

Colchester School Board

Meeting Agenda and Packet

February 18, 2020

**Colchester School District  
Board of Education Meeting Agenda  
Colchester High School – Media Center  
February 18, 2020  
7:00 P.M.**

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**AGENDA**

- |              |  |                      |
|--------------|--|----------------------|
| <b>I.</b>    | <b>Call to Order and Pledge of Allegiance</b>  |                      |
| <b>II.</b>   | <b>Citizens Participation*</b>   |                      |
| <b>III.</b>  | <b>Report from Building Principals</b>   | <b>Informational</b> |
| <b>IV.</b>   | <b>Approval for the Purchase &amp; Installation of a New Paging System at CHS</b>  | <b>Action</b>        |
| <b>V.</b>    | <b>First Reading of Management of Policies Policy: A1</b>  | <b>Action</b>        |
| <b>VI.</b>   | <b>First Reading of Section 504 Rehabilitation Act of 1973 Americans with Disabilities Act.<br/>Policy for Non-discrimination on the Basis of Disability policy: F27</b> | <b>Action</b>        |
| <b>VII.</b>  | <b>First Reading of Non-Resident Students Policy: F17</b>  | <b>Action</b>        |
| <b>VIII.</b> | <b>Approval of Personnel Consent Agenda</b>  | <b>Action</b>        |
| <b>IX.</b>   | <b>Approval of General Meeting Minutes: February 4, 2020</b>   | <b>Action</b>        |
| <b>X.</b>    | <b>Approval of Special Meeting Minutes: February 10, 2020</b>  | <b>Action</b>        |
| <b>XI.</b>   | <b>Approval of Special Meeting Minutes: February 17, 2020</b>  | <b>Action</b>        |
| <b>XII.</b>  | <b>Board/Administration Communication, Correspondence, Committee Reports</b>   | <b>Information</b>   |
| <b>XIII.</b> | <b>Future Agenda Items</b>   | <b>Information</b>   |
| <b>XIV.</b>  | <b>Executive Session to Discuss Contract Negotiations</b>  | <b>Action</b>        |
| <b>XV.</b>   | <b>Adjournment</b>   |                      |

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

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

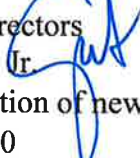


# Colchester School District

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.   
**Subject:** Purchase/Installation of new paging system at CHS  
**Date:** February 12, 2020

The purpose of this memorandum is to receive school board approval for the purchase and installation of a new paging system for Colchester High School (“CHS”).

The CHS paging system is old and antiquated. It is difficult to maintain, and some features of the system no longer work. We have been able to maintain the system for several years, but we planned to replace the entire system in the next few years.

Recently the district received a safety grant through the State of Vermont, Department of Public Safety in the amount of \$25K for the purchase and installation of a new paging system. The funds are available for immediate use.

We solicited bids for the project and received two viable proposals. Twinstare Technologies (“Twinstare”) and First Choice both submitted proposals with similar project scopes. We worked extensively with both companies to nail down the details of the project. Twinstare’s bid came in at approximately \$66K and was the lower bid. We have done a significant amount of work with Twinstare and our relationship and work experience is a good one. Therefore, we recommend that we select Twinstare to complete the project.

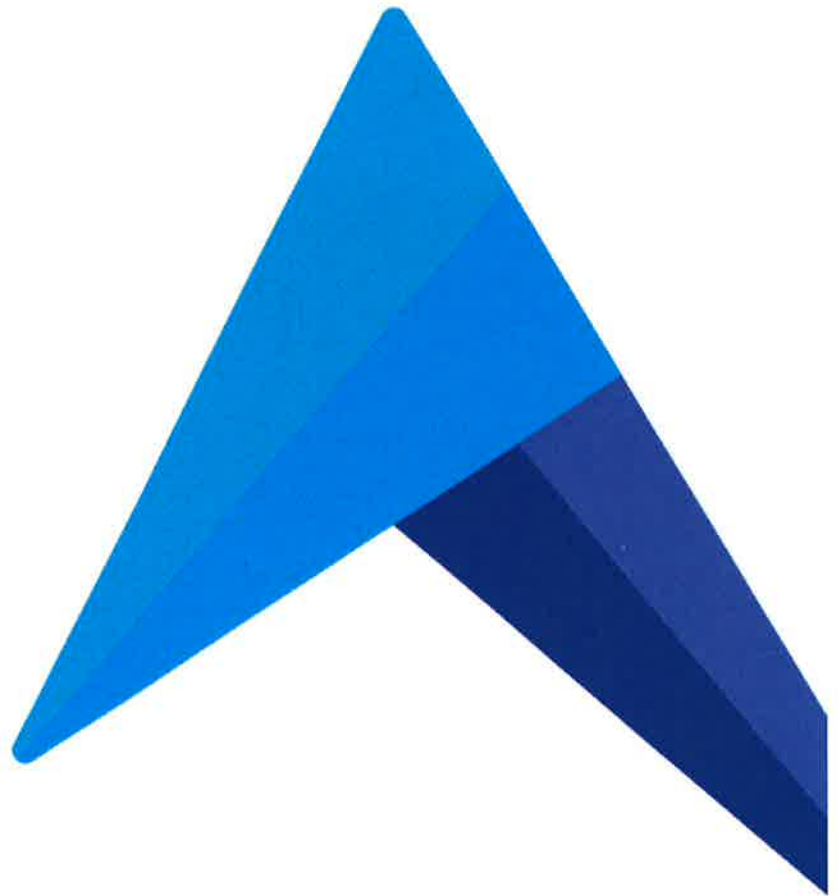
An appropriate motion would be: ***“I move that we approve the purchase and implementation of a new paging system by Twinstare at CHS, part of which will be paid for by a \$25K grant from the State of Vermont, and to authorize the Business and Operations Manager to execute the necessary documents to 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



We have prepared a solution for you.

Prepared by: Chris Eisensmith, Sales Manager/Vermont /  
[chris\\_eisensmith@twinstate.com](mailto:chris_eisensmith@twinstate.com)

Prepared for: Colchester School District  
Pamela Barclay, / [pam.barclay@colchestersd.org](mailto:pam.barclay@colchestersd.org)

**3381-Paging System**  
**Quote # 004757**  
**Version 2**  
**Opp # 3381**

**Material Breakdown**

Description				Price	Qty	Ext. Price
<b>Material Breakdown</b>				\$38,826.50	1	\$38,826.50
Qty	Description	Price	Ext. Price			
1	System CPU Card / 4 paths	\$5,966.10	\$5,966.10			
1	9 Potio Rack Mount and Harness	\$814.55	\$814.55			
3	24 Point Talkback Intercom Cards	\$1,555.62	\$4,666.86			
2	Dual 6A/4A Switching Power Supply Shelves	\$68.01	\$136.02			
3	Power Supply 6A Positive 24 V	\$322.26	\$966.78			
1	9 Postion Backplane cable with Terminator	\$270.44	\$270.44			
88	2X2 Lay-in Speaker One Way	\$71.00	\$6,248.00			
56	2X2 Lay-in Talkback Speakers	\$63.15	\$3,536.40			
1	Admin Telephone	\$253.98	\$253.98			
9	Female Enphanols 25 Pair 25'	\$52.08	\$468.72			
20	Faceplate Mounting Bracket	\$1.70	\$34.00			
1	SIP Compliant Wuad Network Audio Port rack mount	\$620.73	\$620.73			
1	Quad Network Solution (FXS) Port rack mount	\$693.18	\$693.18			
1	networked input and relay module rack mount	\$475.85	\$475.85			
8	5-Watt Horns	\$133.97	\$1,071.76			
1	Network trunk (FXO) Port rack mount	\$475.85	\$475.85			
3	Technical support services (remote)	\$340.92	\$1,022.76			
3	Vandal resistant one way flex horn	\$202.22	\$606.66			
4	8" Round one-way ceiling speaker	\$56.27	\$225.08			
4	8" Speaker Mounting Bridge	\$12.00	\$48.00			
4	Backbox	\$9.87	\$39.48			
30000	4 Pair Cat. 5e Plenum Cable	\$0.29	\$8,700.00			
5	50-PR Mini Block	\$11.63	\$58.15			
5	Standoff for Mini Block	\$2.45	\$12.25			
50	2" J-Hook Single	\$3.45	\$172.50			
60	5" J-Hook Single	\$6.54	\$392.40			
4	MISC	\$106.40	\$850.00			

**Subtotal: \$38,826.50**

**Implementation Services**

Description	Price	Qty	Ext. Price
	\$0.00	1	\$0.00

Company's information and design contained herein is a Company's intellectual property and Client is asked to not disclose or copy the information or concepts and treat all information provided as a proprietary and confidential unless the Company provides written consent allowing disclosure.

## 3381-Paging System

### Prepared by (Company):

**Twinstate Technologies**

Chris Eisensmith  
(518) 539-7203  
Fax (518) 563-7147  
chris\_eisensmith@twinstate.com

### Prepared for (Client):

**Colchester School District**

PO Box 900  
131 Laker Lane  
Colchester, VT 05446  
Pamela Barclay  
(802) 264-5726  
pam.barclay@colchestersd.org

### Quote Information:

**Quote #: 004757**

Version: 2  
Delivery Date: 02/11/2020  
Expire Date: 03/11/2020

## Quote Summary

Description	Amount
Material Breakdown	\$38,826.50
Implementation Services	\$26,800.00

**Total: \$65,626.50**

The parties, acting through their authorized officers, hereby execute this SA, which may be executed in one or more counterparts, each of which shall be considered an original, but all of which together shall constitute one and the same instrument.

## Twinstate Technologies

Company  
Signature: \_\_\_\_\_



Name: Chris Eisensmith

Title: Sales Manager/Vermont

Date: 02/11/2020

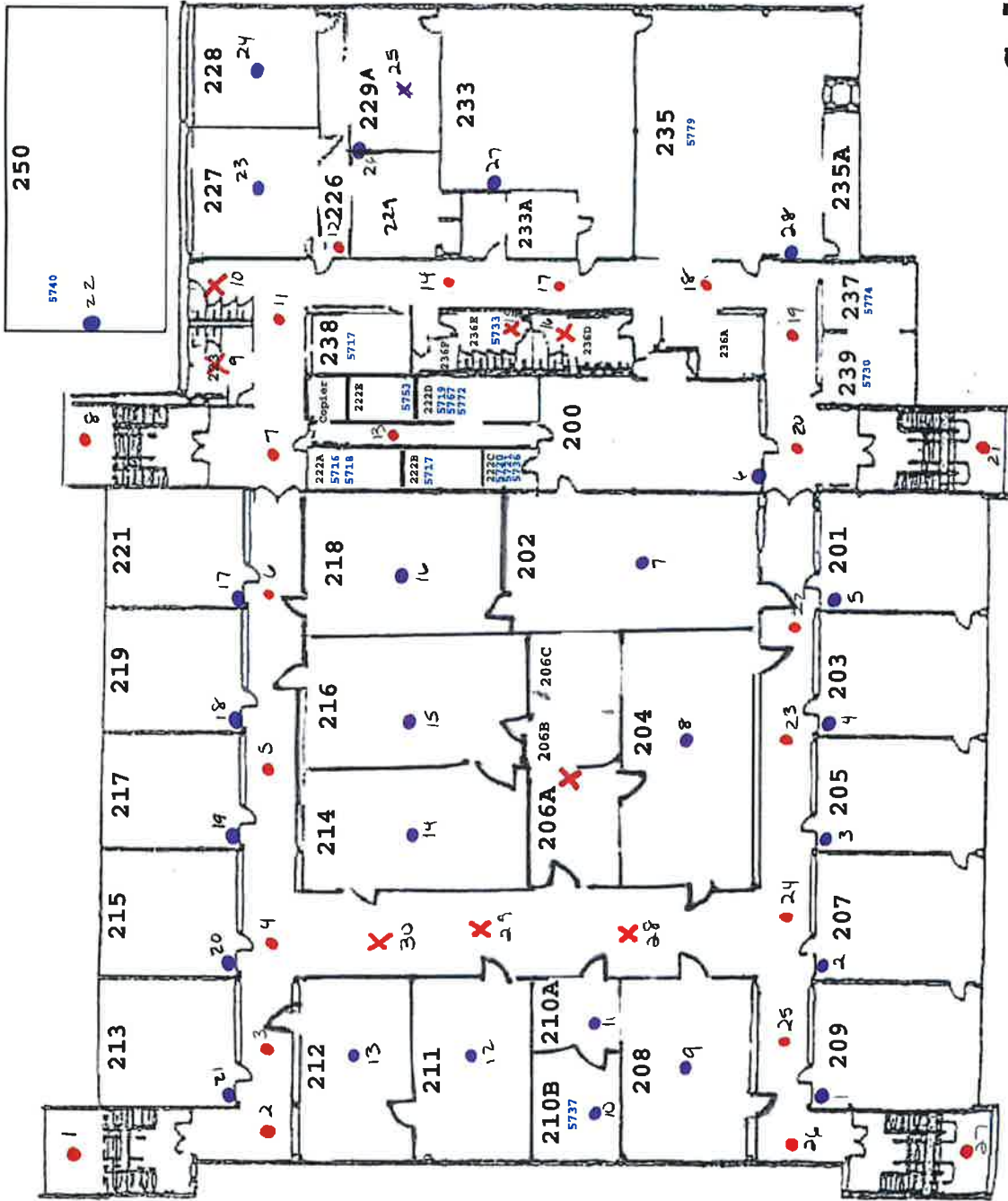
## Colchester School District

Client  
Signature: \_\_\_\_\_

Name: Pamela Barclay

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

Company's information and design contained herein is a Company's intellectual property and Client is asked to not disclose or copy the information or concepts and treat all information provided as a proprietary and confidential unless the Company provides written consent allowing disclosure.



30 - One way ✓  
 28 - Two way ✓

1/15/2020  
 Colchester High School  
 Second Floor



49 Marlboro  
Road  
Brattleboro,  
VT 05301

# ESTIMATE

DATE	ESTIMATE NO.
1/27/2020	100894

NAME / ADDRESS
Colchester High School

ITEM	DESCRIPTION	QTY	COST	TOTAL
	<p>Install New PA / Intercom system at the High School. Replace head-end system which is a 60 port, plus 5 common zones, *1 way paging for classrooms and common areas. Main office can initiate a 2 way conversation to any classroom if desired, but classrooms will not have a call button, and will use the IP phones to make calls. Includes Web Administration interface.</p> <p>All call from any IP phone on the existing Mitel PBX. PBX to connect to PA system analog station port or CO trunk port. FCCS to coordinate PBX connection to PA system with customer's PBX vendor.</p> <p>Add _140_ interior and _8_ exterior speakers per meeting with CHS IT staff meeting and map marked on 02/05/2020.</p>			

			<b>TOTAL</b>	
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49 Marlboro  
Road  
Brattleboro,  
VT 05301

# ESTIMATE

DATE	ESTIMATE NO.
1/27/2020	100894

NAME / ADDRESS
Colchester High School

ITEM	DESCRIPTION	QTY	COST	TOTAL
SHIPPING	Shipping		250.00	250.00T
	Subtotal			38,280.41
Discount amount			-3,000.00	-3,000.00
INST-EST	Installation estimate, includes travel: (includes 450 tech hours) If unforeseen complications arise, customer will be notified of any impact to labor estimate. Will bill to actual hours.	1	32,800.00	32,800.00
	<p><b>**Note: all speakers proposed have volume control knobs or set-screws for adjustment at the device.**</b></p> <p><b>***terminate all common / office speakers direct to 25v amps.</b></p> <p><b>****configure bell time schedules per CHS IT staff</b></p> <p><b>*****One Year hardware and installation warranty included.</b></p> <p><b>*****Free system training included for one year.</b></p>			
	Non Taxable		0.00%	0.00

			<b>TOTAL</b>	<b>\$68,080.41</b>
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## COLCHESTER SCHOOL DISTRICT

### **POLICY: MANAGEMENT OF POLICIES**

**DATE ADOPTED:** September 2, 2014

### **PURPOSE**

VSA Title 16 § 563 specifies the Powers of the School Board and the duties of the Board. The formulation and adoption of written policies is the basic method by which the Board of School Directors exercises its leadership in the operation of the school district.

### **DEFINITIONS**

**Policy Statements:** are written principles adopted by the School Board to set basic philosophy concerning the operations of the School District. They should be brief, yet be specific enough to provide clear guidelines.

**Procedures and Regulations:** are the plans, adopted by the Superintendent or designee defining how administration will comply with the associated policies. These provide the regulations that direct the day-to-day conduct of management of the School District. Procedures and regulations are optional, because some policies do not require further definition.

### **POLICY STATEMENTS**

1. Policies shall normally be adopted at Regular School Board meetings. Revisions of any policy shall be treated in the same manner as the adoption of the policy.
2. There shall be two accepted readings (reviews) of each policy/revision. The policy may be adopted following the acceptance of the second reading, at the same meeting.
3. The School Board shall provide public notice of its intent to adopt/revise any policy. This notice shall be made at least ten (10) calendar days prior to the adoption of the policy or revision. Usually, this notification will occur prior to the first reading of the policy.
4. The School Board shall review the procedures and regulations associated with each policy upon adoption of the policy and upon revision by the Superintendent.
5. Policies shall be codified in accordance with the Vermont School Boards Association's Model Policy Manual. All policies in effect upon the adoption of this policy shall be recoded and named to match that codification system.
6. It is the Board's intention to review each policy approximately every three (3) years.

Last Adopted: May 17, 2000  
 Date Warned: August 15, 2014  
 First Reading: August 19, 2014  
 Second Reading: September 2, 2014

**PROCEDURAL REGULATIONS**

1. The Office Coordinator of the Superintendent's Office will manage the implementation of this policy. She/he will ensure that each policy is formatted and codified in accordance with the district format and VSBA codification.
2. The Office Coordinator of the Superintendent's Office shall maintain the master policy manual. This manual shall contain the most recent adopted version of each policy and shall be the copy referred to if questions arise.
3. The Office Coordinator will maintain an up-to-date copy of the policy manual for public review.
4. The district's web site will contain copies of all policies.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: MANAGEMENT OF POLICIES**

**DATE ADOPTED:** DRAFT

### **PURPOSE**

VSA Title 16 § 563 specifies the powers of the school board and the duties of the board. The formulation and adoption of written policies is the basic method by which the board of school directors exercises its leadership in the operation of the school district.

### **I. DEFINITIONS**

- A. Policies** guide the school board, administrators and other district employees, students, parents/guardians, and community members by stating district goals and establishing parameters for administrative action.
- B. Policy or purpose statements** are written principles adopted by the school board to set basic philosophy concerning the operations of the school district. They should be brief, yet be specific enough to provide clear guidelines.
- C. Procedures** are developed by the superintendent or their designee to provide for the management of the district by describing how tasks will be carried out and board policies will be implemented.

### **II. POLICY DEVELOPMENT**

- A.** Policies shall normally be adopted at regular school board meetings. Revisions of any policy shall be treated in the same manner as the adoption of the policy.
- B.** There shall be two accepted readings (reviews) of each policy/revision. The policy may be adopted following the acceptance of the second reading, at the same meeting.
- C.** The school board shall provide public notice of its intent to adopt/revise any policy. This notice shall be made at least ten (10) calendar days prior to the adoption of the policy or revision. Usually, this notification will occur prior to the first reading of the policy.
- D.** The school board shall review the procedures and regulations associated with each policy upon adoption of the policy and upon revision by the superintendent.
- E.** Policies shall be codified in accordance with the Vermont School Boards Association's Model Policy Manual. All policies in effect upon the adoption of this policy shall be recoded and named to match that codification system.

Last Adopted: September 2, 2014  
 Date Warned: February 14, 2020  
 First Reading: February 18, 2020  
 Second Reading:

- F. It is the board's intention to review each policy approximately every five (5) years.

**III. ADMINISTRATIVE RESPONSIBILITIES**

- A. The superintendent or their designee shall manage the implementation of this policy. They will ensure that each policy is formatted and codified in accordance with the district format and VSBA codification.
- B. The superintendent or their designee shall maintain the master policy manual. This manual shall contain the most recent adopted version of each policy and shall be the copy referred to if questions arise.
- C. The superintendent or their designee will maintain an up-to-date copy of the policy manual for public review.
- D. The district's web site will contain copies of all policies.

## COLCHESTER SCHOOL DISTRICT

**POLICY: SECTION 504 REHABILITATION ACT OF 1973 AMERICANS WITH DISABILITIES ACT. POLICY FOR NON-DISCRIMINATION ON THE BASIS OF DISABILITY.**

**DATE ADOPTED:** June 21, 2000

### **PHILOSOPHY**

It is the intent of the Colchester School District that the Board and its employees will not discriminate against any intended beneficiaries of statutory protection (including, but not limited to, students, employees, parents, guardians, other members of the community or applicants for employment or admission) on the basis of disability in admission and access to, or treatment and employment in, any of the school's programs and activities, policies, procedures and practices to the extent provided by law.

### **POSITION**

The Board recognizes its responsibility to identify students who are qualified individuals with disabilities under Section 504 of the Rehabilitation Act of 1973, and to provide them regular and/or special education and related aids and services that are designated to meet their individual educational needs as adequately as the needs of non-handicapped students are met.

The district will provide reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would pose an undue hardship on the District. Requests for reasonable accommodations may be made to the 504/ADA coordinator named below, or to the building administrator.

The following person has been designated to coordinate activities, inquiries and grievances under Section 504 and under the Americans with Disabilities Act:

Special Education Coordinator  
Colchester School District  
P.O. Box 27  
Colchester, VT 05446-0027  
(802) 264-5999

### **PROCEDURE**

Procedures to carry out this policy may be revised by the Superintendent and his/her designees as needed and approved by the Board.

Sources: 29 U.S.C. sec. 794, (Section 504 of the Rehabilitation Act of 1973 as amended); the Americans with Disabilities Act; 34 C.F.R. part 104: 9 V.S.A. Section 5401 et seq.; Vermont State Board of Education Policy Manual Rule 1250 et seq.

Date Warned: June 2, 2000  
First Reading: June 7, 2000  
Second Reading: June 21, 2000

## COLCHESTER SCHOOL DISTRICT

**POLICY: SECTION 504 REHABILITATION ACT OF 1973 AMERICANS WITH DISABILITIES ACT. POLICY FOR NON-DISCRIMINATION ON THE BASIS OF DISABILITY.**

**DATE ADOPTED: DRAFT**

### **PURPOSE**

It is the intent of the Colchester School District that the board and its employees will not discriminate against any intended beneficiaries of statutory protection (including, but not limited to, students, employees, parents, guardians, other members of the community or applicants for employment or admission) on the basis of disability in admission and access to, or treatment and employment in, any of the school's programs and activities, policies, procedures and practices to the extent provided by law.

### **IMPLEMENTATION**

The board recognizes its responsibility to identify students who are qualified individuals with disabilities under Section 504 of the Rehabilitation Act of 1973, and to provide them regular and/or special education and related aids and services that are designated to meet their individual educational needs as adequately as the needs of non-handicapped students are met.

The district will provide reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would pose an undue hardship on the district. Requests for reasonable accommodations may be made to the 504/ADA coordinator named below, or to the building administrator.

The following person has been designated to coordinate activities, inquiries and grievances under Section 504 and under the Americans with Disabilities Act:

Special Education Coordinator  
Colchester School District  
P.O. Box 27  
Colchester, VT 05446-0027  
(802) 264-5999

### **ADMINISTRATIVE RESPONSIBILITIES**

Procedures to carry out this policy may be revised by the superintendent and their designees as needed and approved by the board.

Sources: 29 U.S.C. sec. 794, (Section 504 of the Rehabilitation Act of 1973 as amended); the Americans with Disabilities Act; 34 C.F.R. part 104: 9 V.S.A. Section 5401 et seq.; Vermont State Board of Education Policy Manual Rule 1250 et seq.

Last Adopted: June 21, 2000  
Date Warned: February 14, 2020  
First Reading: February 18, 2020  
Second Reading:

## COLCHESTER SCHOOL DISTRICT

**POLICY:** NON-RESIDENT STUDENTS

**DATE ADOPTED:** May 1, 2018

### **POLICY STATEMENT**

The Colchester School District may accept non-resident students grades preschool to 12 when such placement is deemed to be in the best interest of the student, the district, and/or the family. The Colchester School District will assure that non-resident students are admitted to the schools of the district, when space is available, in compliance with federal and state laws and regulations governing tuition payment and non-discrimination.

This policy shall not apply to students who are enrolled through the public high school choice program created by ACT 129 of 2011 (Adj. Sess.).

### **IMPLEMENTATION**

#### **I. CRITERIA FOR ADMISSION**

No non-resident will be denied admission as a tuition student if the reason for denial is that the student is disabled as defined in section 504 of the Rehabilitation Act of 1973 as amended or that the student is in need of special education services. Nor will any child be denied admission on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sexual orientation, gender identity, disability, age, marital status, or any other classification protected by federal or state law.

Parents of non-resident students seeking permission to attend the Colchester School District must address the following:

- A.** Make a written request to the Superintendent of Schools.
- B.** Agree to provide transportation to and from school when appropriate.
- C.** Agree that the student will follow all rules and regulations of the school.
- D.** Request permission annually to attend school in the Colchester School District.

The school district will consider the following criteria when making the decision to approve or deny a request:

- A.** Admission will not adversely impact class size, available facilities or existing staff.

Last Adopted: November 4, 2003

Date Warned: April 13, 2018

First Reading: April 17, 2018

Second Reading: May 1, 2018



- B.** The student is in good standing at the school or schools most recently attended. “Good standing” means:
1. The student has not been legally dismissed or suspended for more than ten (10) days during the preceding twelve months for disciplinary reasons;
  2. The student has not been legally dismissed or expelled from any educational institution within the preceding five (5) years; and
  3. The student is making satisfactory progress toward the completion of an approved school or home school program.

## **II. TUITION**

Each year, the district shall establish non-resident tuition rates for the next school year and shall notify the school board of all sending school districts and the Secretary of Education of any proposed increase in tuition rates. Separate tuition rates may be established for elementary and secondary students, and for students who are eligible to participate in special education programs. Tuition rates will be established in accord with Chapter 21 of Title 16 of the Vermont Statutes Annotated, and regulations of the State Board of Education.

Tuition payments for non-resident students may be paid by one of three methods: annually, with one payment being made by October 1; bi-annually, first payment on October 1 and the second payment of February 1; or quarterly, with payments due on October 1, December 1, February 1 and April 1. Tuition for non-resident students may be waived by the Superintendent for up to 30 school days to accommodate children whose parents are moving into or leaving the Colchester School District. To obtain a waiver, parents or guardians must apply in writing stating the reasons for a waiver. The Superintendent will consider the special circumstances of the parents and the needs of the school district.

High School seniors whose parents move from Colchester after the end of the first half of the school year may be permitted to attend Colchester public schools on a tuition-free basis until the end of the current school year. The Board may grant a tuition waiver in such circumstances provided the student is in good standing and is making normal academic progress towards graduation. All requests seeking a tuition waiver shall be submitted in writing to the Board prior to student's enrollment or continued enrollment in school. The student, or the student's parent or guardian is responsible for providing transportation to and from school.

The Superintendent, or their designee, shall develop procedures and forms necessary for the effective implementation and administration of this policy.

## COLCHESTER SCHOOL DISTRICT

### **POLICY:    ADMISSION OF STUDENTS**

**DATE ADOPTED:** DRAFT

### **POLICY STATEMENT**

It is the policy of the Colchester School District that any legal pupil who is a resident as of Colchester shall be eligible to attend school in this district. Students will be admitted in compliance with federal and state laws and regulations governing tuition payment and non-discrimination.

#### **I.     RESIDENCE CRITERIA**

For purposes of determining residency, the superintendent will apply the definitions contained in 16 V.S.A. §1075(a), or current state law and/or regulation.

Criteria for providing permanent residency shall include **one of the following:**

- A.**    A current property tax bill.
- B.**    Current mortgage papers/closing statements showing a Colchester address and the name of the legal parent/guardian, or custodian.
- C.**    Formal lease showing the name, address and telephone number of the landlord; Colchester address and name of the lessee.
- D.**    A notarized letter from the landlord stating the address of the residence being leased and the name(s) of the lessee(s) with the landlord's address and telephone number.

Or **two of the following:**

- A.**    Valid Vermont driver's license with a Colchester address.
- B.**    Valid Vermont non-driver ID with a Colchester address.
- C.**    Current utility bill in your name with a Colchester address.
- D.**    Valid public aid card with a Colchester address.
- E.**    Bank statement for last or current month (financial information omitted) with a Colchester address.

The burden of proving residency or any other basis for entitlement to school enrollment shall be on the student and/or their parent/guardian.

Last Adopted:    May 1, 2018  
 Date Warned:    February 14, 2020  
 First Reading:   February 18, 2020  
 Second Reading:

## **II. KINDERGARTEN AND FIRST GRADE ELIGIBILITY**

In order to be eligible to enroll in kindergarten in the Colchester School District, children must be five (5) years of age before first day of September.

In order to be eligible to enroll in first grade in the Colchester School District, children must be six (6) years of age before the first day of September, unless the child has attended a public school kindergarten in Vermont or another state.

## **III. TRANSFER STUDENTS**

Students transferring from schools outside of Colchester will be placed according to the best interests of the child and at the discretion of the school principal. The student's former grade level shall be a general guide to placement, although considerations will be given to the child's age and record of achievement, as well as any other applicable factors.

## **IV. NON-RESIDENT STUDENTS**

The Colchester School District may accept non-resident students in grades preschool to 12 when such placement is deemed to be in the best interest of the student, the district, and/or the family. The Colchester School District will assure that non-resident students are admitted to the schools of the district, when space is available, in compliance with federal and state laws and regulations governing tuition payment and non-discrimination.

This policy shall not apply to students who are enrolled through the public high school choice program created by ACT 129 of 2011 (Adj. Sess.).

### **A. CRITERIA FOR ADMISSION**

No non-resident will be denied admission as a tuition student if the reason for denial is that the student is disabled as defined in section 504 of the Rehabilitation Act of 1973 as amended or that the student is in need of special education services. Nor will any child be denied admission on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sexual orientation, gender identity, disability, age, marital status, or any other classification protected by federal or state law.

Parents of non-resident students seeking permission to attend the Colchester School District must address the following:

1. Make a written request to the superintendent of schools.
2. Agree to provide transportation to and from school when appropriate.
3. Agree that the student will follow all rules and regulations of the school.

4. Request permission annually to attend school in the Colchester School District.

The school district will consider the following criteria when making the decision to approve or deny a request:

1. Admission will not adversely impact class size, available facilities or existing staff.
2. The student is in good standing at the school or schools most recently attended. "Good standing" means:
  - a. The student has not been legally dismissed or suspended for more than ten (10) days during the preceding twelve months for disciplinary reasons;
  - b. The student has not been legally dismissed or expelled from any educational institution within the preceding five (5) years; and
  - c. The student is making satisfactory progress toward the completion of an approved school or home school program.

## **B. TUITION**

Each year, the district shall establish non-resident tuition rates for the next school year and shall notify the school board of all sending school districts and the Secretary of Education of any proposed increase in tuition rates. Separate tuition rates may be established for elementary and secondary students, and for students who are eligible to participate in special education programs. Tuition rates will be established in accord with Chapter 21 of Title 16 of the Vermont Statutes Annotated, and regulations of the State Board of Education.

Tuition payments for non-resident students may be paid by one of three methods: annually, with one payment being made by October 1; bi-annually, first payment on October 1 and the second payment of February 1; or quarterly, with payments due on October 1, December 1, February 1 and April 1. Tuition for non-resident students may be waived by the superintendent for up to 30 school days to accommodate children whose parents are moving into or leaving the Colchester School District. To obtain a waiver, parents or guardians must apply in writing stating the reasons for a waiver. The superintendent will consider the special circumstances of the parents and the needs of the school district.

High School seniors whose parents move from Colchester after the end of the first half of the school year may be permitted to attend Colchester public schools on a tuition-free basis until the end of the current school year. The board may grant a tuition waiver in such circumstances provided the student is in good standing and is making normal academic progress towards graduation. All requests seeking a tuition waiver shall be submitted in writing to the board prior to student's

enrollment or continued enrollment in school. The student, or the student's parent or guardian is responsible for providing transportation to and from school.

The superintendent, or their designee, shall develop procedures and forms necessary for the effective implementation and administration of this policy.

**PERSONNEL CONSENT AGENDA**

**Board Date: February 18, 2020**

**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	Ann Carol	Moffett	End of Employment	Special Education Teacher	1.0 FTE	CHS	Request to end Employment effective June 30, 2020			Yes
Teacher	Hilary	Carter	End of Employment	English Teacher	1.0 FTE	CHS	Request to end Employment effective June 30, 2020			Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Support Staff	Jessy	Lamphere	Transfer	Behavior Interventionist	35	UMS	Notice of Transfer		Yes	Yes
Support Staff	Matthew	Nerbak	New Hire	Paraeducator-Special Education	32.5	MBS	Notice of Hire	Dorothea Alter	Yes	Yes
Support Staff	Angela	Hoguet	End of Employment	Paraeducator-Special Education	32.5	UMS	Notice of End of Employment		Yes	Yes
Support Staff	Debra	Campbell	End of Employment	Paraeducator-Bus	15	MBS	Notice of End of Employment		Yes	Yes
Support Staff	Chelsea	Audette	New Hire	Paraeducator - Bus	15	MBS	Notice of Hire	Deb Campbell	Yes	Yes
Support Staff	Renee	McLaughlin	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Angela Hoguet	Yes	Yes
Support Staff	Kaitlin	Hodge	New Hire	Paraeducator-Special Education	32.5	CHS	Notice of Hire		Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, February 4, 2020  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, February 4, 2020, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, and Curt Taylor; Student Board Member Mitch Gadapee; Superintendent Amy Minor; Director of Curriculum Gwendolyn Carmolli; Director of Student Support Services Carrie Lutz; Principals: Michele Cote, Carolyn Millham and Jordan Burke. There were no 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. Report from Building Principals

**Informational**

Colchester Middle School Principal Michele Cote shared that their cheer club recently placed 2<sup>nd</sup> in the large middle school classification at a competition. The club will also be performing at the next all school meeting. For the early release day students will be participating in wellness activities during the day and the staff will continue working on restorative practices for their afternoon professional development session.

Malletts Bay School Principal Jordan Burke stated the preschool had an unannounced visit from state and were pleased to receive positive feedback. For the early release day, MBS faculty will be working with other K-5 faculty on the next science unit that will be rolled out. February has lots of events planned including band and chorus performances, a food drive, an American Heart Association event and World Read Aloud Day.

Porters Point School Principal Carolyn Millham echoed the early release day science work that her faculty will be doing.

### IV. School Report: Porters Point School

**Informational**

This year, the schools are debuting a new format for their annual reports. Their presentations to the board will focus on goals outlined in their Continuous Improvement Plans (CIP) and they will supply an accompanying fact sheet which will include information such as enrollment, demographics, and behavior and academic testing data from the 2018-2019 school year.

Porters Point School Principal Carolyn Millham provided an overview of the school's CIP goals. Academically, the school is focused on two areas. The first is learning targets and success criteria. She explained how teachers present both daily and long-term learning targets in student friendly

language before lessons. The targets are standards-based and provide context to help students focus on what they are learning and what their goals are. Success criteria describes how students will demonstrate their mastery of a subject, which is often shown in a rubric form. Principal Millham shared several examples of learning targets and success criteria. The second academic CIP goal at PPS focuses on science. The first standards-based science unit was implemented in 2018-2019 and the faculty is continuing to work on instruction that facilitates discussions and fosters creativity. Principal Millham highlighted three in depth and rigorous science units. She elaborated that they are highly engaging and inquiry-based, meaning students are doing the experiments and developing hypotheses about each of the unit topics. Director Cox has a student at Porters Point and echoed that he has been very engaged and excited about the curriculum. She applauded the hands-on learning experience. Board Chair Rogers aired concerns around adding more courses to the already packed school day with these types of lessons and other requirements that the district has to abide by. Director of Curriculum Gwen Carmolli stated they are monitoring the roll out and will be making adjustments as needed.

On the supports side, the school is focused on expanding social-emotional and behavioral supports through Positive Behavior Interventions and Support (PBIS). They have been using PBIS for several years now and will be continuing to expand the range of behavior and small group supports they offer. They are using a quicker screener that helps staff to better understand what instruction is needed for all students and small groups of students. One example she provided was that they were able to identify that across the building a large number of students were experiencing worry or anxiety. As a result, they added some emotional regulation and mindfulness instruction to the general guidance curriculum.

**V. Quarterly Financial and Special Education Reports** **Informational**

Superintendent Amy Minor presented information from the quarterly financial report. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue, the district would expect a slight surplus of \$206,289. Special Education Director Carrie Lutz gave an overview of her department's quarterly report. Special education preschool numbers are up which is typical for this time of year since the preschool offers rolling admission for students who turn 3 after the start of the school year. For upper grades, out of district placements are up and she is continuing to monitor the needs of students requiring such placements.

**VI. Approval for Purchase of Chromebooks for Malletts Bay School** **Action**

Superintendent Amy Minor outlined a memo from Business and Operations Manager George Trieb requesting board approval to purchase Chromebooks for Malletts Bay School. This purchase is a budgeted expenditure that occurs annually as part of the district's annual replacement plan. The district will be purchasing the Chromebooks off the State of Vermont contract.

*Director Kieny moved to authorize the business and operations manager to purchase the IT equipment as requested, seconded by Director Taylor. The motion passed unanimously, 4-0.*

**VII. FY'21 Budget Discussion** **Informational**

Superintendent Amy Minor previewed the Annual Report to the Community which will be mailed to residents in a few weeks. The board then discussed the upcoming roundtable budget discussion



that will be filmed at LCATV. They went over questions and answers that would help explain the budget and the driving factors.

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

There was no Personnel Consent Agenda to present for February 4, 2020. Director of Special Education Carrie Lutz provided the board with a hiring update. There are currently 13 open paraeducator positions and 2 open interventionists positions.

#### **IX. Approval of General Meeting Minutes: January 28, 2020 Action**

*Director Taylor moved to approve the minutes from the meeting held on January 28, 2020, seconded by Director Kienny. The motion passed unanimously, 4-0.*

#### **X. Board/Administration Communication, Correspondence, Committee Reports Informational**

- Lead testing is underway. All schools will have submitted samples by next week.
- Local representative Sarita Austin toured UMS recently. She sat in on several classes to observe literacy instruction. She plans to visit CHS next week.
- Student Board Member Mitch Gadapee shared that CHS held its first ever Mental Health Awareness Week. A new group called You Matter Here sponsored the week which aims to highlight and destigmatize getting resources for mental health and the stress that often occurs within students.

#### **XI. Future Agenda Items Informational**

- Continued Policy Work
- Lead Testing Results
- 2020-2021 School Year Calendar

#### **XII. Executive Session to Discuss Contract Negotiations Action**

*Director Kienny made a motion to enter executive session at 8:20 p.m. for the purpose of discussing contract negotiations, seconded by Director Taylor. The motion passed unanimously, 4-0.*

*Director Taylor moved to exit executive session at 9:17 p.m., seconded by Director Kienny. The motion passed unanimously, 4-0.*

#### **XIII. Adjournment**

*Director Taylor made a motion to adjourn at 9:17 p.m. seconded by Director Kienny. The motion passed unanimously, 4-0.*

Recorder:

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Meghan Baule  
Recording Secretary

Board Clerk:

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Lindsey Cox  
Board Clerk

DRAFT

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Lake Champlain Access TV Studio

Monday, February 10, 2020  
6:30 p.m.

## MINUTES

The Colchester Board of Education held a special board meeting on Monday, February 10, 2020, at the Lake Champlain Access TV (LCATV) studio to film a discussion about the FY'21 budget. Those in attendance were: School Board Chair Mike Rogers; Directors: Lincoln White, Curt Taylor, and Lindsey Cox; Superintendent Amy Minor; and Colchester High School student Madison LaQuerre.

### I. Call Meeting to Order

School Board Chair Mike Rogers called the meeting to order at 6:30 p.m.

### II. Presentation of FY'21 Budget and Tax Information

Colchester High School senior Madison LeQuerre served as the moderator. She asked the panel of board members and Superintendent Amy Minor a series of questions connected to the proposed FY'21 school budget. The presentation will be available online and on air via LCATV throughout the month of February.

### III. Adjournment

*Director Cox moved to adjourn at 7:12 p.m., seconded by Board Chair Rogers. The motion passed unanimously, 4-0.*

Recorder:

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Meghan Baule  
Communications Specialist

Board Clerk:

\_\_\_\_\_  
Lindsey Cox  
Board Clerk