

Colchester School Board
Meeting Agenda and Packet
October 18, 2022

**Colchester School District
Board of Education Meeting
October 18, 2022 - 7:00 P.M.
Colchester High School Library**

Agenda

I. Call to Order	
II. Citizen Participation*	
III. Approval for Purchase of Video Surveillance Cameras at CHS	Action
IV. Hear Quarterly Financial Report	Information
V. First Reading of HIPAA Policy: D15	Action
VI. First Reading of Corporal Punishment Policy: F28	Action
VII. Approval of Consent Agenda	Action
VIII. Approval of Meeting Minutes: October 4, 2022	Action
IX. Approval of Special Meeting Minutes: October 13, 2022	Action
X. Board/Administration Communication, Correspondence, Committee Reports	Information
XI. Future Agenda Items	Information
XII. Executive Session to Discuss Negotiations	Action
XIII. Adjournment	

***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.csdtv.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 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.



Colchester School District

Administrative Offices, 59 Rathe Road, PO Box 27, Colchester, Vermont 05446
Phone: (802) 264-5999 • www.csdvt.org • Fax: (802) 318-4669

MEMO

To: School Board Directors *GAK*
From: George A. Trieb, Jr.
Subject: Purchase and Installation of New Video Surveillance System at CHS
Date: October 18, 2022

The purpose of this memorandum is to receive school board approval for the purchase and installation of a new video surveillance system at CHS.

The CHS administration team recently made a request to expand the number of cameras. CHS current has forty-eight cameras both inside and outside of the building. The system started smaller and has expanded over the years. This was just the latest expansion request. In vetting this request, the IT group learned that adding any additional cameras would require a new Network Video Recording (NVR) system. The three existing NVRs would also need to be updated. Given the age (12+ years) of the current video surveillance system, this prompted a complete review and assessment of our existing system at CHS and districtwide.

After completing the assessment, the group decided the best approach would be to replace the video surveillance system at CHS. Upon concluding this was the best approach, the IT group did the following:

1. Reached out to other schools to see what types of video surveillance systems were in use;
2. Visited two schools over the summer to review the systems in use;
3. Researched new video surveillance systems to gain a better understanding of what would be needed now and in the future.

Due to the anticipated cost of any new system, IT prepared a Request for Proposal (RFP). The group posted the RFP on our district website and reached out to specific vendors. On-site visits for interested vendors were conducted. The bid results for the final three vendors considered are shown in the table below.

Amy Minor
Superintendent
of Schools

George Trieb
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

Company	Cost
Cameras Networking & Security	\$96,123
Safety Systems of Vermont	\$105,564
First Choice Communication Services	\$109,909

The IT group's final assessment determined the Verkada camera surveillance system proposed by Safety Systems of Vermont was the best option despite not being the lowest bid. This system requires no on-premises equipment other than the cameras, which record and store information locally and upload thumbnails and camera status data to a web-based management system. The cameras are warrantied for ten (10) years and can be replaced easily by district staff. Thirty (30) days of cloud backup are included per camera and video clips which are archived can be stored indefinitely. Verkada camera solutions are used at other K-12 school districts in Chittenden County as well as at University of Vermont and Champlain College. The vendor, Safety Systems of Vermont, is based in Colchester.

It should be noted that Cameras Networking & Security (CNS) currently provides security cameras at CMS and PPS. They also provide card readers for all schools within the district. They were the lowest bidder. However, when considering the best overall solution for CHS and the district going forward, the group felt the proposal fell short when considering; the RFP response's detail, the proposed systems functionality, the support and maintenance model, its scalability and the expected lifetime of the system.

The scope of the project is as follows. Safety Systems will replace all existing cameras with new high-definition IP based cameras and install new cameras in the nine areas that were identified as needed by building administrators. They will remove all existing cameras and provide any necessary training.

The timing of the installation is still being determined. The project will be completed during the current school year and the existing cameras/system will remain in place until the new cameras are installed and fully functional.

An appropriate motion would be: ***"I move that we approve the purchase and installation of a new video surveillance system at CHS, and to authorize the Business and Operations Manager to execute the necessary documents to make this happen."***



Request for Proposal (RFP)

Security System for Colchester High School

The Colchester School District (CSD) is seeking sealed proposals for a security system to replace outdated security cameras and door access controls at Colchester High School (CHS). The new system should be designed to provide surveillance throughout the campus. Proposals will be accepted on or before September 16thth at 1:00pm.

SUMMARY

CHS's current camera system consists of forty-eight (48) cameras recording on three DVRS, all cameras are connected via coaxial and terminate in the server room. The security footage is accessed via a third-party software program. The system is approximately 12 years old and in need of replacement. The current door access system is a card reader system. We are requesting proposals for a new IP Camera System which preferably can integrate with a new door access system. The IP Camera system and door access system should be two separate proposals. We will accept proposals for systems that do not integrate.

SUBMISSION OF PROPOSALS

All proposals must be either delivered to the address below or sent by email no later than 1:00 p.m. on Friday, September 16th.

Please mark as follows: **RFP 2022-CHS Security Systems**.

Colchester School District
Attn: Pam Barclay
59 Rathe Road, PO Box 27
Colchester, VT 05446
Email: Pam.Barclay@colchestersd.org

A pre bid walk-through of the site can be scheduled by calling Pam Barclay at 802-238-2556. Appointments must be scheduled prior to September 1st.

REQUIRED PROPOSAL CONTENT

Include the following information in this proposal to the CSD by the due date:

- Description of system and all components, including confirmation that it meets system requirements, as well as provides information on specifications & options listed in the scope of work;

- Manufacturer's specifications for each system component;
- Cost estimate, including equipment, labor and materials;
- Detailed work plan, start date and completion date;
- Map with location of placements of all cameras and access control system elements;
- Cost for multi-year maintenance/service contract, annual amount through 2028;
- Proof of insurance and licensing/licensure
- Whether the system is proprietary or a non-proprietary system

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the CSD will purchase any or all the products or services indicated in this invitation.

The CSD reserves the right to reject or accept all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The CSD reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.

The CSD retains the right to cancel the Request for Proposal/Bid process if the district determines it is in their best interest.

The CSD reserves the right to increase or decrease quantities shown on the proposal.

The CSD reserves the right to cancel purchase orders if the delivery of completion of service is not performed in accordance with the proposal document.

Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become district property and may be returned only at their option.

The CSD assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

The bidder agrees to allow the CSD at least 60 days from the bid close date to enter a contract with the selected bidder for the price offered by the bidder.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply CSD with a security solution identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide IP Security Camera Solution and Door access control solution.
2. Capability of vendor to provide all necessary equipment (IP Cameras, Network video or Cloud based Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking equipment, Camera Mounts, door controls, cards, fobs etc.)
3. Financial stability of the vendor
4. Vendor's average response times for support requests
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
6. Ease of operations, management and support of the IP Security Camera solution and Door access system.
7. Integration of the access control and IP camera system
8. Scalability of the system
9. Capability of vendor to provide administrator and/or end user training
10. Cost effectiveness of the Security Solution

Scope of Work, Specifications & Requirements

CSD is requesting proposals from qualified firms interested in providing a security system for the Colchester High School. This is to include an Indoor and Outdoor IP Security Cameras, Camera Mounting Hardware, a Network Video or Cloud based Recording (NVR) System, all equipment associated with door access, Software, Support, Maintenance, Warranty, Cabling and Training. The CSD will purchase the network switches to support the solution.

This system will replace the current camera and door access system at CHS. The CHS building has two floors and several outdoor areas that require camera presence.

The current system shall remain operational until the new system is functioning. All old cameras, cables, door controls, and equipment must be removed by the vendor and new ceiling tiles installed where needed.

1. Technical Specifications for Cameras

a. Capacity and Scalability

The IP Security Camera solution must be capable of providing coverage throughout all indoor and outdoor areas, as defined by the district and the vendors recommendation. The solution should have the capability of adding additional cameras.

b. Indoor and Outdoor Cameras

All cameras should be vandal proof and anti-vibration compliant. All indoor and outdoor cameras should have the following specifications at a minimum:

- Indoor cameras should be at least 5 MP (2592 x 1944)
- Outdoor cameras should be 4k image resolution (3840 x 2160)
- IP66 Rating to protect against dust and environmental elements
- IK8 or above rating for vandal resistant housing
- Infrared Illumination for night visibility
- Defocus Detection
- WDR (120dB) for areas that have lighting differences

- Capability to produce 24 FPS or more
- Image stabilizing to reduce blurring
- Day/Night capability
- RJ45 Connectivity
- Power Over Ethernet (PoE)
- Tamper detection preferred
- Must have motion detection
- License plate recognition for outdoor cameras
- Capability to record audio
- Facial recognition
- 5-year warranty
- Power Supply backup for switches and NVR

2. Technical Specification for Door Access Controls

The door access control system should include readers, control panel, key cards and fobs, as well as the door release mechanism. The door access system should have the following specification at a minimum.

- Battery Backup
- Card Reader
- Credentials (key cards and fobs)
- Mobile access
- ADA compliant door open sign on front door
- Solid door release mechanism, electronic or magnetic
- Integration with cameras preferred

3. System Management Features

The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with Active Directory, access control system, have an HTML (5 preferred) client, can record an alarm, supports video aging, and have the option to search by thumbnails. Additionally, the system must be able to do the following:

1. Provide multiple levels of administrators per site that will have varying roles in the system.
2. Ability to individually tag cameras and create custom views
3. Ability to provide multiple schedules for door access
4. Provide email notification of critical system events.
5. Ability to filter and search based on multiple criteria (hot spots, facial recommendation, motion, date/time, etc.)
6. Has the capability to store one month of footage.
7. Has the capability to provide video monitors.
8. Has the capability of exporting footage that does not require a proprietary viewer
9. Has the capability to view live video and review historical video up to 1 month.

4. Support and Maintenance

The CSD requires the software solution to have 3-years technical support and maintenance and options for continued annual support after the 3-year period has ended. The IP camera hardware solution should have a 5-year warranty and support model. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

- a. Please state the name of the company which will be delivering service and on-

site support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

- b. Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?
- c. Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

5. Budget & Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for CHSs Security solution project as described in this RFP. The vendor must agree to keep these prices valid for 60 days after the close of the bid process. For all available deployment models, provide a detailed costs as described below.

- a. **Hardware:** List, describe, and record the cost of each piece of hardware that is required.
- b. **Software Licensing:** List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.
- c. **Installation:** Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.
- d. **Removal of Old Equipment:** Describe any labor, equipment, supplies, or other costs associated with removing the old equipment.
- e. **Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.
- f. **User Training:** If there are fees associated with your user training
- g. **List and describe any additional fees.**
 - Project Management
 - Miscellaneous

6. SOLUTION

CSD is looking for a turn-key solution. The vendor will be responsible for any camera and door hardware, power, any necessary cable runs, as well as installation of equipment at CHS.

The vendor will be responsible for coordinating with the districts Network Administrator in configuring the networking equipment to work with the districts existing LAN.

The vendor will be responsible for the removal and disposal of the old equipment.

If you have questions about the CHS Security Camera System requirements, please contact Pam Barclay at pam.barclay@colchestersd.org (802-264-5726).



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MEMO

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr. *GAK*
Date: October 18, 2022
Subject: Year-To-Date Financial Report – September 2022

The table below shows the total budget and forecast revenue and expense figures for the period ending September 2022. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue the district would expect a slight deficit of \$253,993.

	Budget	Forecast	% of Budget	Variance
Revenue	\$47,304,209	\$47,480,459	100.37%	\$176,250
Expenses	\$47,304,209	\$47,734,452	100.91%	(\$430,243)
<i>Surplus/(Deficit)</i>				(\$253,993)

Attached to this memo is further detail about both the revenue and expenses through September. The district has spent 17.7% of the budget versus spending 16.2% last year at this time. The district's total commitments to date are very much in line with last year.

Revenue

- All revenue items are tracking as expected. It should be noted that this is the first year of moving from a reimbursement based SPED funding model to a census-based model (Act 173).
- This is also the first year that the district formally budgeted for Extraordinary Reimbursement as this revenue stream has grown significantly over the past few years and as it will remain despite the transition to Act 173.

Expenditures

- The expenditures are projected to be running higher than budget by approximately \$430K due primarily to the anticipated teacher increase and two unbudgeted items (5352/5451). All other categories are mostly in line with budget.

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The table below shows expenses paid in the first quarter either through board orders or payroll warrants.

Transaction Type	Date	Amount
Payroll Warrant	7/8/22	\$232,935.73
Board Orders	7/13/22	\$321,450.05
Payroll Warrant	7/22/22	\$289,487.30
Board Orders	7/27/22	\$652,368.65
Total Expenditures		\$1,496,241.73

Transaction Type	Date	Amount
Payroll Warrant	8/5/22	\$326,543.04
Board Orders	8/10/22	\$398,765.15
Payroll Warrant	8/19/22	\$217,270.10
Board Orders	8/24/22	\$1,222,936.50
Total Expenditures		\$2,165,514.79

Transaction Type	Date	Amount
Payroll Warrant	9/2/22	\$971,872.07
Board Orders	9/7/22	\$507,306.50
Payroll Warrant	9/16/22	\$1,086,817.13
Board Orders	9/21/22	\$976,710.00
Payroll Warrant	9/30/22	\$1,130,649.39
Total Expenditures		\$3,696,645.09

Colchester School District
Year-End Budget Report - Voted Budget Revenue
As of September 30, 2022

Description	FY2023	FY2023	Revenue	Percent	Variance
	Budget	Forecast	Received	Received	Favorable/(Unfavorable)
LOCAL					
Fund Balance	\$1,600,000	\$1,600,000	\$1,600,000	100.00%	\$0
Tuition	\$1,368,750	\$1,500,000	\$0	0.00%	\$131,250
Interest Earnings	\$15,000	\$15,000	\$5,663	37.75%	\$0
Facility Rentals	\$25,000	\$25,000	\$1,800	7.20%	\$0
Impact Fees	\$150,000	\$150,000	\$0	0.00%	\$0
Miscellaneous	\$25,000	\$50,000	\$24,095	96.38%	\$25,000
TOTAL LOCAL	\$3,183,750	\$3,340,000	\$1,631,558	51.25%	\$156,250
STATE					
General State Aid	\$37,637,147	\$37,637,147	\$12,397,766	32.94%	\$0
Transportation Aid	\$480,000	\$500,000	\$0	0.00%	\$20,000
Voc. Ed. Transportation Reimb.	\$33,000	\$33,000	\$0	0.00%	\$0
Driver Education Reimbursement	\$15,000	\$15,000	\$5,538	36.92%	\$0
TOTAL STATE NON SPECIAL EDUCATION	\$38,165,147	\$38,185,147	\$12,403,304	32.50%	\$20,000
SPECIAL EDUCATION					
Census Block Grant	\$4,440,643	\$4,440,643	\$1,559,940	35.13%	\$0
Extraordinary Reimbursement	\$425,000	\$425,000	\$0	0.00%	\$0
EEE Program	\$220,369	\$220,369	\$105,751	47.99%	\$0
TOTAL SPECIAL EDUCATION	\$5,086,012	\$5,086,012	\$1,665,691	32.75%	\$0
FEDERAL					
SpEd/Title IVB IDEA	\$860,000	\$860,000	\$0	0.00%	\$0
SpEd/EEE IDEA Pre-School	\$9,300	\$9,300	\$0	0.00%	\$0
TOTAL FEDERAL	\$869,300	\$869,300	\$0	0.00%	\$0
TOTAL REVENUE	\$47,304,209	\$47,480,459	\$15,700,553	33.19%	\$176,250

COLCHESTER SCHOOL DISTRICT

Year-to-Date Budget Report - Voted Budget Expenditures (by Account)

ACCOUNT #	ACCOUNT TITLE	As of September 30, 2022					
		FY'23 BUDGET	FY'23 FORECAST	EXPENDITURES YTD	AVAILABLE BUDGET	% OF BUDGET UTILIZED	VARIANCE
5111	TEACHERS	\$17,222,687	\$17,500,000	\$1,950,882	\$15,271,805	11.3%	(\$277,313)
5121	PARAEDUCATOR	\$3,196,919	\$3,050,000	\$322,530	\$2,874,389	10.1%	\$146,919
5131	SUBSTITUTES	\$435,000	\$450,000	\$33,545	\$401,455	7.7%	(\$15,000)
5141	ADMINISTRATION	\$2,042,299	\$2,042,299	\$533,871	\$1,508,428	26.1%	\$0
5151	MID-MANAGEMENT/SUPERVISOR	\$495,177	\$495,177	\$116,654	\$378,523	23.6%	\$0
5161	SUPPORT STAFF - CLERICAL	\$1,059,951	\$1,059,951	\$236,338	\$823,613	22.3%	\$0
5171	TECH & PROF STAFF	\$904,635	\$904,635	\$160,263	\$744,372	17.7%	\$0
5172	TCH & PRF STF-OT/PT/BS/CC	\$493,276	\$535,000	\$66,261	\$427,015	13.4%	(\$41,724)
5181	NON-CLERICAL GENERALISTS	\$898,332	\$898,332	\$190,009	\$708,323	21.2%	\$0
5191	STIPENDS- BOARD ED	\$8,500	\$8,500	\$0	\$8,500	N/A	\$0
5192	STIPENDS- OTHER	\$525,000	\$525,000	\$222,237	\$302,763	42.3%	\$0
5211	HEALTH INSURANCE	\$4,236,978	\$4,100,000	\$1,215,106	\$3,021,872	28.7%	\$136,978
5218	HAS	\$20,000	\$20,000	\$10,600	\$9,400	53.0%	\$0
5219	HRA	\$843,536	\$843,536	\$91,048	\$752,488	10.8%	\$0
5220	FICA	\$2,045,839	\$2,045,839	\$277,360	\$1,768,479	13.6%	\$0
5232	VSTRS- OPEB	\$98,000	\$98,000	\$1,340	\$96,660	1.4%	\$0
5233	VSTRS- PENSION PAYMENTS	\$13,224	\$13,224	\$5,257	\$7,967	39.8%	\$0
5234	VMERS	\$334,847	\$350,000	\$66,969	\$267,878	20.0%	(\$15,153)
5251	TUITION REIMB- TEACHER	\$175,000	\$175,000	\$26,142	\$148,858	14.9%	\$0
5252	TUITION REIMB- SPT STF	\$37,000	\$37,000	\$878	\$36,122	2.4%	\$0
5253	TUITION REIMBURSEMENT - ADMIN	\$18,000	\$18,000	\$0	\$18,000	N/A	\$0
5261	UNEMPLOYMENT COMPENSATION	\$40,000	\$40,000	\$0	\$40,000	N/A	\$0
5271	WORKERS COMPENSATION	\$246,036	\$246,036	\$214,161	\$31,875	87.0%	\$0
5281	DENTAL	\$290,901	\$290,901	\$94,351	\$196,550	32.4%	\$0
5292	LIFE	\$37,411	\$37,411	\$19,665	\$17,746	52.6%	\$0
5294	LTD	\$76,025	\$76,025	\$18,736	\$57,289	24.6%	\$0
5295	CASH IN LIEU	\$317,000	\$317,000	\$1,857	\$315,143	0.6%	\$0
5321	PROFESSIONAL EDU SERVICES	\$700,664	\$700,664	\$247,528	\$453,136	35.3%	\$0
5331	EMP TRAINING/DEVELOP	\$20,000	\$20,000	\$6,423	\$13,577	32.1%	\$0
5341	OTHER PROFESSNL SERVICES	\$717,659	\$717,659	\$53,095	\$664,564	7.4%	\$0
5342	AUDITING SERVICES	\$29,000	\$29,000	\$0	\$29,000	N/A	\$0
5352	OTH TECHNICAL SERVICES	\$0	\$223,229	\$223,229	(\$223,229)	#DIV/0!	(\$223,229)
5411	UTILITY SERVICES	\$71,750	\$71,750	\$1,759	\$69,991	2.5%	\$0
5425	TRASH & RECYCLING	\$52,403	\$52,403	\$10,855	\$41,548	20.7%	\$0
5431	NONTECHNLGY REPAIR/MAINT	\$913,349	\$913,349	\$363,190	\$550,159	39.8%	\$0
5441	RENTALS-LAND/BUILDINGS	\$115,000	\$115,000	\$38,545	\$76,455	33.5%	\$0
5442	RENTALS-EQUIPMNT/VEHICLES	\$85,000	\$85,000	\$29,710	\$55,290	35.0%	\$0
5451	CONSTRUCTION SERVICES	\$0	\$106,178	\$106,178	(\$106,178)	#DIV/0!	(\$106,178)
5490	OTHER PURCH PROPERTY SERV	\$35,000	\$35,000	\$291	\$34,709	0.8%	\$0
5513	STUDENT TRAN CONTRACT	\$1,644,347	\$1,644,347	\$0	\$1,644,347	N/A	\$0
5519	STUDENT TRAN OTHER EXTRA	\$458,728	\$458,728	\$33,533	\$425,195	7.3%	\$0
5521	INSURANCE (NOT EMP BEN)	\$56,000	\$58,435	\$58,435	(\$2,435)	104.3%	(\$2,435)
5522	INSURANCE- LIABILITY	\$81,000	\$100,002	\$100,002	(\$19,002)	123.5%	(\$19,002)
5531	COMMUNICATIONS	\$60,000	\$60,000	\$7,604	\$52,396	12.7%	\$0
5533	POSTAGE	\$31,861	\$31,861	\$7,884	\$23,977	24.7%	\$0
5534	TELEPHONE AND VOICE	\$27,500	\$27,500	\$6,231	\$21,269	22.7%	\$0
5541	ADVERTISING	\$12,500	\$12,500	\$4,771	\$7,729	38.2%	\$0
5551	PRINTING AND BINDING	\$14,000	\$14,000	\$0	\$14,000	N/A	\$0
5561	TUITN TO PUB VT LEAS	\$60,000	\$60,000	\$714	\$59,286	1.2%	\$0
5562	TUITN TO PRIV VT LEAS	\$2,238,239	\$2,238,239	\$336,288	\$1,901,951	15.0%	\$0
5566	TUITN TO VC-ON BEHALF	\$436,394	\$436,394	\$0	\$436,394	N/A	\$0
5567	TUITN TO VC	\$366,394	\$366,394	\$0	\$366,394	N/A	\$0
5581	TRAVEL	\$42,237	\$42,237	\$6,468	\$35,769	15.3%	\$0
5611	GENERAL SUPPLIES	\$827,826	\$827,826	\$303,850	\$523,976	36.7%	\$0
5621	NATURAL GAS	\$187,200	\$175,000	\$2,422	\$184,778	1.3%	\$12,200
5622	ELECTRICITY	\$448,694	\$425,000	\$87,447	\$361,247	19.5%	\$23,694
5626	GASOLINE	\$20,000	\$20,000	\$3,907	\$16,093	19.5%	\$0
5641	BOOKS AND PERIODICALS	\$106,185	\$106,185	\$27,181	\$79,004	25.6%	\$0
5651	SUPPLIES - TECH RELATED	\$15,375	\$15,375	\$3,928	\$11,447	25.5%	\$0
5652	SUPPLIES - TECH SOFTWARE	\$175,000	\$250,000	\$191,966	(\$16,966)	109.7%	(\$75,000)
5731	MACHINERY	\$15,000	\$15,000	\$0	\$15,000	N/A	\$0
5732	VEHICLES	\$40,000	\$40,000	\$0	\$40,000	N/A	\$0
5733	FURNITURE AND FIXTURES	\$90,000	\$90,000	\$25,735	\$64,265	28.6%	\$0
5734	TECH-RELATED HARDWARE	\$420,146	\$420,146	\$42,432	\$377,714	10.1%	\$0
5811	DUES AND FEES - STAFF	\$56,456	\$56,456	\$36,058	\$20,398	63.9%	\$0
5831	REDEMPTION OF PRINCIPAL	\$294,118	\$294,118	\$0	\$294,118	N/A	\$0
5832	INTEREST ON LT DEBT	\$200,000	\$175,000	\$0	\$200,000	N/A	\$25,000
5899	MISC EXPENDITURES - OTHER	\$17,111	\$17,111	\$10,241	\$6,870	59.9%	\$0
TOTALS		\$47,304,209	\$47,734,452	\$8,391,401	\$38,912,808	17.7%	(\$430,243)

COLCHESTER SCHOOL DISTRICT

POLICY: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT COMPLIANCE

DATE ADOPTED: September 6, 2016

POLICY STATEMENT

The Colchester School District shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

Date Warned: August 12, 2016
First Reading: August 16, 2016
Second Reading: September 6, 2016
Date Adopted: September 6, 2016

Legal Reference(s):
42 U.S.C. 1320d-2 and 1320d-4
45 C.F.R. Subpart C

COLCHESTER SCHOOL DISTRICT

POLICY: CORPORAL PUNISHMENT POLICY

DATE ADOPTED: January 4, 2005

POLICY STATEMENT:

In compliance with State law no one employed or acting as an agent of the Colchester School District may inflict or cause to inflict corporal punishment to a pupil.

Corporal punishment is defined as “the intentional infliction of physical pain upon the body of a pupil as a disciplinary measure.”

However, reasonable and necessary force is allowable in circumstances:

- to quell a disturbance;
- to obtain possession of weapons or other dangerous objects upon the person of or within the control of a pupil;
- for the purpose of self defense; or
- for the protection of persons or property.

Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

Date Warned:	December 3, 2004
First Reading:	December 7, 2004
Second Reading:	January 4, 2005
Last Reviewed:	June 19, 2018

CONSENT AGENDA

Board Meeting Date: October 18, 2022

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Nicole	Hernandez	New Hire	Spanish Long Term Substitute	1.0	CHS	Request to Hire	Emma Pedrin	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
Support Staff	Aubrie	Stenta	Leave of Absence	Paraeducator	32.5	UMS	Request for Leave of absence (10/24-11/20)		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	Emmanuel	Nduyimana	New Hire	Custodian	40.0	DW	Notice of Hire	Open Position	Yes	Yes
Support Staff	Nicole	Goodman	New Hire	Food Service Worker	22.5	PPS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Martin	Welsh	Resignation	Special Ed Driver/Cust	40.0	DW	Notice of Resignation			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Library

Tuesday, October 4, 2022
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, October 4, 2022, in the Colchester High School Library. Board members in attendance were Board Chair Lindsey Cox, Board Directors Ben Yousey-Hindes, Laurie Kigonya, Felix Anderson, and Student Board Representative Olivia Dallamura. Board Director Nic Longo attended via phone. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum Gwendolyn Carmolli, Director of Student Support Services Carrie Lutz, and Diversity, Equity, and Inclusion Coordinator Jamilah Vogel. There were no audience members.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Financial Year End Report

Information

Business and Operations Manager George Trieb provided the board with the year-end financial report. The district ended the year with a surplus of \$1,603,257. He explained that the primary reasons for the surplus were unexpected revenue resulting from additional tuition students and a higher than anticipated special education reimbursement.

Mr. Trieb stated the surplus will be returned to taxpayers; it cannot be used for another purpose without permission.

IV. Black Lives Matter Flag

Action

In June, at the request of students, the school board approved flying the Black Lives Matter (BLM) flag at all schools for three months per the district's Flagpole Request Policy. With the flag nearing the end of the three-month period, students for the Social Justice Alliance Club at Colchester High School wrote a letter to the board requesting that the board continue flying the BLM flag at schools in the district. CSD Diversity, Equity, and Inclusion Coordinator, Jamilah Vogel, read the letter aloud. The letter urged the board and community members to recognize the significance that the flag has for minority students and requested to keep it raised another three months. Ms. Vogel shared that the Social Justice Alliance Club has two new advisors this school year and they are looking forward to jump into the meaningful work ahead and discuss next steps for the BLM flag.

Director Kigonya moved to approve raising the Black Lives Matter flag at all CSD schools for an additional three months beginning on Friday, October 7, 2022. The motion passed unanimously.

V. Policy Equity Assessment Tool	Information
<p>CSD Diversity, Equity, and Inclusion Coordinator, Jamilah Vogel provided the board with an overview of the process and tool that is used to review policy from an equity lens as part of the policy revision cycle. Ms. Vogel explained how the audit tool was developed and piloting the tool with a few of the district's policies before it's full implementation this year.</p>	
<p>Board Chair Cox inquired about the findings from piloting the audit tool. Ms. Vogel stated that going through the audit form and applying the questions to a handful of policies lead to rich discussions even when equity wasn't challenged. Superintendent Minor added that there are two questions around easy access to policies and accessible language on the audit form that the district is hoping to improve with the ParentSquare communications system.</p>	
VI. First Reading of School Sponsored Trips Policy: G3	Action
<p>The board requested to discuss this policy after approving several field trips for CHS. It was last reviewed in 2017 and there are no recommended changes. Superintendent Amy Minor shared information with the board about other districts around the region and their approach to having a field trip policy or not. The board asked clarifying questions and plan on making some language changes for the second and final reading based on the information provided.</p>	
<p><i>Director Kigonya moved to approve the first reading of the School Sponsored Trips Policy: G3 as provided. The motion passed unanimously.</i></p>	
VII. First Reading of Public Complaints about Personnel: D10	Action
<p>This policy review is part of the policy revision cycle. There was a fixed typo, a grammar adjustment, and two language changes to be consistent with the language used in all other CSD policies. This is a recommended policy from the Vermont School Boards Association that has served the district, employees, and families with clarity since last reviewed.</p>	
<p><i>Director Anderson moved to approve the first reading of the Public Complaints about Personnel Policy: D10 as provided. The motion passed unanimously.</i></p>	
VIII. Second and Final Reading of Video Surveillance Policy: E6	Action
<p>There have been a number of small language updates since the first reading of this policy. The board continued discussion around the intent of the policy between language such as "may," "shall," and "shall only." They agreed to bring this policy back for an additional reading after discussing language with the district's attorney.</p>	
<p><i>Director Yousey-Hindes moved to approve the second reading of the Video Surveillance Policy: E6 and requested to bring it back for a third reading. The motion passed unanimously.</i></p>	
IX. Approval of Consent Agenda	Action
<p>The following Consent Agenda was reviewed by the board.</p>	

CONSENT AGENDA

Board Meeting Date: October 4, 2022

REVISED

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
Support Staff	Amy	Flick	New Hire	Multi-Language Paraeducator	17	UMS	Notice of Hire	Heather Sheppard	Yes	Yes
Support Staff	Meghan	Mead	Withdrawn Resignation	Special Education Secretary	35	MBS, CMS	Notice of Withdrawn Resignation			Yes

Director Yousey-Hindes moved to approve the Consent Agenda as provided. The motion passed 4-0, with Director Anderson abstaining.

X.	Approval of Special Meeting Minutes: September 15, 2022	Action
<i>Director Anderson moved to approve the minutes from the meeting held on September 15, 2022. The motion passed unanimously.</i>		
XI.	Approval of Special Meeting Minutes: September 17, 2022	Action
<i>Director Yousey-Hindes moved to approve the minutes from the meeting held on September 17, 2022. The motion passed unanimously.</i>		
XII.	Approval of Special Meeting Minutes: September 20, 2022	Action
<i>Director Longo moved to approve the minutes from the special meeting held on September 20, 2022. The motion passed unanimously.</i>		
XIII.	Approval of General Meeting Minutes: September 20, 2022	Action
<i>Director Longo moved to approve the minutes from the general meeting held on September 20, 2022. The motion passed unanimously.</i>		
XIV.	Board/Administration Communication, Correspondence, Committee Reports	Information
	<ul style="list-style-type: none">• Superintendent Minor scheduled a tour of the Preschool at MBS with the School Board Members.	
XV.	Future Agenda Items	Information
October 18th:		
<ul style="list-style-type: none">○ CHS Video Camera Purchase○ Quarterly Financial Report○ Policy Work		
November:		
<ul style="list-style-type: none">○ Early Release Day Presentation○ Food Services Presentation○ Budget Timeline○ Policy Work		
Policies On Deck:		
<ul style="list-style-type: none">○ Second and Final Reading Public Complains about Personnel○ Second and Final Reading of School Sponsored Trips○ First Reading of Fundraising, Solicitation, Advertising and Surveying in Schools○ First Reading of Student Activity Account Policy○ First Reading of Corporal Punishment Policy		

XVI. Executive Session to Discuss Negotiations	Action
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Director Anderson moved to enter executive session at 8:45 p.m. to discuss negotiations and a personnel matter. The motion passed unanimously.

Director Kigonya moved to exit executive session at 9:27 p.m. The motion passed unanimously.

XVII. Adjournment

Director Kigonya moved to adjourn at 9:27 p.m. The motion passed unanimously.

Recorder:

Gabrielle Brooks
Recording Secretary

Board Clerk:

Ben Yousey-Hindes
Board Clerk

DRAFT

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Central Office, Conference Room
59 Rathe Rd, Colchester, VT

Thursday, October 13, 2022
6:30 p.m.

MINUTES

The Colchester Board of Education held a Special Board Meeting on Thursday, October 13, 2022. Those in attendance were Board Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Felix Anderson; Superintendent Amy Minor, Colchester High School Principal Andrew Conforti, and Colchester Middle School Principal Michele Cote; the students and their families.

I. Call to Order

Board Director Nic Longo called the meeting to order at 6:30 p.m.

II. Executive Session: Student Hearings

Action

Director Yousey-Hindes moved to enter executive session at 6:31 p.m. to conduct student hearings. The motion passed unanimously.

III. Adjournment

Director Anderson moved to exit executive session and adjourn at 8:30 p.m. The motion passed unanimously.

Recorder:

Gabrielle Brooks
Recording Secretary

Board Clerk:

Ben Yousey-Hindes
Board Clerk