

Colchester School Board

Meeting Agenda and Packet

August 18, 2020

**Colchester School District
Board of Education Meeting
August 18, 2020
7:00 P.M.
Remote Meeting
Citizen Participation Instructions Listed Below**

AGENDA

- | | |
|---|----------------------|
| I. Call to Order | |
| II. Citizen Participation* | |
| III. Reopening Colchester Schools Update | Informational |
| IV. Updated 2020-2021 School Calendar | Informational |
| V. Approval of Contract Agreement with Colchester Education Association | Action |
| VI. Approval of Purchase of Chromebooks | Action |
| VII. Approval of Personnel Consent Agenda | Action |
| VIII. Approval of Meeting Minutes: August 4, 2020 | Action |
| IX. Approval of Special Meeting Minutes: August 11, 2020 | Action |
| X. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XI. Future Agenda Items | Information |
| XII. Adjournment | |

COVID-19 Meeting Participation

On March 30, 2020 Governor Scott signed H.681 into law, making temporary changes to Vermont's Open Meeting Law. These changes will remain in effect during the declared state of emergency due to COVID-19.

As part of those changes, meetings of the Colchester School Board will be held remotely with no designated meeting location. LCATV will provide coverage through live stream which can be accessed here: <https://lcatv.org/live-stream-3>. Citizens may participate in the meeting by emailing questions or statements to meghan.baule@colchestersd.org or by calling (802) 264-5988 while the meeting is in session.



COLCHESTER SCHOOL DISTRICT CALENDAR – SY 2020-2021 (GRADES PK-12)



August 2020					February 2021				
M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7	1	2	3	4	5
10	11	12	13	14	8	9	10	11	12
17	18	19	20	21	15	16	17	18	19
24	25	26	27	28	22	23	24	25	26
31									
Student Days: 0 Cumulative: 0					Student Days: 15 Cumulative: 103				
September 2020					March 2021				
M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4	1	2	3	4	5
	7	8	9	10*	8	9	10	11	12
14	15	16	17	18	15	16	17	18	19
21	22	23	24	25	22	23	24	25	26
28	29	30			29	30	31		
Student Days: 17 Cumulative: 17					Elementary Student Days: 20 Cumulative: 123				
Note: On 9/8 & 9/9 A Students should report to school. On 9/10 & 9/11 B Students should report to school.									
October 2020					April 2021				
M	T	W	Th	F	M	T	W	Th	F
			1	2				1	2
5	6	7	8	9	5	6	7	8	9
12	13	14	15	16	12	13	14	15	16
19	20	21	22	23	19	20	21	22	23
26	27	28	29	30	26	27	28	29	30
Student Days: 21 Cumulative: 38					Student Days: 17 Cumulative: 140				
November 2020					May 2021				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
16	17	18	19	20	17	18	19	20	21
23	24	25	26	27	24	25	26	27	28
30					31				
Student Days: 15 Cumulative: 53					Student Days: 20 Cumulative: 160				
Nov 25-27: School Recess					May 31: Memorial Day				
December 2020					June 2021				
M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4		1	2	3	4
7	8	9	10	11	7	8	9	10	11
14	15	16	17	18	+14	+15	+16	+17	+18
21	22	23	24	25	21	22	23	24	25
28	29	30	31		28	29	30		
Student Days: 16 Cumulative: 69					Secondary Student Days: 9 Cumulative: 169				
Note: On 12/21 A Students should report to school. On 12/22 B Students should report to school.					*Professional Development will be held on the first two days following the close of school. The second day is for PK-5 staff only (this is a half day).				
January 2021									
M	T	W	Th	F					
				1					
4	5	6	7	8					
11	12	13	14	15					
18	19	20	21	22					
25	26	27	28	29					
Student Days: 19 Cumulative: 88									
					Professional Development Day or Conferences – No School				
					School Recess or Holiday – No School				
					Early Release Day – Dismissal at at 12:00 noon (grades 6-12) and 12:45 PM (grades K-5).				
					Emergency Closing/Snow Day - No School				
					Potential Make-Up Days for Emergency Closings				

Approved: 3/17/20; Revised 8/12/20. Due to COVID-19 Pandemic, this calendar is subject to change.




Colchester School District

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

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

MEMO

To: School Board Directors
From: George A. Trieb, Jr. 
Subject: Purchase of replacement devices for CMS
Date: August 13, 2020

The purpose of this memorandum is to obtain approval from the school board for the planned and budgeted expenditure of \$69,005 for the acquisition of one hundred eighty-five (185) HP Chromebooks. This purchase is part of the district's annual replacement plan for CMS. We are looking to place this order much earlier than normal due to the significant delay in receiving devices from vendors.

The quote for the devices are attached. The district would be purchasing off from the State of Vermont contract, and therefore, does not need to solicit three bids.

An appropriate motion would be: ***"I move to authorize the Business and Operations Manager to purchase IT equipment as requested"***.

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

Ormsby's Computer Systems, Inc.

Phone: 802-262-1200
Fax: 802-262-1202
1755 US Route 302 Unit # 4
Berlin, VT 05602



Quote
No.: **12957**
Date: 8/11/2020

Prepared for:
Tammi Tandy
Colchester School District
131 Laker Lane
PO Box 27
Colchester, VT 05446 USA

Prepared by: Bradley Ormsby
Account No.: 474
Phone: (802) 264-5700

Quantity	Item ID	Description	UOM	Sell	Total
HP NASPO Indirect Contract:					
HP Chromebook x360 11 G3 EE (Intel Celeron N4020, 4GB RAM, 32GB Storage, Dual Cameras, 3yr ADP (multi claim))					
185	1A783UT#ABA	HP Chromebook x360 11 G3 EE 11.6" Touchscreen 2 in 1 - HD - 1366 x 768 - Intel Celeron N4020 Dual-core (2 Core) 1.10 GHz - 4 GB RAM - 32 GB - Dual Cam	EA	\$275.00	\$50,875.00
185	UQ996E	HP 3 year Pickup and Return Hardware Support w/Accidental Damage Protection-G2 for Notebooks	EA	\$74.00	\$13,690.00
Subtotal -->					\$65,120.00

*Shipping charges may apply

Your Price: **\$64,565.00**

Total: **\$64,565.00**

Prices are firm until 8/26/2020 Terms: Net 30

Prepared by: Bradley Ormsby, brad@ormsbys.com

Date: 8/11/2020

Prices are subject to change without notice.

Accepted by: _____

Date: _____

Disclaimer

***The freight costs listed are estimates. Shipping costs may vary based on time of purchase, quantity ordered, shipment carrier and warehouse sourced. Actual shipping costs will be calculated during shipment and will be reflected on your invoice.



Chrome Management for X360 (185) Indirect Quote

Information & Details

Organization name: Colchester School District
 Catalog name: 30128
 Created by: brad@ormsbys.com
 Partner Agent ID: 10248050
 Name: Brad Ormsby
 Email: pam.lowe@colchestersd.org
 Phone: 8022645726
 Email notification: brad@ormsbys.com
 Created: August 11, 2020
 Expires: September 10, 2020
 Payment method: Purchase Order
 Quote total: USD 4,440.00

Billing Information

OM ID: 0900445896
 Company: COLCHESTER SCHOOL DISTRICT
 Address:
 125 LAKER LANE
 City : COLCHESTER
 State/Province: Vermont
 Zip/postal code: 05446-0000
 Country: US
 Attention to:
 Email:
 Phone:
 Fax:

Shipping Information

Company: COLCHESTER SCHOOL DISTRICT
 Address:
 125 LAKER LANE
 City: COLCHESTER
 State/Province: Vermont
 Zip/postal code: 05446-0000
 Country: US
 Attention to:
 Email:
 Phone:
 Fax:
 Delivery date:
 Shipping options:
 Shipping method: Ship Partial - Ship Items as they become available

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

Product #	Product Description	Manufacturer #	Quantity	Unit Price	Total Price
J0X44AAE	HP EDU Google Chrome Mgmt Console E-LTU		185	USD 24.00 <small>USD 21.60 Special price valid until 10/31/2020</small>	USD 4,440.00
Special pricing code: 42560855			Subtotal		USD 4,440.00
			Estimated Tax		USD 0.00
			Total		USD 4,440.00

Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

PERSONNEL CONSENT AGENDA
Board Meeting Date: August 18, 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	Rebecca	Fink	End of Employment	Paraeducator	32.5	UMS	Notice of End of Employment			Yes
Support Staff	Isabel	Sanchez	New Hire	Paraeducator - EL	32.5	CMS	Notice of Hire	Alison O'Brien	Yes	Yes
Support Staff	Allison	McCuin	End of Employment	Food Service Worker	31.25	CHS	Notice of End of Employment			Yes
Support Staff	Jody	Wright	New Hire	Paraeducator - Special Education	32.5	CHS	Notice of Hire	open position	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Remote Meeting

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

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, August 4, 2020. Governor Scott signed H.681 into law, making temporary changes to Vermont's Open Meeting Law. Part of those changes allow school districts to hold school board meetings remotely with no designated meeting location. LCATV provided coverage through a live stream and citizens were provided online and telephone options to participate in the meeting. 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; and Principal Chris Antonicci.

I. Call to Order and Pledge of Allegiance

Board Chair called the meeting to order at 7:00 p.m.

II. Citizen Participation

None.

III. Approval of Paving Project at UMS

Action

Union Memorial School currently has 56 parking spaces. While there is ample parking for staff, when there is an event or multiple guests visiting the school, cars often overflow onto 2A and Middle Road creating unsafe conditions. Additionally, with the request for families to transport their students to allow for more physical distancing on the bus for those who rely on it, they anticipate more vehicle traffic. This vehicle traffic will also take longer to process because of individual student health checks. The proposed project would allow for 17 additional parking spaces to be created on the west side of the school between UMS and Claussen's Greenhouse.

Director Kieny moved to approve the Business and Operations Manager to select All Seasons Excavating to complete the paving project at UMS, seconded by Director Cox. The motion passed unanimously, 4-0.

IV. Review of Updated 2020-2021 School Calendar

Informational

Governor Scott signed an Executive Order to delay the start of school until Tuesday, September 8th. In a typical year, CSD students end the year with 176 student days, this change will mean ending the year with 168 student days. Superintendent Minor shared that the district is waiting on further direction from the State as to what that means for the school calendar in June and whether the district will be required to lengthen the school year to make up the days. It is also possible the district will look at scheduled recess days to potentially convert them to learning days.

Superintendent Minor noted that regional districts are required to have a certain number of common days, so any changes to those regionally agreed-upon days would have to be approved by a larger group.

With the Governor's delay of the start of the school year for students, Superintendent Minor explained how the district will use the additional time with district faculty and staff. Employees will receive education and training regarding the new COVID-19 safety precautions. They will also go over the learning models that could be experienced this year including what their work expectations will be related to their individual role within each learning model. Teachers will also have collaborative time with their school buildings and colleagues. Director Kieny verified that the number of working days for teachers is the same and that nothing will need to be negotiated. Superintendent Minor stated there is a grid in the union agreement that outlines how their days are utilized. Administrators will be working with the local unions regarding that.

Board Chair Rogers shared his hope that the lost student days would not be added on in June. He cited concerns of weather, secondary students seeking jobs and summer work, and a perceived general loss of attention and focus towards academics at the end of the year.

Director Cox asked for the leadership team to explore moving some of the school recess days that land on Mondays and Fridays to Wednesdays so the students scheduled to attend on those days would not miss out on their in-person day.

V. Approval of the Reopening Colchester Schools Plan Action

Superintendent Minor along with Director of Curriculum Gwen Carmolli and Director of Student Support Services Carrie Lutz guided the board through the details of the district's reopening plan. The plan was created with input from administrators, teachers, support staff, and families and follows guidance from the Center for Disease Control (CDC), the Vermont Department of Health (VDH), and the Vermont Agency of Education (AOE). Superintendent Minor acknowledged the pandemic conditions which have led to the need to operate school differently. She recognized that many CSD families have suffered from the pandemic and the school's need to abruptly shift to emergency remote learning this past spring. She stated that ultimately, the district wants all students to be back in the building learning in person, but that they are balancing that with health and safety guidance from the CDC, VDH, and AOE. The guidance from those agencies has evolved and will continue to change based on updated science and data. Subsequently, the district's reopening plan includes various scenarios that could be implemented at any time based on shifts in that guidance.

Their presentation gave a fairly detailed outline of the layered safety measures that will be put in place, including mandated masks for employees and students, regular hand washing, physical distancing whenever possible, health screenings, regular cleaning, enhanced arrival and departure procedures, cohorting student groups, and restrictions on visitors, volunteers, field trips, and outside use of school buildings.

They then transitioned to an overview of the four learning models that the district is preparing for. The first is full-time virtual schooling. This is an optional choice that families can choose. For students in K-8, virtual schooling will be staffed by a small team of CSD teachers. For those in grades 9-12, virtual schooling will be facilitated by the Vermont Virtual Learning Cooperative (VTVLC).

The second learning model is the alternative to virtual schooling, in-person instruction. To start the school year, Colchester, along with 15 other districts in Northwest Vermont, is opening in a hybrid model. The hybrid learning model divides students in half, creating two groups. One group attends school on Monday and Tuesday while the other group learns remotely and then they switch at the

end of the week with the first group learning remotely and the second group attending in person. The hybrid model reduces the number of students in the building at a time to allow for the physical distancing recommendation of 6 feet outlined in the AOE guidance. While they noted that remote learning does not compare to the benefits of in-person learning, the hybrid model will be a great improvement over the emergency remote learning that happened in the spring. Along with several summer months of planning and preparation which will improve how remote learning is delivered, students will also have two days of in-person learning to help facilitate the learning that happens on the home days.

The third learning scenario is traditional schooling in the sense that all students are offered the opportunity to return to in-person instruction five days a week. The fourth and final learning scenario being planned for is district-wide fully remote learning. This would happen in the event of a substantial community outbreak or if the State moved all schools or the region into Step 1.

The administrators also provided information about unified arts, preschool, and special services.

Throughout the presentation, the board asked some clarifying questions regarding the health and safety protocols and the learning models. Board Chair Rogers asked several questions specifically about the hybrid learning model and voiced his opposition and disagreement with the model. He supports bringing all students back full time.

Director Taylor moved to approve the CSD Reopening Plan, seconded by Director Cox. The motion passed 3-1, with Board Chair Mike Rogers voting against.

VI. Approval of Draft School Board COVID-19 Procedures Action

In the decision-making guidance put forth by the Agency of Education, it states that school boards should describe the parameters for instructional dispositions through policy or to delegate authority to the superintendents through administrative procedures. The board reviewed a draft copy of such procedures. Director Cox suggested one edit for clarity.

Director Cox moved to approve the draft COVID-19 School Board Procedures, seconded by Director Kieny. The motion passed unanimously, 4-0.

VII. Results of CSD Lead Testing Informational

The district is beginning to receive the results of the water that was tested for lead last year by the Vermont Department of Health (VDH). To date, the VDH has released results for two school buildings, CHS and CMS. All taps sampled at CHS were below the threshold for 4 parts per billion (ppb). All but one tap at CMS was below the threshold. The tap found to be above 4ppb required immediate action which has already been completed by the district's maintenance department. This district will communicate the results of the testing with employees and families.

VIII. Approval of Personnel Consent Agenda Action

The following Personnel Consent Agenda was reviewed by the board.

PERSONNEL CONSENT AGENDA**Board Meeting Date: August 4, 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	Anita	Dayvie	New Hire	Physical Education Teacher, Long Term Substitute	1.0 FTE	CHS	Notice of Hire	Courtney Boetsma	Yes	Yes

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Amy	Latulippe	Transfer	Medicaid Coord/Receptionist	40	CO	Notice of Transfer	Laura Duval	Yes	Yes
Support Staff	Derek	Roy	New Hire	Technology Specialist I	40	CHS	Notice of Hire	Jeremie Paquette	Yes	Yes
Support Staff	Robert	Phipps	End of Employment	Custodian	40	CMS	Notice of End of Employment			Yes
Support Staff	Roy	Bishop	Leave of Absence	Paraeducator	32.5	CHS	Request Leave of Absence of the 2020/2021 SY			
Support Staff	Mary	Barnes	End of Employment	Paraeducator-Library	14	UMS	Notice of End of Employment			Yes

DRAFT

Director Cox moved to approve the Personnel Consent Agenda for August 4, 2020, seconded by Director Taylor. The motion passed unanimously, 4-0.

IX. Approval of General Meeting Minutes: July 7, 2020 Action

Director Taylor moved to approve the minutes from the meeting held on July 7, 2020, seconded by Director Cox. The motion passed unanimously, 4-0.

X. Approval of Special Meeting Minutes: July 29, 2020 Action

Director Cox moved to approve the minutes from the meeting held on July 29, 2020, seconded by Director Taylor. The motion passed unanimously, 4-0.

XI. Board/Administration Communication, Correspondence, Committee Reports Informational

- Superintendent Minor shared photos of the completed solar array in Newbury and the solar array currently under construction in West Vernon. The district has starting to see credits on their electricity expenditure as a result of the completed solar array.

XII. Future Agenda Items Informational

- Reopening Update and Planning
- Calendar

XIII. Adjournment

Director Taylor moved to adjourn at 9:01 p.m., seconded by Director Kiemy. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Remote Meeting

Tuesday, August 11, 2020
3:00 p.m.

MINUTES

The Colchester Board of Education held a Special Board Meeting on Tuesday, August 11, 2020. Governor Scott signed H.681 into law in March of 2020, making temporary changes to Vermont's Open Meeting Law. Part of those changes allow school districts to hold school board meetings remotely with no designated meeting location. Those in attendance of the remote meeting were: Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, and Curt Taylor; and Business and Operations Manager George Trieb.

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 2:59 p.m.

II. Approval of Purchase of Food Service Vehicle

Action

The reason for this emergency meeting was to obtain approval from the school board for the unplanned purchase of a new van for the Food Service Program. Business and Operations Manager George Trieb stated that the district's food service director has been working with the VT Agency of Education (AOE) discussing the possibility of purchasing a new van and having it be eligible for reimbursement under the Coronavirus Relief Fund appropriated to the AOE, of which 12 million is dedicated to Food Service Programs. The district's current food service van was used substantially during the summer to deliver meals throughout the community and they learned recently that it will no longer be of any use by the end of August as it will not pass inspection. The board reviewed an invoice totaling \$21,042 from Goss Dodge. The invoice was based on the state contract which does not require obtaining other bids. The total cost of the vehicle, as well as other summer expenses incurred by the food service program during June through August, will be submitted to the AOE for potential reimbursement by the end of the day on Wednesday, August 12th.

Director Cox moved to authorize the Business and Operations Manager to purchase the van as indicated for the Food Service Program, seconded by Director Taylor. The motion passed unanimously, 4-0.

III. Adjournment

Director Cox moved to adjourn at 3:04 p.m., seconded by Director Taylor. The motion passed unanimously, 4-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk