

Colchester School Board

Meeting Agenda and Packet

November 1, 2022

**Colchester School District
Board of Education Meeting Agenda
November 1, 2022 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
|---|--------------------|
| I. Call to Order | |
| II. Citizen Participation | |
| III. Food Services Presentation | Information |
| IV. First Reading of Student Activity Account Policy: E4 | Action |
| V. Second and Final Reading of HIPAA Policy: D15 | Action |
| VI. Second and Final Reading of Corporal Punishment Policy: F28 | Action |
| VII. Approval of Consent Agenda | Action |
| VIII. Approval of Special Meeting Minutes: October 18, 2022 | Action |
| IX. Approval of Meeting Minutes: October 18, 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.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 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					
Food Service Fiscal 2023 Budget					
		Actual	Budget		
	Food Service	FY'22	FY'23	% Change	
	Total Revenue	\$1,870,603	\$1,945,250	\$74,647	3.991%
	Total Expenses	\$1,687,382	\$1,881,300	\$193,918	11.492%
	Surplus/Deficit	\$183,221	\$63,950		

- ✚ For FY'22 the program essentially budgeted to end the year with a slight deficit. This included a school board approved transfer from the general fund of \$65K.
- ✚ The program finished with a surplus of \$183.2K with both revenue and expenses coming in well over budget. The surplus was a direct result of universal meals.
- ✚ The FY'23 budget shows both revenue and expenses increasing with expenses increasing at a greater rate. The program is projecting a surplus of \$64K and will not be asking the school board for any contributions for the year.
- ✚ Covid continues to affect our program
 - Universal meals
 - Extra Covid funds
 - Staff attendance
- ✚ Universal Meals very positive for students and program
 - Increased Participation, this is something we has wanted for years anticipating a very positive effect on student's and program.
 - Increased access of our healthy meals
 - Improved atmosphere in school cafeterias
 - Less financial issues both for program and families
 - Increased participation improves learning
- ✚ Universal meals have provided increased participation but also increased labor, which in turn crates labor challenges on program.
 - Increased in staff hours
 - Increased in number of food service staff needed

We need increased wages now for present food service staff and new hires to compete with other schools and business.

- ✚ Focus on meeting students' needs and improving offerings for students.

 - When staffed correctly more offerings

 - More local Foods

 - More Student involvement in Choices

 - Improving Cafeteria and kitchen atmosphere

- ✚ Working on keeping Kitchen Facilities up to date

 - Dishwasher at CMS

 - Steamer at PPS

 - Some older equipment will need to be replaced soon.

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT ACTIVITY ACCOUNT POLICY

DATE ADOPTED: September 19, 2006

POLICY STATEMENT

The School Board Directors authorize each school to maintain a separate bank account for controlling funds raised by groups in that school for student activities. Student Activity Accounts and the funds controlled by the individual schools are used to account for those resources owned, operated and managed by the student body, under the guidance of a faculty member for educational, recreational or cultural purposes. These are “Fiduciary, Agency Funds” as defined in the Handbook for Financial Accounting for Vermont School Systems.

Student Activity Funds are generally administered through the establishment of two specific account types and they are as follows:

- A Student Activity Account is established for each club or activity when separate tracking of funds is required. Each account (club or activity), with the exception of the General Account defined below, will be defined with the Student Activity Description form.
- The General Account is an account that is utilized to track all interest received and all operating expenses associated with the various Student Activity Accounts.

All payments to employees for services shall be paid through the School District’s payroll system. This includes and is not limited to extra work by the food service staff, the music and the drama departments and for co-curricular events.

Building based accounts are not intended for any reason other than expressly described in this policy or the procedures for implementation of this policy.

Annually, the School District will be audited by an independent certified public accounting firm. The firm will review the procedures and compliance with those procedures as part of the School District’s audit.

It is this policy’s intent that the Town Treasurer will designate the Principal to sign all checks; however, from time to time, it may be necessary for another person to perform this function. Signature authority will be limited to the Principal, the Superintendent, the Business and

Legal References: VSA Title 16 § 563 (8)

Last Adopted:	October 6, 1999
Date Warned:	May 11, 2006
First Reading:	May 16, 2006
Second Reading:	September 19, 2006

Operations Manager and one other building based person designated in writing by the Town Treasurer. Additionally, the second building based signature cannot be the person responsible for accounting in each principal's office. Checks or other disbursements in excess of \$1,000 will require two signatures, one of which should be the signature of the Business and Operations Manager or the Superintendent. Checks made payable to the Principal must be authorized and signed by the Superintendent or Business and Operations Manager. All checks or other disbursements shall be clearly documented with approved invoices, detailed purchase receipts or proof of payment. Documents will clearly describe the item or service received.

Student activity funds shall be administered by the respective building Principals, following procedures established by the Superintendent, which may from time to time be modified by the Superintendent.

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT ACTIVITY ACCOUNTS

DATE ADOPTED: Draft

POLICY STATEMENT

The School Board Directors authorize each school to maintain a separate bank account for controlling funds raised by groups in that school for student activities. Student Activity Accounts and the funds controlled by the individual schools are used to account for those resources owned, operated and managed by the student body, under the guidance of a faculty member for educational, recreational or cultural purposes. These are "Special Revenue Funds" as defined in the Handbook for Financial Accounting for Vermont School Systems.

Student activity funds are administered through the establishment of two specific account types per school and they are as follows:

- A Student Activity Account is established for each club or activity when separate tracking of funds is required. Each account (club or activity), except for the General Account defined below, will be defined with the notification of a new activity form.
- The General Account is an account that is utilized to track all interest received and all operating expenses associated with the various Student Activity Accounts.

All payments from student activity accounts to employees for services shall be paid through the School District's payroll system.

Student activity accounts shall be used solely in accordance with the purpose for which such funds are collected and should be spent in a way that benefits those pupils who are in the school and who have contributed to the accumulation of such funds.

Annually, an independent certified public accounting firm will audit the School District. The firm will review the student activity account procedures and compliance with those procedures as part of the School District's audit.

Legal References: VSA Title 16 § 563 (8)

Last Adopted: September 19, 2006
 Date Warned: October 28, 2022
 First Reading: November 1, 2022
 Second Reading:

It is this policy's intent that the Town Treasurer will designate the Principal to sign all checks for their respective school; however, from time to time, it may be necessary for another person to perform this function. Signature authority will be limited to the Principal, the Superintendent, the Business and Operations Manager and one other building-based person.

Additionally, the second building-based signature cannot be the person responsible for accounting in each principal's office. Checks or other disbursements more than \$1,000 will require two signatures, one of which should be the signature of the Business and Operations Manager or the Superintendent. Checks made payable to the Principal must be authorized and signed by the Superintendent or Business and Operations Manager. All checks or other disbursements shall be clearly documented with approved invoices, detailed purchase receipts or proof of payment. Documents will clearly describe the item or service received.

Student activity funds shall be administered by the respective building Principals, following procedures established by the Superintendent, which may from time to time be modified by the Superintendent.

COLCHESTER SCHOOL DISTRICT**POLICY: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY
ACT COMPLIANCE****DATE ADOPTED:** Draft**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 their designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

Legal Reference(s):

42 U.S.C. 1320d-2 and 1320d-4
45 C.F.R. Subpart C

Last Reviewed: September 6, 2016
Date Warned: October 14, 2022
First Reading: October 18, 2022
Second Reading: November 1, 2022

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

COLCHESTER SCHOOL DISTRICT

POLICY: CORPORAL PUNISHMENT POLICY

DATE ADOPTED: DRAFT

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.”

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

Last Reviewed: January 4, 2005
Date Warned:
First Reading:
Second Reading:

CONSENT AGENDA**Board Meeting Date: November 1, 2022****Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Maureen	Vachereau	End of Employment	Literacy Specialist	1.0	CMS	Request to end Employment effective June 30, 2023			

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	Robert	King	New Hire	Special Ed Driver	30	DW	Notice of Hire	Martin Welsh	Yes	Yes
Support Staff	Caitlin	Beaupre	New Hire	Paraeducator	32.5	UMS	Notice of Hire	Caroline Chagnon	Yes	Yes
Support Staff	Christopher	Coleman	Termination	Behavior Interventionist	35	MBS	Notice of Termination			
Support Staff	Amissi	Munyugu	Resignation	Custodian	40	MBS	Notice of Resignation			
Support Staff	Pamela	Leopold	New Hire	Food Service Worker	22.5	CHS	Notice of Hire	Open Position	Yes	Yes

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Malletts Bay School; Preschool

Tuesday, October 18, 2022
6:15 p.m.

MINUTES

The Colchester Board of Education held a Special Board Meeting on Tuesday, October 18, 2022, at the Malletts Bay School Preschool. Those in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Colchester School District Preschool Facilitator Nancy Smith, and Malletts Bay School Principal Jordan Burke.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 6:14 p.m.

II. Board of Education Facilities Work Session and Tour

Informational

The board toured the Malletts Bay School Preschool and discussed facility needs with the CSD Preschool Facilitator, Nancy Smith, and the MBS Principal, Jordan Burke.

III. Adjournment

Director Anderson moved to adjourn at 6:45 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, October 18, 2022
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, October 18, 2022, in the Colchester High School Library. Board members in attendance were Board Chair Lindsey Cox, Board Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, and Student Board Representative Olivia Dallamura. 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, Director of Technology Pam Barclay, and Network Engineer Peter Keenan. There was a Colchester School District employee in the audience.

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. Approval of Purchase of Video Surveillance Cameras at CHS

Action

Business and Operations Manager, George Trieb, as well as Director of Technology, Pam Barclay, and Network Engineer, Peter Keenan, sought approval from the board to purchase new video surveillance cameras for CHS. They explained the proposal that was sent out, the evaluation process, and the vendor they recommend working with. Mr. Trieb went over the highlights of the proposal, including how it was the best choice for a districtwide system going forward.

The Board sought further understanding of the recommended quote and additional costs. Ms. Barclay and Mr. Keenan stated that in the past four years the district has spent \$8,000 replacing cameras with the current system, however, the new cameras come with a ten-year warranty. Additionally, thirty days of cloud backup is included per camera.

Director Yousey-Hindes moved to 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. The motion passed unanimously.

IV. Hear Quarterly Financial Report

Information

Business and Operations Manager, George Trieb, presented the Quarterly Financial Report for the district. He states that revenue and expenditures are tracking mostly as expected. He shared that should the current spending trend continue the district would expect a slight deficit of \$253,993.

V. First Reading of HIPAA Policy: D15

Action

This policy review is part of the policy revision cycle. There is one language change recommended: “his/her” to “their.” The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient’s consent or knowledge. The Vermont School Boards Association has removed HIPAA Compliance from their model policy manual as employers are required to follow HIPAA as part of Federal Law.

Director Anderson moved to approve the first reading of the HIPAA Policy: D15 as provided. The motion passed unanimously.

VI. First Reading of Corporal Punishment Policy: F28

Action

This policy review is part of the policy revision cycle. There are no changes recommended to this policy. Corporal punishment is prohibited as outlined in this policy under Title 33 Human Services, Chapter 035 Child Care, Section 3503 and Title 16 Education, Chapter 025 Attendance and Discipline. The Vermont School Boards Association does not have a corporal punishment policy in their model policy manual. The board discussed the difference between corporal punishment and restraint used by trained staff for de-escalation of a situation.

Director Yousey-Hindes moved to approve the first reading of the Corporal Punishment Policy: F28 as provided. The motion passed unanimously.

VII. Approval of Consent Agenda

Action

The following Consent Agenda was reviewed by the board.

CONSENT AGENDA**Board Meeting Date: October 18, 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	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			
Support Staff	Richard	Lund	Resignation	Paraeducator	32.5	MBS	Notice of Resignation			
Support Staff	Katarina	Visek	New Hire	Paraeducator	16.0	PPS	Notice of Hire	Zachary Young	Yes	Yes

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

VIII. Approval of Meeting Minutes: October 4, 2022 **Action**

Director Yousey-Hindes moved to approve the minutes from the meeting held on October 4, 2022. The motion passed unanimously.

IX. Approval of Special Meeting Minutes: October 13, 2022 **Action**

Director Longo moved to approve the minutes from the meeting held on October 13, 2022. The motion passed unanimously.

X. Board/Administration Communication, Correspondence, Committee Reports **Information**

- Director of Student Support Services, Carrie Lutz shared that the district's Support Staff Mentoring Program was recognized on a national level, and we have been asked to submit a proposal to present at a national conference.
- Director of Curriculum, Gwendolyn Carmolli shared that the State Child Care Licensing visit to CSD Preschool went well, and we are in full compliance.
- Reminder for the board that the CHS NEASC Collaborative Conference Zoom is Thursday, October 27, 11:05-11:45 a.m.
- Superintendent Minor proposed dates with the board for a Facilities Retreat
- Superintendent Minor discussed the upcoming launch for hiring ads focused on the need for subs in the district.

XI. Future Agenda Items **Information**

November:

- Early Release Day Presentation
- Food Services Presentation
- Budget Timeline
- Policy Work

Policies On Deck:

- Second and Final Reading Public Complaints 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

XII. Executive Session to Discuss Negotiations **Action**

Director Longo moved to enter executive session at 7:48 p.m. to discuss negotiations. The motion passed unanimously.

Director Anderson moved to exit executive session at 9:11 p.m. The motion passed unanimously.

XIII. Adjournment

Director Anderson moved to adjourn at 9:11 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Gabrielle Brooks
Recording Secretary

Ben Yousey-Hindes
Board Clerk