

Colchester School Board

Meeting Agenda and Packet

November 3, 2020

**Colchester School District  
Board of Education Meeting  
November 3, 2020 - 7:00 P.M.  
Colchester High School Library**

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**AGENDA**

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| <b>I. Call to Order and Pledge of Allegiance</b>                                 |                      |
| <b>II. Citizen Participation*</b>  |                      |
| <b>III. Food Services Report</b>   | <b>Informational</b> |
| <b>IV. COVID-19 Update</b>   | <b>Informational</b> |
| <b>V. Budget Timeline</b>  | <b>Informational</b> |
| <b>VI. Approval of Personnel Consent Agenda</b>                                  | <b>Action</b>        |
| <b>VII. Approval of Special Meeting Minutes: October 20, 2020</b>                | <b>Action</b>        |
| <b>VIII. Approval of General Meeting Minutes: October 20, 2020</b>               | <b>Action</b>        |
| <b>IX. Board/Administration Communication, Correspondence, Committee Reports</b> | <b>Information</b>   |
| <b>X. Future Agenda Items</b>  | <b>Information</b>   |
| <b>XI. Executive Session to Discuss Negotiations</b>                             | <b>Action</b>        |
| <b>XII. Adjournment</b>  |                      |

**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 in person in the CHS Library but the building will remain closed to the public.

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](mailto:meghan.baule@colchestersd.org) or by calling (802) 264-5991 while the meeting is in session.



# Colchester School District

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr.  
**Subject:** FY'22 Budget Timeline  
**Date:** October 20, 2020

Attached is the proposed budget development timeline for FY'22. Similar to last year, it should provide us with ample time to: (1) review and discuss all expenditure and revenue items internally, (2) prepare the expenditures baseline budget, (3) thoroughly discuss the baseline budget with the school board, employees and community, (4) prepare and discuss the superintendent's budget, and, (5) finalize a budget for the school board's approval and timely warning.

All of the dates noted fall on the scheduled school board meeting nights.

Please review and provide me with any feedback that you might have.

Thanks.

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**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

<b>Board Meeting Dates</b>	<b>Budget Topic</b>	<b>Specific Budget Items</b>
11/3/20	Expenditures/Strategy	<ul style="list-style-type: none"> <li>• Review budget timeline/process – general budget discussion</li> </ul>
11/17/20	Expenditures	<ul style="list-style-type: none"> <li>• General budget discussion – prioritize key budget items (strategy driven process)</li> <li>• Budget Core Assumptions</li> <li>• Enrollment history and projections</li> <li>• Class size numbers – K-8 / FTE’s instructional</li> <li>• Grant/Medicaid funded programs and personnel</li> </ul>
12/1/20	Expenditures	<ul style="list-style-type: none"> <li>• Review and discuss baseline expenditure budget</li> <li>• Building Operational Budgets- PPS, UMS, MBS, CMS, CHS.</li> <li>• Discuss new/discontinued programs – Impact</li> </ul>
12/15/20	Expenditures	<ul style="list-style-type: none"> <li>• Continue to review &amp; discuss expenditures</li> </ul>
1/5/21	Revenue	<ul style="list-style-type: none"> <li>• Present Superintendent’s recommended budget</li> <li>• Discuss all potential sources of revenue – local, state, federal and SPED</li> </ul>
1/19/21	General	<ul style="list-style-type: none"> <li>• Discuss the proposed Superintendent’s recommended budget impact on the education tax</li> <li>• School Board approves budget and warning</li> </ul>
2/2/21	Budget Discussions	<ul style="list-style-type: none"> <li>• Discuss and promote budget</li> </ul>
2/16/21	Budget Discussions	<ul style="list-style-type: none"> <li>• Discuss and promote budget</li> </ul>
3/1/21	Town Meeting	<ul style="list-style-type: none"> <li>• Town Meeting/School Report Night</li> </ul>
3/2/21	Meeting/Vote	<ul style="list-style-type: none"> <li>• Obtain approval for school budget</li> </ul>



## FY22 Budget Communications Plan

Due to COVID-19, the overall communication plan will see some changes for FY'22. We are anticipating more early voting, which will put pressure on the timeline to communicate with residents before they cast their vote. In years past, the primary push of information was mid to late February. This year, we will aim for the beginning of February or as quickly as we can after the budget is warned.

### In-Person

- PTO meetings at UMS, PPS, MBS
- Faculty meetings
- Town Meeting (Format TBD based on COVID)
- Winter Carnival (TBD, currently not approved by AOE as allowable facilities use)

### Video

- Your Vote Matters Series
  - Two episodes released on Mondays: 2/9, 2/16
    - Optional dates for the third episode if needed: 2/2 or 2/23
- Student's voice video from board member Julia Correll
  - Will be published the first week of February
- LCATV round table discussion
  - Date TBD

### Written

- Annual Report
- Letter to families via School Messenger
- Superintendent & school newsletters
- Board Letter to The Sun
- Social media posts posted on pages throughout February
- Email and text reminder the night before and the morning of Town Meeting Day

**PERSONNEL CONSENT AGENDA**  
**Board Meeting Date: November 3, 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>

**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	Nicole	Loring	New Hire	Paraeducator - Library	14	UMS	Notice of Hire	Mary Barnes	Yes	Yes
Support Staff	Katherine	Gilbert	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Ryane Severin	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting  
Colchester High School, Room

Tuesday, October 20, 2020  
6:00 p.m. (Executive Session)

## MINUTES

The Colchester Board of Education held a Special Board Meeting on Tuesday, October 20, 2020 in Room 101 at Colchester High School. Those in attendance included: Board Chair Mike Rogers; Directors: Craig Kieny, Curt Taylor, and Nic Longo; Superintendent Amy Minor; Colchester High School Principal Heather Baron; and the student and their family.

### **I. Call Meeting to Order**

Board Chair Mike Rogers called the meeting to order at 6:00 p.m.

### **II. Executive Session: Student Hearing**

*Director Taylor moved to enter executive session at 6:00 p.m. for the purpose of a student hearing, seconded by Director Kieny. The motion passed unanimously, 4-0.*

### **III. Adjournment**

*Director Taylor moved to exit executive session and adjourn at 6:47 p.m., seconded by Director Kieny. The motion passed unanimously, 4-0.*

Recorder:

\_\_\_\_\_  
Amy Minor  
Superintendent of Schools

Board Clerk:

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

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Library

Tuesday, October 20, 2020  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, October 20, 2020. Due to COVID-19 precautions, school buildings are remaining closed to the public. LCATV provided coverage through a live stream and citizens were provided online and telephone options to participate in the meeting. Those in attendance (both remotely and in-person) were Board Chair Mike Rogers; Directors: Craig Kieny, Lindsey Cox, Curt Taylor and Nic Longo; Student Representative Julia Correll; Superintendent Amy Minor; Director of Student Support Services Carrie Lutz; Principals: Heather Baron, Michele Cote, Jordan Burke, Carolyn Millham and Chris Antonicci.

### **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. Special Education Quarterly Report**

**Informational**

Director of Student Support Services Carrie Lutz gave the quarterly report for special education. She stated that enrollment numbers are up from October of last year and the level of need is roughly the same. She noted that the district still has several positions open that they are looking to fill. Local districts are continuing to work as a region to look at the number of students placed in out-of-district alternative programs. Those numbers have been trending upwards and many schools are having difficulty finding open spots. There is interest in collaborating to create a new regional program.

Director Kieny spoke to the decreased enrollment in preschool, noting that there are currently 44 preschoolers compared to 74 last year. Ms. Lutz stated that they lowered the enrollment cap intentionally to comply with both the AOE and Preschool licensing guidelines in terms of distancing and cohort size. Under normal circumstances, the district is licensed for 15 students per classroom but this year they kept it to 9 students per classroom who attend 4 days per week for half-day sessions.

Director Kieny asked how special educators are providing services virtually. Ms. Lutz explained that the special education department is working with students in all three learning models, in-person, hybrid, and fully virtual. When a student needs to access services remotely, a special educator, paraeducator, or other professional such as a speech-language pathologist works with them through video conference to provide individualized services. In some cases, the support personnel will sit in on a virtual class to support them through the chatbox or by sharing their screen. Regardless of the learning model, the district continues to be responsible to provide support and services to help students access the general education curriculum.

**IV. First Reading of Prevention of Sexual Harassment as Prohibited by IX Policy** **Action**

This is a new policy that was recommended by the district's attorneys. Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. New regulations on how schools must process and respond to allegations of sexual harassment were enacted in May of 2020. It was noted that the version of the policy being reviewed by the board was crafted by the Vermont School Boards Insurance Trust and their attorneys. The board asked some general clarifying questions about the policy and how the administrators are being trained to comply with the changes.

*Director Taylor moved to approve the first reading of the Prevention of Sexual Harassment as Prohibited by IX Policy, seconded by Director Kienny. The motion passed unanimously, 5-0.*

**V. COVID-19 Update** **Informational**

Superintendent Minor gave a brief update. She is still waiting for the anticipated update to the overall guidance document from the Agency of Education as well as an announcement regarding winter sports.

The district began phasing elementary students back into buildings four days a week. Kindergarten and third grade came back early this week and first grade will join them at the end of the week, followed by second, fourth, and fifth over the next two weeks. For the most part, things have gone smoothly. Superintendent Minor said some of their plans have had to be adjusted and she thanked families and staff for their flexibility. She went over class sizes and the two grades in particular that they are monitoring at the moment. First grade has a large virtual enrollment and fourth grade has a large in-person enrollment.

Director Longo and Cox asked some questions about transportation, both busing and drop off/pick up by car. Superintendent Minor said traffic did back up onto the main roads a few times and that is one of the plans they are going to continue to tweak over the next few weeks to see if they can mitigate those issues. The district does not have official numbers yet for ridership on the buses but there is still room for students who need it.

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

The following Personnel Consent Agenda was reviewed by the board.

**PERSONNEL CONSENT AGENDA**  
**Board Meeting Date: October 20, 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	Andrew	Fulton	End of Employment	Psychologist	1.0 FTE	CMS	Employment effective October 30, 2020			
Teacher	Kimberly	Martin	New Hire	Art Teacher, Long-Term Substitute	1.0 FTE	MBS	Request to Hire	Hannah Terracino	Yes	Yes
Teacher	Megan	Cobaugh	New Hire	7/8 Social Studies, Long Term Substitute	1.0 FTE	CMS	Request to Hire	Damien Dulude	Yes	Yes
Teacher	Kaitlyn	Jewett	New Hire	Art Teacher - One Year Only	.68 FTE	PPS/UMS	Notice of Hire	Amanda Vella	Yes	Yes

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

<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Support Staff	Ryane	Severin	Transfer	Behavior Interventionist	35	MBS	Notice of Transfer	Katie Gallichon	Yes	Yes
Support Staff	Emily	Kopacz	New Hire	Paraeducator - SPED	35	CMS	Notice of Hire	Lisa Bullinger	Yes	Yes

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*Director Kieny moved to approve the Personnel Consent Agenda for October 20, 2020, seconded by Director Taylor. The motion passed unanimously, 5-0.*

**VII. Approval of Meeting Minutes: October 6, 2020 Action**

*Director Taylor moved to approve the minutes from the meeting held on October 6, 2020, seconded by Director Longo. The motion passed unanimously, 5-0.*

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

- Susan Rosato, an English learner teacher at Colchester High School, was announced as the 2021 Vermont Teacher of the Year. The district held a surprise outdoor ceremony for her with her students, family, colleagues and the media.
- The second solar array that the district invested in is up and running. Superintendent Minor will have the Business and Operations Manager bring the estimated annual savings amount to the next meeting.

**IX. Future Agenda Items Informational**

- COVID-19 Updates
- Financial Quarterly Report
- FY'22 Budget Discussion
- Policy Work

**X. Executive Session to Discuss Negotiations**

*Director Kieny moved to enter executive session at 7:52 p.m. to discuss negotiations, seconded by Director Taylor. The motion passed unanimously, 5-0.*

*Director Kieny moved to exit executive session at 8:27 p.m., seconded by Director Taylor. The motion passed unanimously, 5-0.*

**XI. Adjournment**

*Director Taylor moved to adjourn at 8:27 p.m., seconded by Director Kieny. The motion passed unanimously, 5-0.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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