

Colchester School Board

Meeting Agenda and Packet

December 15, 2020

**Colchester School District
Board of Education Meeting
December 15, 2020 - 7:00 P.M.
Remote Meeting
Citizens Participation Instructions Listed Below**

AGENDA

- | | |
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| I. Call to Order | |
| II. Citizen Participation* | |
| III. COVID-19 Update | Informational |
| IV. Approval of Contract Agreement with Colchester Education Association | Action |
| V. Approval of Agreement for Replacement Copiers | Action |
| VI. First Reading of Flagpole Requests Policy: E11 | Action |
| VII. FY'22 Budget Discussion | Informational |
| VIII. Approval of Personnel Consent Agenda | Action |
| IX. Approval of Special Meeting Minutes: December 1, 2020 (4:00 P.M.) | Action |
| X. Approval of General Meeting Minutes: December 1, 2020 (7:00 P.M.) | Action |
| XI. Board/Administration Communication, Correspondence, Committee Reports | Information |
| XII. Future Agenda Items | Information |
| XIII. Executive Session to Discuss Negotiations | Action |
| XIV. 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. On November 13, 2020, the Governor amended the executive order as a result of an acceleration in COVID-19 transmission throughout the State. The addendum strongly discourages in-person meetings.

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

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: Replacement of Canon Copiers
Date: December 11, 2020

The purpose of this memorandum is to obtain approval from the school board for the replacement of twenty-two (22) Canon copiers districtwide.

The district currently leases twenty-two (22) copiers. The existing lease is a thirty-nine (39) month capital lease with no payment due in the first three months. Canon Solutions is proposing (see attached) to replace all equipment with new equipment and like models. The proposal is structured identical to the existing lease but with better pricing.

The proposal shows the current lease payment of \$10,370/month would be reduced to \$8,783/month. The monthly cost for color copies would also be reduced slightly. When considering the months without payments and the reduction in the lease rate, the district would save approximately \$86,951 over the life of the lease. If approved, all equipment would be installed after January 1st.

An appropriate motion would be: ***"I move to authorize the Business and Operations Manager to enter a lease as noted above for the replacement of district copiers"***.

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

Colchester School District

Submitted By: Marty Derda, Canon Solutions America, Inc

Current Program:

22 Machines on a 36 month lease due April 2021

Monthly Lease payment **\$7,449.00**

Black and White service 666,667 @ \$.0034 **\$2,666.67**

Color service monthly 5,100 @\$0.050 **\$255.00**

Current Total monthly expense \$10,370.67

New proposed program

22 new machines, 36 Month lease, Like for Like **\$5,946.53**

No payment due until April 2021 (36 Payments After)

Black and white service 666,667 @ \$.0034 **\$2,666.67**

Color service monthly 5,100 @ \$.0333 **\$169.83**

New Total Monthly Expense \$8,783.03

TOTAL MONTHLY SAVINGS \$1,587.64

No lease payment of due until April 2021

Includes shipping back old machines and buyout of current lease

TOTAL SAVINGS TO DISTRICT: \$86,951

COLCHESTER SCHOOL DISTRICT**POLICY: FLAGPOLE REQUESTS****DATE ADOPTED: DRAFT****POLICY STATEMENT**

Under state statute the Colchester School District is a municipality and a government body. Therefore, it is the policy of the CSD that District flag poles are a forum of government speech, thereby maintaining the distinction between government speech and private speech by students and community members. The CSD Board, as a government entity, determines its speech through the actions of the Board. The speech of the Board is not controlled or limited by any individuals other than the elected members of the Board.

The Board is not obligated to approve any flag requests. Requests that meet the criteria outlined below are not guaranteed approval by the Board because flag requests are suggestions for Board consideration. This policy determines how those suggestions are to be proposed. The criteria outlined in this policy establish minimum standards in order for a flag request to be considered, but the Board has the right to apply other standards beyond the minimum at its discretion.

I. MANAGEMENT AND CONTROL

The District's flagpoles are under the control and management of the District and it is impermissible to fly any flag other than the United States and Vermont flags without the prior approval of the School Board. Such approval shall be based on steps and approval process outlined below.

Excluding the United States and Vermont flags, only two flags at a time may be approved by the Board to be raised. Preference shall be given based on when a request is received by the CSD administration.

The School Board will only consider flag requests from CSD students or student groups.

The Board may determine to raise any flags which clearly support a stated district goal, current academic endeavors or programs, curriculum and courses of study, or established Vermont Agency of Education Transferable Skills. Any approved flag requests must also comply with existing District policies.

Only the main flagpole at a CSD building will be utilized for the purpose of this policy. Proposed flags may be flown for a maximum three (3) month duration determined by the School Board. The CSD Board may remove a previously-approved flag at any time.

II. REQUIRED STEPS FOR FLAG PROPOSALS

A. Requests to fly a flag will be submitted to the superintendent of schools in

writing. The superintendent or their designee will review the request to ensure that it includes and conforms with the following criteria and is eligible to be considered by the Board.

1. Required Proposal Components

- a) A visual replication of the exact flag, with dimensions and method of attachment to the flagpole. Any proposed flag may not be larger than the American flag.
- b) A rationale that explains how the proposed flag supports a stated district goal, current academic endeavors or programs, curriculum and courses of study, or Vermont Transferable Skills.
- c) A proposed time frame for raising and flying the flag.
- d) Estimated cost of the flag.
- e) Evidence of support from a faculty advisor/sponsor.
- f) Demonstrated student support for the proposed flag.

2. Exclusionary Criteria

- a) The flag may not be libelous, defamatory, obscene, lewd vulgar, or profane.
- b) The flag may not violate federal, state or local laws.
- c) The flag may not violate any district policy.
- d) The flag may not depict any symbols, language, slogans, etc. that are registered as hate speech by a nationally recognized organization such as the Anti-Defamation League or Southern Poverty Law Center.
- e) The flag may not interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
- f) The flag may not be subject to copyright, licensing or trademarks (meaning that the District should not commit itself to paying royalties or becoming involved in any type of legal dispute for flying flags that the District did not receive licensing approval or pay royalties to fly).
- g) The flag may not be commercial in nature.

- B.** If eligible to be considered by the Board, the superintendent will arrange for the proposal to be added to an agenda to be presented to the Board at an upcoming legally warned Board Meeting. If the request is ineligible to be considered by the

Board, the superintendent or designee will notify the requestor(s) in writing of the reason for ineligibility.

- C.** If the superintendent determines a request to be ineligible and the requestor(s) disagree with the superintendent or designee's eligibility decision, the requestor(s) may appeal to the Board in writing for the request to be heard. The superintendent or designee's written response and rationale for determining the request ineligible will be submitted as a part of the materials for consideration by the Board as it hears the request on appeal. Appeals must be submitted to the Board within fourteen (14) calendar days of the date of the eligibility denial issued by the superintendent.
- D.** After hearing a request, the Board will vote on the flag request within the next two (2) regularly scheduled and legally warned Board meetings. The Board will provide a written statement articulating why the flag request was approved or denied, to be delivered to the requestor(s) through the superintendent.
- E.** The Board may also determine to renew a previously-approved flag to fly upon a written request from the original applicant(s) directly to the Board. Any such request shall follow the procedural requirements in step B (above).

PERSONNEL CONSENT AGENDA
Board Meeting Date: December 15, 2020

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Erin	Brady	Leave of Absence	Social Studies Teacher	0.2 FTE	CHS	Request Leave of Absence from .2 FTE January 27, 2021 to June 11, 2021(anticipated last day of school)			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	Nancy	Pratt	New Hire	Paraeducator-Sped	32.5	MBS	Notice of Hire	open position	Yes	Yes
Support Staff	Melissa	Nutting	New Hire	Title One Tutor - One Year Only	20	UMS	Notice of Hire	open position	Yes	Yes
Support Staff	Phoebe	Paron	New Hire	Paraeducator-Sped	32.5	CMS	Notice of Hire	open position	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Remote Meeting

Tuesday, December 1, 2020
4:00 p.m.

MINUTES (Executive Session)

The Colchester Board of Education held a Special Board Meeting on Tuesday, December 1, 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, Curt Taylor, and Nic Longo; Superintendent Amy Minor and Pietro Lynn from Lynn, Lynn, Blackman & Manitsky, P.C.

I. Call Meeting to Order

Board Chair Mike Rogers called the meeting to order at 4:04 p.m.

II. Executive Session to Discuss Pending Litigation

Action

Director Taylor moved to enter executive session to discuss pending litigation, seconded by Director Cox. The motion passed unanimously, 5-0.

III. Adjournment

Director Cox moved to exit executive session and adjourn at 4:26 p.m., seconded by Director Kieny. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Amy Minor
Superintendent of Schools

Lindsey Cox
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Remote Meeting

Tuesday, December 1, 2020
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, December 1, 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, Curt Taylor and Nic Longo; Student School Board Member Julia Correll; Superintendent Amy Minor; Business and Operations Manager George Trieb; Director of Curriculum Gwendolyn Carmolli; Director of Student Support Services Carrie Lutz; and Principals: Heather Baron and Chris Antonicci.

I. Call to Order

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

II. Citizen Participation

None.

III. Approval for Purchase of Chromebooks and Laptops

Action

Business and Operations Manager, George Trieb requested board approval to purchase Chromebooks for MBS and laptops for CHS. This purchase is a budgeted expenditure that occurs annually as part of the district's annual replacement plan. Mr. Trieb explained that they are placing the order earlier than normal due to significant delays receiving devices from vendors. The district will be purchasing off the State of the Vermont contract.

Director Kieny moved to authorize the business and operations manager to purchase the IT equipment as requested, seconded by Director Longo. The motion passed unanimously, 5-0.

IV. COVID-19 Update

Informational

Superintendent Amy Minor gave a brief update on COVID-19 impacts throughout the district.

She updated the board on the November testing phase of the State's school employee surveillance testing. CSD conducted 277 tests and had zero positive results. In total, the state tested 9,389 school employees and a total of 21 tests came back positive. Registration opened today for the district's December testing phase which is scheduled for Tuesday, December 8. She also updated the board on the University of Vermont's serostudy that is being conducted in Colchester. They are scheduling families and employees for an initial finger-stick collection appointment on Wednesdays and Saturdays throughout December. The district was only responsible for notifying families and employees of the survey with information on how to sign up. Now that the enrollment period has ended, Dr. Ben Lee and Dr. Sean Bullis, have taken over all communication with the participants.

Last week the Governor suspended school winter sports indefinitely. Superintendent Minor stated that she is anticipating an update at this Friday's press conference. She spoke directly with Jay Nichols, the executive director of the Vermont Principals Association (VPA) and he is willing to come to the next board meeting if members are interested. Director Cox voiced that it would help to have him or someone from the VPA speak about the process that the VPA is using to make their decisions.

Staffing was a concern many superintendents shared before the Thanksgiving holiday. She was pleased to confirm they had a very small number of employees who are in quarantine following the holiday break. She thanked the district's employees, families, and students for making sacrifices last week. She validated that those sacrifices will ultimately keep school open for in-person learning.

V. Budget Discussion

Informational

Business and Operations Manager George Trieb went over the FY'22 baseline budget draft with the board. The baseline draft takes everything that is in place currently and rolls it forward based on the assumption list provided at the last meeting. If everything stays as is with no additions, reductions or changes, the FY'22 budget would be a 4.99% increase on the expense side. The board discussed some specific line items such as compensation, benefits, technology, and transportation.

Superintendent Minor is working with the administrators in the district to determine each school's needs and will present her findings at the next meeting. She noted that some of the needs may be based on physical distancing standards due to COVID. If the current standards stay in place next year and the board wishes to increase in-person learning days for grades 6-12, they will have to add a significant number of FTEs. She stated that she is hoping to get some guidance from the Agency of Education soon, however, she recognized that no one can truly forecast where we will be as a community next fall. Regardless, the board will have to make some decisions based on their best guess to move forward with the budget process.

VI. Approval of Personnel Consent Agenda

Action

The following Personnel Consent Agenda was reviewed by the board.

PERSONNEL CONSENT AGENDA
Board Meeting Date: December 1, 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	Robert	Hamlin	New Hire	Special Educator - One Year Only	.62 FTE	MBS	Notice of Hire	One Year Only - new position	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	Cheryl	Moore	Resignation	Paraeducator	32.5	MBS	Resigning Paraeducator position			Yes
Co-Curricular	Jeffrey	Davis	New Hire	JV Boys Basketball Coach		CHS	Notice of Hire	James Roach	Yes	Yes

DRAFT

Director Cox moved to approve the Personnel Consent Agenda for December 1, 2020, seconded by Director Kieny. The motion passed unanimously, 5-0.

VII. Approval of General Meeting Minutes: November 17, 2020 Action

Director Taylor requested some minor edits.

Director Taylor moved to approve the amended minutes from the meeting held on November 17, 2020, seconded by Director Longo. The motion passed unanimously, 5-0.

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

- The district was notified that the National Youth Risk Behavior Survey will be postponed. They are hoping to issue it in the Fall of 2021. They cited having consistent access to students across the country as a result of COVID-19.

IX. Future Agenda Items Informational

- COVID-19 Updates
- FY'22 Budget Discussion
- Policy Work

X. Executive Session to Discuss Negotiations Action

Director Cox moved to enter executive session at 7:50 p.m. to discuss negotiations, seconded by Director Kieny. The motion passed unanimously, 5-0.

XI. Adjournment

Director Taylor moved to exit executive session and adjourn at 8:10 p.m., seconded by Director Kieny. The motion passed unanimously, 5-0.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Lindsey Cox
Board Clerk