vocational/Technical Center Programs Policy, seconded by Director Taylor. The motion passed unanimously, 4-0.*

#### V. First Reading of School Relations with Attorneys and the Courts in Child Custody Cases Policy: H8

Action

This policy was examined as part of the district's policy review cycle. It was adopted in 2007. One additional line was added to the second paragraph for clarification.

*Director Taylor moved to approve the first reading of the School Relations with Attorneys and the Courts in Child Custody Cases Policy, seconded by Director Cox. The motion passed unanimously, 4-0.*

**VI. First Reading of Suspension of Policies Policy: A2** **Action**

This policy was examined as part of the district's policy review cycle. It was adopted in 2005. There were no suggested changes.

*Director Cox moved to approve the first reading of the Suspensions of Policies Policy, seconded by Director Kieny. The motion passed unanimously, 4-0.*

**VII. Approval of Lease for Colchester Alternative Program (CAP) Building** **Action**

The district currently leases approximately 3,400 square feet of office space located at 308 Blakely Road to accommodate the Colchester Alternative Program. The existing lease is a three-year lease that expires on June 30, 2019. The owner has proposed a new three-year lease with a term spanning July 1, 2019 to June 30, 2022.

*Director Kieny moved to approve the newly proposed lease and authorize the business and operations manager to sign said lease, seconded by Director Taylor. The motion passed unanimously, 4-0.*

**VIII. Approval of Personnel Consent Agenda** **Action**

The following Personnel Consent Agenda was presented for May 7, 2019. Director Taylor requested some edits and formatting to the communication facilitator job description.

**PERSONNEL CONSENT AGENDA**

**Board Date: May 7, 2019 Revised**

**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	Katherine	DeCoff	End of Employment	Art Teacher	1.0 FTE	MBS	Request to end Employment effective June 30, 2019			Yes
Teacher	Christine	Eldred	End of Employment	Librarian/Media Specialist	1.0 FTE	CHS	Request to end Employment effective June 30, 2019			Yes
Teacher	Morgan	Beck	New Hire	Elementary Teacher	1.0 FTE	MBS	Request to Hire	Claudia O'Neill	Yes	Yes
Teacher	Christopher	King	New Hire	English Teacher, One-Year Only	1.0 FTE	CHS	Request to Hire	Hilary Carter	Yes	Yes
Teacher	Megan	Gagne	Transfer	English Teacher	1.0 FTE	CHS	Request to Transfer	Dennis McCannell	Yes	Yes
Teacher	John	Helme	Transfer	Math Teacher, Grades 7/8	1.0 FTE	CMS	Request to Transfer	Lois Whitney	Yes	Yes
Teacher	David	McDermott	Transfer	Math/Science Teacher, Grades 7/8	1.0 FTE	CMS	Request to Transfer	New	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>
Co-Curricular	James	Olson	New Hire	Baseball "B" Team Coach		CMS	Notice of Hire		Yes	Yes
Co-Curricular	Kristy	Perry	New Hire	Softball "B" Team Coach		CMS	Notice of Hire		Yes	Yes
Co-Curricular	David	Sharkey	New Hire	Soccer Boys' Varsity Assistant Coach		CHS	Notice of Hire	Ty Pratt	Yes	Yes
Support Staff	John	Brennan	End of Employment	Bus Driver - Special Education	20.0 hr	DW	Notice of End of Employment			Yes
Support Staff	Bonnie	Domachowski	End of Employment	Paraeducator - Math Center	32.5 hr	CHS	Notice of End of Employment			Yes
Support Staff	Marissa	McGrath	End of Employment	Autism Interventionist	35.0 hr	CMS	Notice of End of Employment			Yes
Support Staff	Katherine	Roth	End of Employment	HR Generalist	37.5 hr	CO	Notice of End of Employment			Yes
Support Staff	Austin	Bulluck	New Hire	Technology Specialist III	40.0 hr	DW	Notice of Hire	Richard Bird	Yes	Yes
Support Staff	Tina	Carroll	New Hire	Administrative Assistant/Guidance Registrar	40.0 hr	CMS	Notice of Hire	Linda Gregoire	Yes	Yes
Support Staff	David	Hodge	New Hire	Commucation Facilitator	35.0 hr	CMS	Notice of Hire	New-Student Need		Yes
			Job Description	Commucation Facilitator						

*Director Cox moved to approve the Personnel Consent Agenda with the exception of the communication facilitator job description, seconded by Director Taylor. The motion passed unanimously, 4-0.*

**IX. Approval of Minutes: April 16, 2019 Action**

Director Cox asked the board to allow her to retroactively change her vote to “abstain” on agenda item IV: Approval of Contract Agreement with Colchester Education Association. She stated that she voted in error and had intended to abstain due to her membership in the National Education Association through her employed school district. The board unanimously agreed to her request. In the same agenda item, Director Taylor asked to add the word “average” before “3.1% salary increase”.

*Director Kieny moved to approve the amended minutes of April 16, 2019, seconded by Director Cox. The motion unanimously, 4-0.*

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

- The district held a small gathering to honored the five employees retiring this year.
- The board agreed on a meeting schedule for the 2019-2020 school year.
- The board selected May 28th as a tentative spring retreat date.
- Superintendent Minor thanked Howards Center and the Colchester Police Department for participating in a successful Suicide Prevention Discussion for parents, families, and caregivers last week.
- Student Board Member Sophia Brigante shared her plans for next year. The board thanked her for her participation and service to the board this past school year.

**XI. Possible Future Agenda Items Information**

- Summer Purchases
- Assurances
- Strategic Planning

**XII. Adjournment**

*Director Taylor made a motion to adjourn at 7:54 p.m., seconded by Director Kieny. The motion passed unanimously, 4-0.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Lindsey Cox  
Board Clerk