

Colchester School Board

Meeting Agenda and Packet

November 15, 2022

**Colchester School District
Board of Education Meeting Agenda
November 15, 2022 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
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| I. Call to Order | |
| II. Citizen Participation | |
| III. Colchester Recreation Center Presentation | Information |
| IV. FY'24 Budget Timeline and Discussion | Information |
| V. Second and Final Reading of Student Activity Account Policy: E4 | Action |
| VI. Third and Final Reading of Video Surveillance Policy: E6 | Action |
| VII. Approval of Consent Agenda | Action |
| VIII. Approval of Meeting Minutes: November 1, 2022 | Action |
| IX. Board/Administration Communication, Correspondence, Committee Reports | Information |
| X. Future Agenda Items | Information |
| XI. Executive Session to Discuss Negotiations | Action |
| XII. 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

Administrative Offices, 59 Rathe Rd, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • www.csdvt.org • Fax: (802) 318-4669

MEMO

To: School Board Directors
From: George A. Trieb, Jr.
Subject: FY'24 Budget Timeline
Date: November 9, 2022

Attached is the proposed budget development timeline for FY'24. Similar to last year, it should provide us with ample time to: (1) review and discuss all expenditure and revenue items internally, (2) prepare the expenditures baseline budget, (3) thoroughly discuss the baseline budget with the school board, employees and community, (4) prepare and discuss the superintendent's budget, and, (5) finalize a budget for the school board's approval and timely warning.

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

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

Thanks.

Amy Minor
Superintendent
of Schools

George Trieb
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Jean Shea
Director of Instructional
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

Board Meeting Dates	Budget Topic	Specific Budget Items
11/15/22	Expenditures/Strategy	<ul style="list-style-type: none"> ● Review budget and communications timeline/process – general budget discussion ● Review Budget Assumptions ● General budget discussion – prioritize key budget items (strategy driven process) ● Review Funding Mechanism and Tax Components
12/6/22	Expenditures	<ul style="list-style-type: none"> ● Enrollment history, Class Size and projections ● Principal Recommendations ● Grant/Medicaid funded programs and personnel
12/20/22**	Expenditures	<ul style="list-style-type: none"> ● Continue to review & discuss expenditures ● Review and discuss baseline expenditure budget ● Building Operational Budgets- PPS, UMS, MBS, CMS, CHS ● Discuss new/discontinued programs – Impact
1/3/23	Revenue	<ul style="list-style-type: none"> ● Present Superintendent’s recommended budget ● Discuss all potential sources of revenue – local, state, federal and SPED
1/17/23	General	<ul style="list-style-type: none"> ● Discuss the proposed Superintendent’s recommended budget impact on the education tax ● School Board approves budget and warning
2/7/23** 2/21/23	Budget Discussions	<ul style="list-style-type: none"> ● Discuss and promote budget ● Film LCATV budget promotional video (if ready) ● Discuss and promote budget ● Film LCATV budget promotional video (if ready)
3/6/23	Town Meeting	<ul style="list-style-type: none"> ● Town Meeting/School Report Night
3/7/23	Meeting/Vote	<ul style="list-style-type: none"> ● Obtain approval for school budget

Overview

The pandemic substantially increased early voting. In 2019, 27% of all Town Meeting Day ballots were cast using early voting. In 2020, that number jumped to 78%. The district anticipated this and adjusted the communication timeline to accommodate for voters making their decisions earlier. In the two years since, we have continued to see an increased number of early voters. As a result, we are planning for the same accelerated timeline to ensure budget information is available to voters before they cast their ballot.

In-Person/Virtual

- PTO meetings at UMS, PPS & MBS
- Faculty meetings
- Town Meeting
- Parks & Recreation Winter Carnival (TBD)

Video

- Your Vote Matters Series
 - Two episodes with Superintendent Minor providing an overview of important budget components.
 - One episode from Student Board Representative, Olivia Dallamura.
- LCATV Round Table Discussion with the Board
 - This has both been filmed in the studio ahead of time and held live via Zoom.

Written

- Annual Report to the Community
- Letter to families via ParentSquare
- Superintendent & school newsletters
- Front Porch Forum posts
- Letter to The Sun from the Board
- Social media posts throughout February
- Email and text reminders the night before Town Meeting Day



Colchester School District

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MEMO

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr.
Subject: Core Budget Assumptions
Date: November 9, 2022

The following cost increase assumptions will be used to generate the 2023-2024 baseline budget.

Salaries:	Administrators:	3.00% per contract
	Support Staff:	TBD
	Teachers:	TBD
Health Insurance:		12.70% increase over current VEHI rates
Dental Insurance:		3.00% increase over 2022-2023 budget
Life Insurance:		No change in rates
Disability Insurance:		No change in rates
Workers Compensation:		2.50% increase over 2022-2023 budget
Liability Insurance		36% increase over 2022-2023 budget
Other Insurance (Auto, Prop.)		4.50% increase over 2022-2023 budget
Electricity:		4.50% increase over 2022-2023 budget
Disposal Services:		4.50% increase over 2022-2023 budget
General Transportation:		5.00% increase over 2022-2023 budget

Amy Minor
Superintendent
of Schools

George A. Trieb, Jr.
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

Inflation:	4.50%
Water:	4.50% increase over 2022-2023 budget
VT Gas:	4.50% increase over 2022-2023 budget
Interest Rates:	4.50% debt (TAN)
School Operating Budgets:	3.50% increase over 2022-2023 budget

Funding Mechanism/Tax Components

Who's Responsible

State Agencies and the Legislature

- Set education tax rates
- Calculate property tax adjustments
- Estimate the fair market value of property

School Boards and Towns

- Prepare school district budgets
- Administer the education property tax

Voters and Taxpayers

- Approve school district budgets
- Pay education taxes

Timeline

- October – District begins budget preparation focused on expenditures
- November – District continues to examine expenditures
- December 1st – Tax Commissioner recommends education tax rates for the next fiscal year
- December – District receives per pupil spending (PPS) calculation and Common Level of Appraisal (CLA)
- December – District continues to work on expenditures/revenue and how it effects the tax calculation
- January – School board approves the budget and it is warned
- February – Communicate the budget and its implications to the community
- March – Budget vote
- May – Final numbers come from the state to reveal true tax impact

Definitions

- Property Yield – The yield is the per pupil amount that the education fund can support with uniform homestead tax rates of \$1.00 on homestead value
- Income Yield – Figure used to calculation tax caps based on income (approximately 70% of taxpayers are capped)
- Nonresidential Property – Includes all taxable real property that does not qualify as homestead – commercial and industrial property, rental housing, second homes, etc. The nonresidential property tax rate is uniform statewide – it does not vary with per pupil education spending

- Homestead Property – Primary residence and all contiguous land. This is influenced by per pupil spending
- Common Level of Appraisal – The CLA is a measure of how close each town’s local appraisals are to the actual fair market value in that town
- Equalized Pupils – Is a calculation (not a headcount) based on a two-year rolling average and weighting of students (High school, ELL, Low income, Pre-K)

The Process

- The AOE reaches out to district to provide a rough estimate of what their educational spending increase might be
- The AOE makes certain assumptions and submits them to the tax department
- The tax commissioner releases their letter of recommendation on December 1st
- Budgets are prepared for approval by the voters
- Several tax components move around throughout the process or assumptions are made in lack of data
- Budgets are approved and submitted to the state and the state adjusts their calculations based on what really happened with districts and SU’s and what happened at the state level

Colchester Budget Process

- Expenditures – How much do we need to fund education for the upcoming year
- Revenue – What are the various sources of revenue and what is the total needed
- Surplus/Deficit – What was the variance from the prior fiscal year and how does it affect the education funding number
- Education Funding – One of the numbers that truly matters and how it plays into the tax calculation
- What’s important – Tax calculation, CLA, PPS, Income sensitivity

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:	November 15, 2022

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: VIDEO SURVEILLANCE

DATE ADOPTED: DRAFT

POLICY STATEMENT

The district recognizes its responsibility to maintain safety, and discipline on school grounds. The Colchester School District **may use** video surveillance systems (including audio) 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 **on campus**, 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 inside restrooms, changing rooms or locker rooms.

Video surveillance systems **may 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 **may be operational at any time**, 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

Last Adopted: October 2, 2018
 Date Warned: September 2, 2022
 First Reading: September 6, 2022
 Second Reading: October 4, 2022
 Third Reading: November 15, 2022

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 **may 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 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: November 15, 2022

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Hannah	Mavin	New Hire	Speech Language Pathologist	1.0	UMS, PPS, MBS	Request to Hire	Open Position	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	Michelle	DeVarney	Leave of Absence	Speech Paraeducator	32.5	CMS	Request for Leave of Absence (03/08/23-03/17/23)		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	Teresa	Clark	New Hire	Special Ed Paraeducator	32.5	PPS	Notice of Hire	Gail Stone	Yes	Yes
Support Staff	Shauna	Rooney	Termination	Paraeducator	32.5	UMS	Notice of Termination			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Library

Tuesday, November 1, 2022
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, November 1, 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, Laurie Kigonya 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, and Director of Student Support Services Carrie Lutz. There were three Colchester School District employees 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. Food Services Presentation

Information

The Director of Food Services Steve Davis and Business and Operations Manager George Trieb provided the board with a summary of the food service program. The FY22 program finished the year with a surplus which is a direct result of universal free meals. Federal funding allowed all districts in the nation to offer breakfast and lunch for free for all students during COVID. That funding was not offered for this school year, but the State of Vermont agreed to continue funding student meals at the state level. It is unknown if this funding for universal meals will continue in future years, but Mr. Davis was hopeful it will continue citing discussion at both the state and federal level.

The FY23 budget shows increases in both revenue and expenses with a projected surplus of \$64K. This surplus is also attributed to universal meals. Universal meals have increased the number of students eating the meals provided by the school which has invigorated the program. At CHS, participation has doubled. Districtwide, about 50% of students are now eating school breakfast and 70% are eating lunch. He stated that the increased participation has reduced the stigma of eating a school-provided meal and has subsequently created a different and hugely positive atmosphere in the cafeteria. The stigma of eating a school-provided meal has basically disappeared because nearly everyone is eating a meal. Students have also become more engaged with the kitchen staff, sharing their opinions and suggestions on food choices. He said they are enjoying hearing from the students and are working to give them options that they enjoy.

He went on to say that the success of having more students enjoying school meals has also led to some challenges, particularly with staffing. As with many industries, the program has struggled to hire and retain employees, both full time and substitutes, which leaves the current employees

shorthanded and often overburdened. He also stated he struggles to compete with higher wages offered by competing food service entities.

IV. First Reading of Student Activity Account Policy: E4 Action

This policy was reviewed as part of CSD policy revision cycle. Business and Operations Manager George Trieb did not recommend any significant changes to the policy. He stated the policy is used often and has served the district well.

Director Anderson moved to approve the first reading of the Student Activity Account Policy: E4. The motion passed unanimously.

V. Second and Final Reading of HIPAA Policy: D15 Action

This policy was reviewed as part of the CSD policy revision cycle. There were no additional changes requested since the first reading.

Director Kigonya moved to approve the second and final reading of the HIPAA Policy: D15. The motion passed unanimously.

VI. Second and Final Reading of Corporal Punishment Policy: F28 Action

This policy was review is part of the CSD policy revision cycle. There were no changes recommended to this policy, however, the Vermont School Board Association (VSBA) no longer has a corporal punishment policy in their model policy manual. The VSBA deemed it was not necessary since corporal punishment has not been used in schools for decades and it is already prohibited by state statute (Title 33 Human Services, Chapter 035 Child Care, Section 3503 and Title 16 Education, Chapter 025 Attendance and Discipline). The board agreed with the VSBA's rationale for no longer having a corporal punishment policy and agreed to also remove it from the district's policy manual.

Director Longo moved to remove the Corporal Punishment Policy: F28 from the CSD Policy Manual. The motion passed unanimously.

VII. Approval of Consent Agenda Action

The following Consent Agenda was reviewed by the board.

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

DRAFT

Director Yousey-Hindes moved to approve the Consent Agenda as provided. The motion unanimously.

VIII. Approval of Special Meeting Minutes: October 18, 2022 **Action**

Director Anderson moved to approve the minutes from the special meeting held on October 18, 2022. The motion passed unanimously.

IX. Approval of Meeting Minutes: October 18, 2022 **Action**

Director Yousey-Hindes moved to approve the minutes from the meeting held on October 18, 2022. The motion passed unanimously.

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

- The board will have a retreat to discuss facilities on November 29 at 5:30 pm.

XI. Future Agenda Items **Information**

- FY24 budget timeline
- Presentation on early release days
- Continuation of policy review

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

Director Longo moved to enter executive session at 7:39 p.m. to discuss negotiations. The motion passed unanimously.

XIII. Adjournment

Director Yousey-Hindes moved to exit executive session and adjourn at 9:24 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk