

Colchester School Board

Meeting Agenda and Packet

March 3, 2020

**Colchester School District
Board of Education Meeting Agenda
Colchester High School – Media Center
March 3, 2020
7:00 P.M.**

AGENDA

- I. Call to Order and Pledge of Allegiance**
- II. Citizens Participation***
- III. Report from Building Principals** **Informational**
- IV. Hear Colchester School District Audit Report for FY'19** **Informational**
- V. Second and Final Reading of Management of Policies Policy: A1** **Action**
- VI. Second and Final Reading of Section 504 Rehabilitation Act of 1973 Americans with Disabilities Act. Policy for Non-discrimination on the Basis of Disability policy: F27** **Action**
- VII. Second and Final Reading of Non-Resident Students Policy: F17** **Action**
- VIII. Approval of Creative Discourse Contract for Services** **Action**
- IX. Approval of Recommendation for Administrator Contract Renewals 2020-2021** **Action**
- X. Hear and Discuss FY'21 Budget Results** **Informational**
- XI. Approval of Personnel Consent Agenda** **Action**
- XII. Approval of General Meeting Minutes: February 18, 2020** **Action**
- XIII. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XIV. Future Agenda Items** **Information**
- XV. Executive Session to Discuss Contract Negotiations** **Action**
- XVI. Adjournment**

On the Third Tuesday of Each Month*

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

COLCHESTER SCHOOL DISTRICT

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: 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: 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 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 the 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 by 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: March 3, 2020

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Stacey	Tufts	End of Employment	Paraeducator-Bus	8	MBS	Notice of End of Employment		Yes	Yes
Support Staff	Brittany	Langevin	End of Employment	Payroll Specialist	40	CO	End Employment effective June 30, 2020			Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, February 18, 2020
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, February 18, 2020, at the Colchester High School Media Center. Those in attendance were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, and Curt Taylor; Superintendent Amy Minor; Director of Curriculum Gwendolyn Carmolli; Director of Student Support Services Carrie Lutz; Principals: Heather Baron, Chris Antonicci, and Carolyn Millham. 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

Union Memorial School Principal Chris Antonicci shared that Colchester Representative Sarita Austin visited the school. She observed several classrooms and focused on seeing literacy instruction in action. The school's musical was a huge success. He gave thanks to the high school for the use of the Performing Arts Center and for the students who ran the booth. On the recent early release day, the faculty continued their work with implementing the new science curriculum. He elaborated that they are nearing the end of this initiative and will move onto social studies soon.

Representative Sarita Austin also visited Colchester High School to observe instruction stated CHS Principal Heather Baron. She said Austin's visit was just one of several over the past few weeks to include Leadership Champlain and a local instructional leadership academy. Faculty from CHS also recently presented at the Proficiency-Based Learning Symposium to share the work that's happening here in Colchester. Their recent early release day involved continued work with Rebecca Haslam from Seed the Way. They did an equity audit with both the school's physical space and the curriculum. The highly popular and anticipated Variety Night Competition is coming up next month. Each grade level writes, directs, choreographs, and designs and builds the set for a 20 minutes skit. Student participation is extremely high and the audience is always packed. She invited the board to come to one of the performances. She also shared a recent event hosted by the new social justice alliance group. They got a donation of 200 carnations and decided to offer an alternative to Valentine's Day. They encouraged students to write a note to someone they appreciate to deliver along with a flower. It was extremely well received by students and another nod to the close-knit school community at CHS.

Porters Point School Principal Carolyn Millham stated her school's PTA meeting was earlier in the night and they are in the final planning stages of their 100 Day Dance that will be held this Friday. It is a big deal for students at the school and a fun tradition. She noted that report cards will also be

sent home on Friday and faculty are gearing up for conferences on March 2nd. They are looking forward to talking to families about the progress their students are making.

IV. Approval for the Purchase & Installation of a New Paging System at CHS **Action**

Superintendent Amy Minor went over a memo from Business and Operations Manager George Trieb regarding the purchase and installation of a new paging system at Colchester High School. The current system is difficult to maintain because it is old and antiquated and there are some features that no longer work. The district has been diligent about applying for grants to put towards this type of project. They successfully secured a safety grant through the State of Vermont, Department of Public Safety in the amount of \$25,000 for the purchase and installation of a new paging system at CHS. Directory Kieny asked if the school day would be disrupted by the work. Technology Director Pam Barclay stated they will work during the upcoming school breaks and will make a strong effort to minimize any disruptive work until after dismissal at 2:20 p.m. Board Chair Rogers asked the superintendent to bring an updated list of maintenance projects similar to this that are on the horizon.

Director Kieny moved to approve the purchase and implementation of a new paging system by Twinstate 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 it happen, seconded by Director Cox. The motion passed unanimously, 5-0.

V. First Reading of Management of Policies Policy: A1 **Action**

This policy was last reviewed in 2014. It was brought before the board as part of the policy revision cycle. Aside from being aesthetically reformatted, there were a handful of content changes including adding the definition of a policy and adjusting the review cycle of each policy to the district's current practice of every five years. Director Kieny asked to clarify the timeframe in which the public should expect updated policies to be posted to the website after the board approves them.

Director Taylor moved to approve the first reading of the Management of Policies Policy: A1, seconded by Director White. The motion passed unanimously, 5-0.

VI. First Reading of Section 504 Rehabilitation Act of 1973 Americans with Disabilities Act. Policy for Non-discrimination on the Basis of Disability Policy: F27 **Action**

This policy was last reviewed in 2000. It was brought before the board as part of the policy revision cycle. There were no content changes other than formatting the headers to be consistent with other district policies. The board did not request any additional changes.

Director Taylor moved to approve the first reading of the Section 504 Rehabilitation Act of 1973 Americans with Disabilities Act. Policy for Non-discrimination on the Basis of Disability Policy: F27, seconded by Director Kieny. The motion passed unanimously, 5-0.

VII. First Reading of Non-resident Students Policy: F17 **Action**

This policy was last reviewed in 2018. It was brought before to the board as a result of the administrative team working on revisions to the district's attendance policy (F30). When reviewing the attendance policy, they found that it outlines eligibility for kindergarten, first grade, and transfer

students. Since these components apply to students who have not yet enrolled, it was determined that they should not be a part of the attendance policy. After careful consideration of a more appropriate place to put enrollment information, they decided on the non-resident student policy since it already addresses admission to schools in Colchester. The new draft version of this policy has more inclusive language regarding the different types of admission and it has been renamed to “Admission of Students”.

Director Kieny moved that we approve the first reading of Admission of Students policy: F17, seconded by Director White. The motion passed unanimously, 5-0.

VIII. Approval of Personnel Consent Agenda

Action

Superintendent Minor highlighted that the district was able to successfully hire four paraeducators but also received two resignations.

DRAFT

PERSONNEL CONSENT AGENDA

Board Date: February 18, 2020

REVISED

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
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
Teacher	Kara	Pawlusiak	Leave of Absence	Guidance Counselor	1.0 FTE	CMS	Request Leave of Absence from approximately 06/01/20-End of School year			

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	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	UMS	Notice of Hire	Angela Hoguet	Yes	Yes
Support Staff	Kaitlin	Hodge	New Hire	Paraeducator-Special Education	32.5	CHS	Notice of Hire		Yes	Yes

Director White moved to approve the Personnel Consent Agenda as provided. Seconded by Director Taylor. The motion passed unanimously, 5-0.

IX. Approval of General Meeting Minutes: February 4, 2020 **Action**

Director Taylor moved to approve the minutes from the meeting held on February 4, 2020, seconded by Director White. The motion passed unanimously, 5-0.

X. Approval of Special Meeting Minutes: February 10, 2020 **Action**

Director White moved to approve the minutes from the meeting held on February 10, 2020, seconded by Director Taylor. The motion passed unanimously, 5-0.

XI. Approval of Special Meeting Minutes: February 17, 2020 **Action**

Director Kieny moved to approve the minutes from the meeting held on February 17, 2020, seconded by Director White. The motion passed unanimously, 5-0.

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

- Water collection for lead testing has been completed. The district has not received any results yet.
- The district's solar project is up and running and the first credits were just received.
- Board Chair Rogers will not be present for the next two meetings. Since he will miss Director White's last meeting, he shared how pleased and grateful he is of Director White's eight years of service to the school board. He spoke to his commitment, involvement, professionalism and overall value to the community. He thanked him for the work he has done to better our community and the schools. Director White said it has been an honor to work with an amazing team and that he has been glad to be a part of it.

XIII. Future Agenda Items **Informational**

- Audit Report
- Contract Renewals
- Continued Policy Work
- Lead Testing Results
- 2020-2021 School Year Calendar
- Presentation from Rachel Cohen: Rowland Fellowship

XIV. Executive Session to Discuss Contract Negotiations **Action**

Director White made a motion to enter executive session at 7:38 p.m. for the purpose of discussing contract negotiations, seconded by Director Taylor. The motion passed unanimously, 5-0.

Director Taylor moved to exit executive session at 8:47 p.m., seconded by Director Kieny. The motion passed unanimously, 5-0.

XV. Adjournment

Director Taylor made a motion to adjourn at 8:47 p.m. seconded by Director Cox. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk

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