

Colchester School Board

Meeting Agenda and Packet

October 4, 2022

**Colchester School District  
Board of Education Meeting  
October 4, 2022 - 7:00 P.M.  
Colchester High School Library**

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**Agenda**

- |   |                    |
|---|--------------------|
| <b>I. Call to Order</b>   |                    |
| <b>II. Citizen Participation*</b>   |                    |
| <b>III. Financial Year End Report</b>   | <b>Information</b> |
| <b>IV. Black Lives Matter Flag</b>  | <b>Action</b>      |
| <b>V. Policy Equity Assessment Tool</b>   | <b>Information</b> |
| <b>VI. First Reading of School Sponsored Trips Policy: G3</b>                     | <b>Action</b>      |
| <b>VII. First Reading of Public Complaints about Personnel: D10</b>               | <b>Action</b>      |
| <b>VIII. Second Reading of Video Surveillance Policy: E6</b>                      | <b>Action</b>      |
| <b>IX. Approval of Consent Agenda</b>   | <b>Action</b>      |
| <b>X. Approval of Speical Meeting Minutes: September 15, 2022</b>                 | <b>Action</b>      |
| <b>XI. Approval of Special Meeting Minutes: September 17, 2022</b>                | <b>Action</b>      |
| <b>XII. Approval of Special Meeting Minutes: September 20, 2022</b>               | <b>Action</b>      |
| <b>XIII. Approval of General Meeting Minutes: September 20, 2022</b>              | <b>Action</b>      |
| <b>XIV. Board/Administration Communication, Correspondence, Committee Reports</b> | <b>Information</b> |
| <b>XV. Future Agenda Items</b>  | <b>Information</b> |
| <b>XVI. Executive Session</b>   |                    |
| <b>XVII. Adjournment</b>  |                    |

**\*Meeting Participation and Viewing Options**

Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizen's Participation agenda item. Please review the Public Comment Rules listed at [www.csdvt.org/schoolboard](http://www.csdvt.org/schoolboard) prior to the meeting. If not attending in person, citizens may also participate in the meeting by emailing a prerecorded message to [schoolboard@colchesters.org](mailto:schoolboard@colchesters.org) with "Citizens Participation" listed in the subject line. It must be received by noon on the day of the meeting, include your full name and phone number, and follow the Public Comment Rules. LCATV will provide live stream coverage via: [www.lcatv.org/live-stream-3](http://www.lcatv.org/live-stream-3).



# Colchester School District

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## MEMO

**To:** School Board Directors  
**From:** George A. Trieb, Jr. *GA Trieb*  
**Subject:** Year-End Financial Report – June 2022  
**Date:** October 3, 2022

The table below shows the total budget and actual revenue and expense figures for the year ending June 2022. The district ended the year with a surplus of \$1,603,257.

	Budget	Forecast	% of Budget	Variance
Revenue	\$45,598,411	\$46,897,058	102.85%	\$1,298,647
Expenses	\$45,598,411	\$45,293,801	99.33%	\$304,610
Surplus/(Deficit)				\$1,603,257

### Revenue

- ❖ Tuition exceeded budget by \$386K or 38.11% as more students attended CHS than predicted.
- ❖ SPED reimbursement came in \$939.9K or 20.89% above budget due to extraordinary reimbursement.

### Expenditures

- ❖ Professional Education Services (5321) came in over budget by \$273K or 41.7% due to unanticipated student need. A portion of these expenses is reimbursed and linked to the higher than expected revenue noted above.
- ❖ Rental of Land/Buildings (5441) came in over budget by \$40.5K due to the relocation of the central office and the CAP program.
- ❖ Supplies – Tech Software (5652) came in well over budget by \$111.3K. This is based on the district's trend toward utilizing more software based learning solutions.
- ❖ There are three expense line items (5352, 5450, 5451) that were in the red as they were not budgeted items but did have expenses during the year. All were necessary, approved projects.

**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

The tables below shows expenses paid in the 4<sup>th</sup> quarter either through board orders or payroll warrants.

<b>Transaction Type</b>	<b>Date</b>	<b>Amount</b>
<b>Payroll Warrant</b>	<b>4/1/22</b>	<b>\$1,104,028.09</b>
<b>Board Orders</b>	<b>4/6/22</b>	<b>\$429,422.52</b>
<b>Payroll Warrant</b>	<b>4/15/22</b>	<b>\$1,105,019.05</b>
<b>Board Orders</b>	<b>4/20/22</b>	<b>\$520,969.23</b>
<b>Payroll Warrant</b>	<b>4/29/22</b>	<b>\$977,661.79</b>
<b>Total Expenditures</b>		<b>\$4,137,100.68</b>

<b>Transaction Type</b>	<b>Date</b>	<b>Amount</b>
<b>Board Orders</b>	<b>5/4/22</b>	<b>\$1,129,997.47</b>
<b>Payroll Warrant</b>	<b>5/13/22</b>	<b>\$1,098,791.82</b>
<b>Board Orders</b>	<b>5/18/22</b>	<b>\$664,963.59</b>
<b>Payroll Warrant</b>	<b>5/27/22</b>	<b>\$1,107,426.72</b>
<b>Total Expenditures</b>		<b>\$4,001,179.60</b>

<b>Transaction Type</b>	<b>Date</b>	<b>Amount</b>
<b>Payroll Warrant</b>		
<b>Board Orders</b>	<b>6/1/22</b>	<b>\$969,629.98</b>
<b>Payroll Warrant</b>	<b>6/10/22</b>	<b>\$1,083,206.43</b>
<b>Board Orders</b>	<b>6/15/22</b>	<b>\$811,821.31</b>
<b>Payroll Warrant</b>	<b>6/15/22</b>	<b>\$2,502,185.62</b>
<b>Payroll Warrant</b>	<b>6/24/22</b>	<b>\$355,047.17</b>
<b>Board Orders</b>	<b>6/30/22</b>	<b>\$1,216,902.18</b>
<b>Total Expenditures</b>		<b>\$6,938,792.69</b>

# Colchester School District

## Year-End Budget Report - Voted Budget Revenue

*As of June 30, 2022*

	FY2022	FY2022	Percent	Variance
Description	Budget	Actual	Received	
LOCAL				
Fund Balance	\$1,500,000	\$1,500,000	100.00%	\$0
Tuition	\$1,014,000	\$1,400,447	138.11%	\$386,447
Interest Earnings	\$15,000	\$8,861	59.07%	(\$6,139)
Facility Rentals	\$25,000	\$5,520	22.08%	(\$19,480)
Impact Fees	\$150,000	\$145,000	96.67%	(\$5,000)
Miscellaneous	\$25,000	\$52,416	209.66%	\$27,416
Act 176 Funds - High School Completion	\$0	\$48,591	N/A	\$48,591
<b>TOTAL LOCAL</b>	<b>\$2,729,000</b>	<b>\$3,160,835</b>	<b>115.82%</b>	<b>\$431,835</b>
STATE			N/A	\$0
General State Aid	\$35,854,970	\$35,854,970	100.00%	\$0
Transportation Aid	\$425,000	\$483,460	113.76%	\$58,460
Voc. Ed. Transportation Reimb.	\$31,000	\$44,943	144.98%	\$13,943
Driver Education Reimbursement	\$15,000	\$14,558	97.05%	(\$442)
<b>TOTAL STATE NON SPECIAL EDUCATION</b>	<b>\$36,325,970</b>	<b>\$36,397,931</b>	<b>100.20%</b>	<b>\$71,961</b>
SPECIAL EDUCATION			N/A	\$0
Special Education Block Grant	\$858,923	\$858,923	100.00%	\$0
Expenditure Reimbursement	\$4,500,222	\$5,440,166	120.89%	\$939,944
EEE Program	\$205,826	\$205,826	100.00%	\$0
<b>TOTAL SPECIAL EDUCATION</b>	<b>\$5,564,971</b>	<b>\$6,504,915</b>	<b>116.89%</b>	<b>\$939,944</b>
FEDERAL			N/A	\$0
SpEd/Title IVB IDEA	\$969,303	\$828,052	85.43%	(\$141,251)
SpEd/EEE IDEA Pre-School	\$9,167	\$5,325	58.09%	(\$3,842)
<b>TOTAL FEDERAL</b>	<b>\$978,470</b>	<b>\$833,377</b>	<b>85.17%</b>	<b>(\$145,093)</b>
<b>TOTAL REVENUE</b>	<b>\$45,598,411</b>	<b>\$46,897,058</b>	<b>102.85%</b>	<b>\$1,298,647</b>

# COLCHESTER SCHOOL DISTRICT

## Year-End Budget Report - Voted Budget Expenditures (by Account)

As of June 30, 2022

ACCOUNT	ACCOUNT TITLE	FY'22	FY'22	% OF BUDGET	VARIANCE
#		BUDGET	ACTUAL	UTILIZED	
5111	TEACHERS	\$16,595,002	\$16,431,018	99.0%	\$163,984
5121	PARAEDUCATOR	\$3,035,183	\$2,894,422	95.4%	\$140,761
5131	SUBSTITUTES	\$420,000	\$462,301	110.1%	(\$42,301)
5141	ADMINISTRATION	\$1,833,009	\$1,825,277	99.6%	\$7,732
5151	MID-MANAGEMENT/SUPERVISOR	\$428,553	\$463,138	108.1%	(\$34,585)
5161	SUPPORT STAFF - CLERICAL	\$1,082,641	\$1,021,268	94.3%	\$61,373
5171	TECH & PROF STAFF	\$876,188	\$864,748	98.7%	\$11,440
5172	TCH & PRF STF-OT/PT/BS/CC	\$406,712	\$514,338	126.5%	(\$107,626)
5181	NON-CLERICAL GENERALISTS	\$856,382	\$862,901	100.8%	(\$6,519)
5191	STIPENDS- BOARD ED	\$8,500	\$8,500	100.0%	\$0
5192	STIPENDS- OTHER	\$678,925	\$685,284	100.9%	(\$6,359)
5211	HEALTH INSURANCE	\$3,976,949	\$3,792,273	95.4%	\$184,676
5218	HAS	\$20,000	\$17,200	86.0%	\$2,800
5219	HRA	\$816,443	\$715,382	87.6%	\$101,061
5220	FICA	\$1,982,789	\$1,927,415	97.2%	\$55,374
5232	VSTRS- OPEB	\$80,000	\$87,100	108.9%	(\$7,100)
5233	VSTRS- PENSION PAYMENTS	\$13,000	\$13,114	100.9%	(\$114)
5234	VMERS	\$296,838	\$352,571	118.8%	(\$55,733)
5251	TUITION REIMB- TEACHER	\$175,000	\$113,762	65.0%	\$61,238
5252	TUITION REIMB- SPT STF	\$37,000	\$10,246	27.7%	\$26,754
5253	TUITION REIMBURSEMENT - ADMIN	\$18,000	\$2,344	13.0%	\$15,656
5261	UNEMPLOYMENT COMPENSATION	\$15,000	\$16,883	112.6%	(\$1,883)
5271	WORKERS COMPENSATION	\$260,572	\$229,805	88.2%	\$30,767
5281	DENTAL	\$289,062	\$263,913	91.3%	\$25,149
5292	LIFE	\$37,600	\$34,334	91.3%	\$3,266
5294	LTD	\$73,750	\$75,419	102.3%	(\$1,669)
5295	CASH IN LIEU	\$362,945	\$286,689	79.0%	\$76,256
5321	PROFESSIONAL EDU SERVICES	\$654,902	\$928,287	141.7%	(\$273,385)
5331	EMP TRAINING/DEVELOP	\$30,000	\$39,260	130.9%	(\$9,260)
5341	OTHER PROFESSNL SERVICES	\$649,398	\$638,307	98.3%	\$11,091
5342	AUDITING SERVICES	\$28,119	\$32,356	115.1%	(\$4,237)
5352	OTH TECHNICAL SERVICES	\$0	\$294,281	#DIV/0!	(\$294,281)
5411	UTILITY SERVICES	\$70,000	\$76,582	109.4%	(\$6,582)
5425	TRASH & RECYCLING	\$51,125	\$57,502	112.5%	(\$6,377)
5431	NONTECHNLGY REPAIR/MAINT	\$891,072	\$840,817	94.4%	\$50,255
5441	RENTALS-LAND/BUILDINGS	\$60,000	\$100,487	167.5%	(\$40,487)
5442	RENTALS-EQUIPMNT/VEHICLES	\$104,500	\$99,530	95.2%	\$4,970
5450	CONSTRUCTION SERVICES	\$0	\$52,528	#DIV/0!	(\$52,528)
5451	CONSTRUCTION SERVICES	\$0	\$37,852	#DIV/0!	(\$37,852)
5490	OTHER PURCH PROPERTY SERV	\$41,500	\$31,988	77.1%	\$9,512
5513	STUDENT TRAN CONTRACT	\$1,529,625	\$1,354,782	88.6%	\$174,843
5519	STUDENT TRAN OTHER EXTRA	\$466,724	\$669,470	143.4%	(\$202,746)
5521	INSURANCE (NOT EMP BEN)	\$51,840	\$54,050	104.3%	(\$2,210)
5522	INSURANCE- LIABILITY	\$73,440	\$80,879	110.1%	(\$7,439)
5531	COMMUNICATIONS	\$67,000	\$32,919	49.1%	\$34,081
5533	POSTAGE	\$31,084	\$18,011	57.9%	\$13,073
5534	TELEPHONE AND VOICE	\$25,012	\$25,586	102.3%	(\$574)
5541	ADVERTISING	\$12,500	\$11,599	92.8%	\$901
5551	PRINTING AND BINDING	\$16,600	\$3,773	22.7%	\$12,827
5561	TUITN TO PUB VT LEAS	\$60,000	\$9,593	16.0%	\$50,407
5562	TUITN TO PRIV VT LEAS	\$2,155,999	\$2,170,984	100.7%	(\$14,985)
5566	TUITN TO VC-ON BEHALF	\$410,000	\$385,354	94.0%	\$24,646

# COLCHESTER SCHOOL DISTRICT

## Year-End Budget Report - Voted Budget Expenditures (by Account)

As of June 30, 2022

ACCOUNT #	ACCOUNT TITLE	FY'22 BUDGET	FY'22 ACTUAL	% OF BUDGET UTILIZED	VARIANCE
5567	TUITN TO VC	\$390,262	\$272,528	69.8%	\$117,734
5581	TRAVEL	\$41,207	\$23,172	56.2%	\$18,035
5594	SPED EXCESS TO PUB VT LEA	\$0	\$25,330	#DIV/0!	(\$25,330)
5611	GENERAL SUPPLIES	\$807,635	\$857,625	106.2%	(\$49,990)
5621	NATURAL GAS	\$180,000	\$155,448	86.4%	\$24,552
5622	ELECTRICITY	\$437,750	\$391,954	89.5%	\$45,796
5626	GASOLINE	\$24,000	\$24,103	100.4%	(\$103)
5641	BOOKS AND PERIODICALS	\$102,542	\$84,621	82.5%	\$17,921
5651	SUPPLIES - TECH RELATED	\$15,000	\$22,453	149.7%	(\$7,453)
5652	SUPPLIES - TECH SOFTWARE	\$143,070	\$254,332	177.8%	(\$111,262)
5732	VEHICLES	\$110,000	\$63,616	57.8%	\$46,384
5733	FURNITURE AND FIXTURES	\$96,257	\$95,008	98.7%	\$1,249
5734	TECH-RELATED HARDWARE	\$487,399	\$346,019	71.0%	\$141,380
5811	DUES AND FEES - STAFF	\$55,079	\$48,340	87.8%	\$6,739
5831	REDEMPTION OF PRINCIPAL	\$294,118	\$294,118	100.0%	\$0
5832	INTEREST ON LT DEBT	\$215,000	\$148,737	69.2%	\$66,263
5899	MISC EXPENDITURES - OTHER	\$17,109	\$40,512	236.8%	(\$23,403)
	<b>TOTALS</b>	<b>\$45,598,411</b>	<b>\$45,293,801</b>	<b>99.3%</b>	<b>\$304,610</b>



September 21, 2022

Good Evening Colchester School Board,

In June, students from the Social Justice Alliance sent a proposal to the board for an extension for the flying of the Black Lives Matter flag through the summer and into the beginning of this school year. We thank you for your willingness to grant that request. We are writing again to encourage the board to keep flying the BLM flag at schools across the district.

Additionally, we would also like to point out that the Flagpole Request Policy states that the school board may choose to raise any flag which clearly supports a stated district goal. Equity is one of the many goals of the Colchester School District, so the flying of this flag serves as a reminder to students and staff of the work that is being done and the work that is still needed.

Lastly, in Section 2, letter E of the policy, the document states that: “The Board may also determine to renew a previously-approved flag to fly upon a written request from the original applicant directly to the board”. In December of 2021, it was decided by the board that we could send this written request every three months asking for the renewal of the BLM flag until we agree that it is time to be removed. We would like to ask the board to approve the continued raising of the flag through January 4, 2023, while the SJA reconvenes. We recognize that we have made this request three times prior and commit to working with CHS and district leaders during that time to imagine what would need to happen before the flag no longer needs to be raised and to return to share our thinking with this board on Jan 3, at which time we will have a proposal to present or will again reserve the right to ask for more time.

We strongly encourage the board to take the necessary steps to keep the BLM flag up for another 3 months as the policy allows. We are looking forward to our work with many new SJA members and new advisors and appreciate the support you have shown through the challenges of our times, including the inevitable delays to our work due to COVID. This flag continues to show the commitment Colchester School District has to students and families of color in the community.

Thank you for your time,  
Social Justice Alliance





# Equity Policy Audit Tool

October 4, 2022

# VSBA Equity Audit Work

The VSBA had a consultant who made some recommendations on some model policies.

## Equity Lens Tools

According to **NonprofitAdvancement.org**, "The purpose of an equity lens is to be deliberately inclusive as an organization makes decisions. It introduces a set of questions into the decision that help the decision makers focus on equity in both their process and outcomes."

## VSBA Resources:

Vermont AOE

Mid Atlantic Equity Consortium

National Equity Project Lens of Systemic Oppression

Northwest Regional Education Services District

# What is an Equity Lens?

- Who does it impact?
- Who has the opportunities and who does not?
- Whose voices are at the table?
- Who is included or not? Why or why not?
- What can I do about it?



## Resources

- VT AOE Equity Lens Tool
- Mid Atlantic Equity Consortium
- Equity Literacy Institute, Paul Gorski
- Seed the Way, Rebecca Haslam
- Model Tools from public schools  
districts



# CSD Equity Policy Audit Tool

- CSD has developed an equity policy and procedure audit tool
- DLT piloted the tool last school year
- Policy audits will include stakeholders as impacted by the policy or procedures
- The audit tool will be used as part of the policy review cycle
- The tool will also be used when there are equity concerns regarding a policy

## Colchester School District

Policy/procedure Name:				
Who is most directly impacted by this policy? Those involved with district finances, can include employees, volunteers, coaches (boosters, clubs), and some students				
What is the stated purpose of this policy/procedure? Establish principles & expectation to prevent fraud, investigate fraud & to heighten awareness				
	Yes	No	Somewhat	Need more information
Is the policy or procedure meeting its stated purpose?				
Policy or procedure is consistent with district equity policies and statements.				
Stakeholders, including those populations most directly impacted, have been given the opportunity to review or give feedback on this policy or procedure.				
This policy or procedure does not disproportionately impact historically underserved student groups based on race, color, creed/ethnicity, national origin, sex, gender, gender identity, or ability. (socio-economic status)				
This policy or procedure does not have the potential to ignore or worsen existing equity gaps.				
Policy or procedure is located so as to be easily accessible to all stakeholders				
Policy or procedure is written in clear and accessible language and made available to all stakeholders.				
Next Steps:				
What barriers exist that will impact next steps?				
What supports or commitments are needed to overcome these?				

# CSD Equity Policy Audit Tool Development

- Reviewed equity policy tools
- Drafted tool and reviewed by internal group of stakeholders
- Tool reviewed by outside expert, Rebecca Haslam
- DLT reviewed the tool
- DLT piloted the tool with policies last year
- Fully implemented 22-23 School Year



# Questions?



## COLCHESTER SCHOOL DISTRICT

### **POLICY:     SCHOOL SPONSORED TRIPS: CURRICULUM-BASED AND ELECTIVE TRIPS**

**DATE ADOPTED:**   October 3, 2017

### **PURPOSE**

The school board recognizes that school-sponsored trips are important components of a student's development and educational program. In addition to supplementing and enriching classroom learning experiences, such trips encourage new interests among students, increase their understanding of the outside world, and increase awareness of community resources. Any student may be denied access to a field trip who demonstrates behavior, discipline, safety concerns or becomes ineligible for academic reasons. The board believes that careful planning can significantly enhance the value and safety of school trips.

#### **I.     CURRICULUM-BASED TRIPS**

Curriculum-based trips are considered to be an integral part of the regular school curriculum and are available to all students. If for any reason a student does not attend but will be in school that day, alternative curricular-linked activities must be provided.

#### **II.    ELECTIVE BASED TRIPS**

The board also recognizes the value of elective trips which are designed to enhance the educational program and learning opportunities for students. The opportunity to participate in elective trips will be open to students who have the requisite knowledge base, skills, and interest.

The district is not responsible for any costs associated with elective trips.

#### **III.   APPROVAL**

All trips taking place within Vermont shall be approved by the principal. The principal will ensure that adequate staff coverage exists for instruction to continue in the teacher's absence. Any day trips taking students outside of Vermont must also be approved by the Superintendent. All overnight trips must be presented and approved by the board at least six months in advance. The board recognizes that there are times where the six-month deadline is not attainable. With approval from the principal and superintendent, overnight trips taking place within the six-month deadline may be presented to the board on a case by case basis.

#### **IV.   ADMINISTRATIVE RESPONSIBILITIES**

The Superintendent shall develop comprehensive procedures to facilitate the planning and approval process for all curriculum based trips. Such procedures shall include, but are not limited to the following:

Last Adopted:     November 18, 2003  
Date Warned:     September 15, 2017  
First Reading:     September 19, 2017  
Second Reading:   October 3, 2017

- A.** Identification of clear educational objectives which relate directly to the school curriculum.
- B.** Advance coordination of accommodations to ensure equal opportunities for participation by students with disabilities.
- C.** Communication to all students and chaperones that the reach of school policies and the student handbook extends to the conduct of students during all school sponsored activities, including trips.
- D.** Safety plans for students and their proper supervision by school staff and appropriate volunteers.
- E.** Contingencies need to be made in advance to handle and address any number of safety considerations: missing student(s), theft, student behavior, or any security incident.
- F.** Appropriate planning and budgeting for the cost of the trip, including plans to ensure that no student is denied access to trips on the basis of cost.
- G.** Cancellation provisions regarding foreign trips.
- H.** Appropriate medical precautions.
- I.** Coordination with the U.S. State Department for trips outside of the United States or Canada.
- J.** Appropriate involvement of students and parents in trip planning.
- K.** Develop a student selection process for elective trips with limited enrollment.

Last Adopted: November 18, 2003

Date Warned:

First Reading:

Second Reading:

## COLCHESTER SCHOOL DISTRICT

### **POLICY:    DRAFT First Reading PUBLIC COMPLAINTS ABOUT PERSONNEL**

**DATE ADOPTED:**    October 2, 2012

### **POLICY STATEMENT**

The Board seeks to ensure that concerns and complaints regarding school personnel are resolved in a timely, respectful and appropriate manner.

### **IMPLEMENTATION**

Concerns and complaints should be resolved at the lowest level possible within the structure of the District. Individuals are encouraged to first bring a complaint or concern to the attention of the individual staff member. If the concern or complaint is not satisfactorily resolved with the individual staff member, it should be brought to the attention of the staff member's immediate teacher/supervisor or administrator. Generally, the complaint shall be in writing stating the issues and supporting facts. As appropriate, the individual staff member shall be advised of the nature of the complaint, shall be given an opportunity for explanation, comment, and presentation of the facts as he/she sees them. Where appropriate, administrators should consult any applicable collective bargaining agreement or School District policies and/or procedures.

If the immediate supervisor or administrator does not resolve the complaint or concern, the complainant may refer the matter to the Superintendent for their review and decision.

When a concern or complaint is brought directly to the School Board or an individual Board member, it shall be referred to the Superintendent. The Superintendent will involve the immediate supervisor or administrator in the resolution.

It is the intent of the Board that the rights of all employees under collective bargaining agreements and Vermont law will be protected through the administration of this policy.

An adopted procedure accompanies this policy detailing the informal and formal procedures for responding to complaints from the public.

Reference:        Collective Bargaining Agreement of the Colchester Board of School Directors  
                         and the Colchester Education Association: Section XIII Teacher Evaluation

Last Adopted:        January 4, 2005  
Date Warned:        September 14, 2012  
First Reading:        September 18, 2012  
Second Reading:    October 2, 2012

**COLCHESTER SCHOOL DISTRICT**  
**COMPLAINTS FROM THE PUBLIC FORM**

**INSTRUCTIONS:**

*This form is to be completed when filing a formal complaint, including complaints filed by members of the public under the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Educational Amendments Act of 1972. Please print or type.*

*Within three (3) work days after receipt of your complaint you will be contacted by the Principal or Supervisor to set up a meeting to discuss your complaint, if such a meeting has not already occurred. When possible, this meeting will be scheduled within ten (10) days of receiving this completed form.*

*The Principal or Supervisor will respond in writing within ten (10) work days of the receipt of the complaint or the date of the meeting, if any. The Principal or Supervisor may extend the time line for no more than ten (10) additional days if necessary and will contact the complainant regarding the extension.*

***PART I: To be Completed by Person Filing Complaint***

*Name of Person Filing Complaint, Home Phone, Work Phone*

*Address*

*Student Name (if applicable), Grade of Student*

*State Complaint (attach additional sheets if necessary)*

*Action Requested (attach additional sheets if necessary)*

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*Complainant's Signature*

*Date*

***PART II: To be completed by the Principal or Supervisor***

*Date Received Initials:* \_\_\_\_\_

*Date Contact Made:* \_\_\_\_\_

*Date of Meeting:* \_\_\_\_\_

*Action on Complaint:*      ☐ *Granted*      ☐ *Denied*

*Reason (must be completed if denied):*

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*Signature, Principal or Supervisor*

*Date*

*If you wish to request a review of the decision of the Principal or Supervisor, you may do so by forwarding this form (with Sections I and II completed) with a note explaining your reason for disagreement and forward it to the Superintendent at the Colchester School District under the timelines noted in Procedure.*

**COLCHESTER SCHOOL DISTRICT****POLICY:     **DRAFT VIDEO SURVEILLANCE for SECOND READING******DATE ADOPTED:**   October 2, 2018**POLICY STATEMENT**

The district recognizes its responsibility to maintain the safety, and discipline on school grounds. The Colchester School District shall use video surveillance systems to monitor and record activity on district property to improve and protect the health, welfare, safety, and security of the entire school community. The policy applies to all employees, students, vendors, contractors, visitors, and property of the Colchester School District.

**IMPLEMENTATION**

The school board authorizes the installation and use of video cameras in public areas of the school, such as (but not limited to) hallways, auditoriums, lobbies, the cafeteria, and school grounds including the parking lot, sidewalks, playing fields, school buses, district vans, and other school grounds. Individuals including students who are in such areas do not have a reasonable expectation of privacy. The district shall not install video surveillance systems in areas where there is a reasonable expectation of privacy such as restrooms, changing rooms or locker rooms.

Video surveillance systems shall be used to promote the safety, security, protection of property, and to assist school administrators in investigating conduct that may violate the policies of the Colchester School District or law. Such video recording may be conducted without prior notice and without student or parent consent. Video surveillance systems will be in operation at all times, regardless of whether school is in session or if facilities or buildings are in use.

The use of video recordings from surveillance equipment shall be subject to the other policies of the district, including the policies concerning directory information and confidentiality of student and personnel records.

The district shall notify its students and staff annually that video surveillance may occur on school property. The district shall incorporate the notice in the Student Handbook, on the district's website, and/or in a separate mailing to students. The district shall post a notice at the main entrance of each school district building where video surveillance is in effect.

Employees and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings or surveillance equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district policy and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.

The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or their designee. Video surveillance systems shall be used for live, day and night viewing of buildings and grounds by the Superintendent or designee. At no time should students, employees, parents and/or community members have any expectation that anyone is monitoring events on the surveillance cameras as they occur. Nor should they assume that

Last Adopted:

Date Warned:     September 14, 2018

First Reading:     September 18, 2018

Second Reading:   October 2, 2018

someone will immediately respond to an incident in progress. All incidents of concern need to be reported immediately to the administration.

The district retains the right to use video recordings in student disciplinary hearings and employee personnel hearings. Subject to Family Educational Rights & Privacy Act (FERPA) and federal and state law.



**CONSENT AGENDA****Board Meeting Date: October 4, 2022****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Heather	Sheppard	New Hire	Long Term Substitute	1	UMS	Request to Hire	Christine Anderson	Yes	Yes

**Non-Licensed Employees (Support Staff), Board Approval Required**

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	Kirsten	Patch	New Hire	Registrar - Admin Assistant	40	CMS	Notice of Hire	Tina Carroll	Yes	Yes
Support Staff	Harrison	Chalnick	Resignation	Behavior Interventionist	35	CMS	Notice of Resignation			
Support Staff	Caitlin	Briggs	Resignation	Behavior Interventionist	35	CMS	Notice of Resignation			
Support Staff	Erin	Brigham	New Hire	Special Ed Paraeducator	32.5	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Jamie	Chambers	New Hire	Intensive Needs Interventionist	35	CMS	Notice of Hire	New Position	Yes	Yes

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting  
Colchester Alternative Program Building

Thursday, September 15, 2022  
5:30 p.m.

### MINUTES

The Colchester Board of Education held a Special Board Meeting on Tuesday, September 15, 2022, at the Colchester Alternative Program Building. Those in attendance were Board Directors Ben Yousey-Hindes and Laurie Kigonya. District administrators and employees in attendance included Superintendent Amy Minor, Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz, Director of Instructional Support Services Jean Shea, Colchester High School Principal Andrew Conforti, CHS Assistant Principal Chad DeMagistris, CHS Assistant Principal Erica LeClair, CAP Teacher Phil Gulizio, CAP Teacher Lisa Ryan, CAP Teacher Kelly Barrino, and CAP Teacher Jaime Wark.

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

This meeting was not called to order as there was not a quorum of the board present.

#### **II. Colchester Alternative Program Ribbon Cutting Ceremony**

#### **Informational**

The Ribbon cutting ceremony for the Colchester Alternative Program began at 6:00 pm with opening remarks by Superintendent Minor. Colchester Alternative Program (CAP) teacher, Phil Gulizio, provided remarks on the impact of this building for CAP students on behalf of the program. The CAP teachers, CHS Principal Conforti, and two CHS students Ethan Casey and Cheyenne Lussier, formally cut the ribbon to signify the opening of the program in their new space. Several CHS employees, students, families, and community members attended this event and were given the opportunity to tour the new space. The event was well attended.

Recorder:

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Gabrielle Brooks  
Recording Secretary

Board Clerk:

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Ben Yousey-Hindes  
Board Clerk

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting  
Porters Point School

Saturday, September 17, 2022  
8:00 a.m.

### MINUTES

The Colchester Board of Education held a Special Board Meeting on Saturday, September 17, 2022, at the Porters Point School. Those in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Felix Anderson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, and Porters Point School Principal Carolyn Millham.

#### I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 8:02 a.m.

#### II. Board of Education Facilities Work Session and Tour

Informational

The board toured the Porters Point School building and discussed facility needs with the PPS Principal, Carolyn Millham.

#### III. Adjournment

*Director Anderson moved to adjourn at 8:59 a.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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Gabrielle Brooks  
Recording Secretary

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Ben Yousey-Hindes  
Board Clerk

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting  
Union Memorial School

Saturday, September 17, 2022  
9:00 a.m.

### MINUTES

The Colchester Board of Education held a Special Board Meeting on Saturday, September 17, 2022, at the Union Memorial School. Those in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Felix Anderson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, and Union Memorial School Principal Chris Antonicci.

#### I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 9:14 a.m.

#### II. Board of Education Facilities Work Session and Tour

**Informational**

The board toured the Union Memorial School building and discussed facility needs with the UMS Principal, Chris Antonicci.

#### III. Adjournment

*Director Longo moved to adjourn at 10:07 a.m. The motion passed unanimously.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Gabrielle Brooks  
Recording Secretary

\_\_\_\_\_  
Ben Yousey-Hindes  
Board Clerk

## COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting  
Colchester Middle School

Tuesday, September 20, 2022  
6:00 p.m.

### MINUTES

The Colchester Board of Education held a Special Board Meeting on Tuesday, September 20, 2022, at the Colchester Middle School. Those in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Felix Anderson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, and Colchester Middle School Principal Michele Cote.

#### I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 6:01 p.m.

#### II. Board of Education Facilities Work Session and Tour

Informational

The board toured the Colchester Middle School building and discussed facility needs with the CMS Principal, Michele Cote.

#### III. Adjournment

*Director Kigonya moved to adjourn at 6:49 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

\_\_\_\_\_  
Gabrielle Brooks  
Recording Secretary

\_\_\_\_\_  
Ben Yousey-Hindes  
Board Clerk

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Library

Tuesday, September 20, 2022  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, September 20, 2022, in the Colchester High School Library. Board members in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Felix Anderson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, and Director of Curriculum Gwendolyn Carmolli.

### I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:01 p.m. and led in the Pledge of Allegiance.

### II. Citizen Participation

None.

### III. Policy Review Cycle Overview

#### Information

Superintendent Amy Minor provided the board with a detailed presentation of the Colchester School District's Policy Adoption and Review Cycle. Included in the presentation was a background of the district's policies and an overview of the model policies from both the Vermont School Board Association and Agency of Education. CSD adopted the current review cycle with the intent of inspecting all policies and getting them on a five-year review timeline to keep them up to date. Superintendent Minor informed the board that there are only nine policies left to review for all policies to be on the five-year cycle. The board asked a few clarifying questions.

### IV. Approval of Consent Agenda

#### Action

The following Consent Agenda was reviewed by the board.

**CONSENT AGENDA****Board Meeting Date: September 20, 2022****REVISED****Licensed Employees (Teacher/Administrator)**

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

**Non-Licensed Employees (Support Staff), Board Approval Required**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Informatic	Person Replacing	Budgeted	Admin Support
Support Staff	Joy	Eidsheim	Leave of Absence	Paraeducator	32.5	UMS	Request leave of absence beginning on 9/16/22			Yes

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

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Informatic	Person Replacing	Budgeted	Admin Support
Support Staff	Michael	Trainque	Transfer	Lead Custodian	40	UMS	Notice of Transfer	Siniremera Adela	Yes	Yes
Support Staff	Steve	Alger	Transfer	Lead Custodian	40	PPS	Notice of Transfer	Michael Trainque	Yes	Yes
Support Staff	Abigail	Adams	Resignation	Food Service Worker	20	UMS	Notice of Resignation			
Support Staff	Kacie	Winston-Shelvey	New Hire	Food Service Worker	15	DW	Notice of Hire	Open Position	Yes	Yes
Support Staff	Emily	Culver	New Hire	Recess Monitor	15	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Injung	Lee	New Hire	Cafeteria Supervisor	15	CMS	Notice of Hire	Harlie Destautels	Yes	Yes
Support Staff	Reina	Benitez-Garcia	New Hire	Food Service Worker	25	PPS	Notice of Hire	Diane Graziano		
Support Staff	Lorrie	Ploof	New Hire	Paraeducator - Special Ed	32.5	PPS	Notice of Hire	Zachary Young	Yes	Yes
Co-Curricular	Zoraya	Hightower	New Hire	Cross Country Coach		CMS	Notice of Hire	Emily Kopacz	Yes	Yes
Support Staff	Chelsea	Roberts	Resignation	Food Service Worker	32.5	CMS	Notice of Resignation			
Support Staff	Celeste	Matte	New Hire	Paraeducator	13	PPS	Notice of Hire	Emily Ryan	Yes	Yes
Support Staff	Evelina	Capitanio-Monfreda	Resignation	Paraeducator - ELL	32.5	CMS	Notice of Resignation			
Support Staff	Trevor	Sohnen	New Hire	Paraeducator - Special Ed	32.5	CMS	Notice of Hire	Tamara Tobin	Yes	Yes
Support Staff	Harrison	Chalnick	New Hire	Behavior Interventionist		CMS	Notice of Hire		Yes	Yes
Support Staff	Meghan	Mead	Resignation	Special Education Secretary	35	MBS, CMS	Notice of Resignation			
Support Staff	Riley	Markko	New Hire	Behavior Specialist Assistant	1.0	CMS	Notice of Hire	Open Position	Yes	Yes



*Director Anderson moved to approve the Consent Agenda as provided. The motion passed unanimously.*

**V. Approval of Meeting Minutes: September 6, 2022**

**Action**

*Director Longo moved to approve the minutes from the meeting held on September 6, 2022. The motion passed unanimously.*

**VI. Board/Administration Communication, Correspondence, Committee Reports**

**Information**

- CMS Assistant Principal Dovid Yagoda received an Employer Recognition Award from the Vermont Employer Support of the Guard and Reserve (ESGR).
- Enrollment for the district is up 30 students from last year.
- Reminder for the board that the New England Schools and Colleges Collaborative Conference is at CHS October 27.

**VII. Future Agenda Items**

**Information**

- Financial Year End Report
- BLM Flagpole Request
- Policy Equity Assessment Tool
- Policy Work
  - School Sponsored Trips: G3
  - Fundraising, Solicitation, Advertising and Surveying: H4
  - Video Surveillance: E6

**VIII. Executive Session to Discuss Negotiations**

**Action**

*Director Yousey-Hindes moved to enter executive session at 7:39 p.m. to discuss negotiations and a personnel matter. The motion passed unanimously.*

*Director Yousey-Hindes moved to exit executive session at 8:53 p.m. The motion passed unanimously.*

**IX. Adjournment**

*Director Yousey-Hindes moved to adjourn at 8:53 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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Gabrielle Brooks  
Recording Secretary

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Ben Yousey-Hindes  
Board Clerk