

Colchester School Board

Meeting Agenda and Packet

December 21, 2021

**Colchester School District  
Board of Education Special Meeting Agenda  
Colchester High School Library  
Tuesday, December 21, 2021  
7:00 PM**

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**AGENDA**

- |              |  |                    |
|--------------|--|--------------------|
| <b>I.</b>    | <b>Call to Order &amp; Pledge of Allegiance</b>                              |                    |
| <b>II.</b>   | <b>Citizens' Participation*</b>  |                    |
| <b>III.</b>  | <b>Black Lives Matter Flag Proposal</b>                                      | <b>Action</b>      |
| <b>IV.</b>   | <b>FY'23 Budget: ESSER Funds and School Requests</b>                         | <b>Information</b> |
| <b>V.</b>    | <b>Approval of Consent Agenda</b>  | <b>Action</b>      |
| <b>VI.</b>   | <b>Approval of Meeting Minutes: December 7, 2021</b>                         | <b>Action</b>      |
| <b>VII.</b>  | <b>Board/Administration Communication, Correspondence, Committee Reports</b> | <b>Information</b> |
| <b>VIII.</b> | <b>Future Agenda Items</b>   | <b>Information</b> |
| <b>IX.</b>   | <b>Executive Session to Discuss Contract Negotiations</b>                    | <b>Action</b>      |
| <b>X.</b>    | <b>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****POLICY: FLAGPOLE REQUESTS****DATE ADOPTED:** January 19, 2021**POLICY STATEMENT**

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

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

**I. MANAGEMENT AND CONTROL**

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

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

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

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

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

Date Warned: December 11, 2020  
First Reading: December 15, 2020  
Second Reading: January 5, 2021  
Third Reading: January 19, 2021

## II. REQUIRED STEPS FOR FLAG PROPOSALS

A. Requests to fly a flag will be submitted to the superintendent of schools in writing. The superintendent or their designee will review the request to ensure that it includes and conforms with the following criteria and is eligible to be considered by the Board.

### 1. Required Proposal Components

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

### 2. Exclusionary Criteria

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

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

**CONSENT AGENDA**

**Board Meeting Date: December 21, 2021**

<b>Licensed Employees (Teacher/Administrator)</b>										
<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Teacher	Abigale	Stannard	New Hire	Special Educator	1.0	CHS	Request to Hire	Open Position	Yes	Yes
Administrator	Heather	Baron	Resignation	Principal	1.0	CHS	Request to Resign Effective 6/30/2022			
Teacher	Emily	Desautels	Leave of Absence	Music Teacher	1.0	CMS	Request Leave of Absence for 2022-2023 School Year			
Teacher	John	Helme	Resignation	Math Teacher	1.0	CMS	Request to Resign Effective 1/30/2022			

<b>Non-Licensed Employees (Support Staff), Board Approval Required</b>										
<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>

<b>Non-Licensed Employees (Support Staff), Informational</b>										
<b>Contract Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Category</b>	<b>Position</b>	<b>FTE/Hours</b>	<b>Building</b>	<b>Agenda Information</b>	<b>Person Replacing</b>	<b>Budgeted</b>	<b>Admin Support</b>
Support Staff	Jason	Singh	Resignation	Technology Specialist III	37.5	CHS	Notice of Resignation			
Support Staff	Jared	Brunelle	Resignation	Technology Specialist II	40	CHS	Notice of Resignation			
Support Staff	Cynthia	Sheehan	Resignation	Paraeducator	40	CMS	Notice of Resignation			
Support Staff	Scott	Lang	Resignation	Paraeducator	32.5	CMS	Notice of Resignation			
Support Staff	Kasigwa	Zephyrene	New Hire	Custodian	40	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Simeon	Munanga	New Hire	Custodian	40	CHS	Notice of Hire	Ode Mbilizi	Yes	Yes
Support Staff	Ode	Mbilizi	Transfer	Lead Custodian	40	CHS	Notice of Transfer	Sandra Boyd	Yes	Yes
Support Staff	Munanga	Byamungu	Resignation	Custodian	40	CHS	Notice of Resignation			
Support Staff	Bernique	Shakimana	New Hire	Custodian	40	CHS	Notice of Hire	Munanga	Yes	Yes
Support Staff	Deborah	Moore	New Hire	Food Service Worker	40	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Kasigwa	Zephyrene	Resignation	Custodian	40	MBS	Notice of Resignation			
Support Staff	Sara	Modire	New Hire	Custodian	40	MBS	Notice of Hire	Zephyrene Kasigwa	Yes	Yes
Support Staff	Heather	Finelli	Resignation	Admin Assistant to the Special Ed Director	40	CO	Notice of Resignation			
Support Staff	Pam	Lash	New Hire	Paraeducator	32.5	CMS	Notice of Hire	Cynthia Sheehan	Yes	Yes
Support Staff	Emily	Kopacz	Transfer	Behavior Interventionist	35	CMS	Notice of Transfer	Open Position	Yes	Yes

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Library

Tuesday, December 7, 2021  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, December 7, 2021, in the Colchester High School Library. Board members in attendance were Board Chair Craig Kieny, Directors Lindsey Cox, Nic Longo, Laurie Kigonya, and Ben Yousey-Hindes. District administrators 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 no audience members.

### I. Call to Order & Pledge of Allegiance

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

### II. Citizen Participation

Colchester resident, Genna Barnaby, provided a video statement asking for a response to questions she posed at a previous meeting. She also requested the number of staff members employed, an update on the social justice work regarding the BLM flag, and asked the school board to end the requirement of mask-wearing in schools.

### III. First Reading of the Comprehensive Student Transportation Policy: F12a Action

This policy was adopted in 2003 and was reviewed as part of the normal policy revision cycle. Superintendent Amy Minor anticipates bringing some recommended changes at a future reading of the policy after the district gathers more data and finishes assessing how the policy is currently working for schools and families. Business and Operations Manager George Trieb also gave the board an update on the transportation contract which is set to expire next year.

*Director Yousey-Hindes moved to approve the first reading of the Comprehensive Student Transportation Policy: F12a. The motion passed unanimously, 5-0.*

### IV. Out-of-District Placement Presentation Information

Director of Student Support Services Carrie Lutz gave an overview of how students are supported in CSD schools and at what point a decision to place a student in an alternative program is determined. She explained who makes the placement decision and what variables they consider, as well as the alternative programs used by the district and the services they provide. Out of district alternative programs are a significant cost to the district, however, some expenses get reimbursed. She explained the funding sources for special education and how it may change in the future. The board asked some general questions about funding and enrollment trends. For several years now, special education directors in Chittenden County have recognized an increased need for alternative programs. There are waitlists and often a student is determined to need an alternative placement but there are no available spots.

Student Representative Gloria Kigonya stated she has witnessed some of her friends struggle with their mental health during the pandemic and asked Ms. Lutz if she predicts a rise in the number of students needing services. Ms. Lutz stated that they do predict an increased need for services and the district is working to be proactive at the school level by identifying specific student needs for social-emotional learning and addressing them by building skills through activities and curriculum. There are also support teams, social workers, and social-emotional learning committees embedded at each school to help students engage. She summarized that while the district is expecting a rise, they are hoping that the interventions and supports they are providing now will help curb the need.

**V. FY'23 Budget Discussion: State Factors and School Requests** **Information**

After collaborating with building principals and administrators at Central Office, Superintendent Amy Minor presented three overarching recommendations for the FY'23 budget. First and foremost, it was recommended to maintain the current level of staffing and programming throughout the district. Second, it was recommended to continue investing in early literacy competency by adding 1.0 FTE for a reading teacher at MBS. Lastly, a growing number of students have been identified as needing speech-language services, so it was recommended to add 1.0 FTE for a preschool and elementary speech-language pathologist. Superintendent Minor also went over long-term staffing needs that did not make the immediate list and noted that the board should be aware of what may be needed in the future. The board discussed class size as well as space and facility constraints.

Business and Operations Manager, George Trieb, presented information regarding the education tax components for the upcoming budget. He addressed a letter sent to districts from the State Tax Commissioner which he noted as highly unusual. The letter indicated that there is a surplus in the state's education fund, and it would appear they will use it to lower education property taxes. However, he noted that the final amount would be dependent on other variables such as the Common Level of Appraisal and may not ultimately result in a substantial reduction in taxes. Those determining components will become available to districts in the next few weeks. Mr. Trieb also shared the first draft of the baseline budget which shows a 3.72% increase over the current year; this increase is mostly driven by salaries and benefits.

At the next meeting, Central Office administrators will go over ESSER funds and provide more information and rationale on why the reading teacher and the speech-language pathologist are needed.

**VI. Approval of Consent Agenda** **Action**

The following Consent Agenda was reviewed by the board.



**CONSENT AGENDA**

**Board Meeting Date: December 7, 2021**

**REVISED**

**Licensed Employees (Teacher/Administrator)**

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	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 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
Co-Curricular	Sam	Pollock	New Hire	Head Alpine Ski Coach		CHS	Notice of Hire	Kevin Ose	Yes	Yes
Support Staff	Heather	Jenkins	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Emily Ryan	Yes	Yes
Support Staff	Charlton	Whitney	New Hire	Test to Stay Assistant	15	DW	Notice of Hire	New Position	Yes	Yes
Support Staff	Courtney	Dennison	New Hire	Behavioral Interventionist	35	MBS	Notice of Hire	Open Position	Yes	Yes
Support Staff	Haylee	Patch	New Hire	Paraeducator	22.5	UMS	Notice of Hire	Open Position	Yes	Yes
Co-Curricular	Emily	Kopacz	New Hire	Head Nordic Ski Coach		CMS	Notice of Hire	Jess Frank	Yes	Yes
Support Staff	Kevin	Kane	Resignation	Lead Custodian	40	MBS	Notice of Resignation			

*Director L. Kigonya moved to approve the Consent Agenda for December 7, 2021. The motion passed unanimously.*

**VII. Approval of Meeting Minutes: November 16, 2021 Action**

Two typos were corrected.

*Director Longo moved to approve the amended minutes from the meeting held on November 16, 2021. The motion passed unanimously.*

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

- Superintendent Minor thanked the employees helping with the Test to Stay program. Overall, the program is going well, and families are very appreciative of the effort to keep healthy students in school during quarantine. She provided an update for the CAP/Central Office facility transition. She shared that CHS Principal Heather Baron will be leaving the district at the end of the school year. She shared her appreciation for her work and dedication to the school. The position is now open for applicants and she will continue to provide the community with an update on the search process.

**IX. Future Agenda Items Informational**

- FY'23 Budget
- Citizens Participation Discussion
- Facilities Information
- Policy Work

**X. Executive Session to Discuss Confidential/Identifying Student Information, Contract Negotiations, and a Potential Real Estate Opportunity. Action**

*Director Cox moved to enter executive session at 8:34 p.m. to discuss confidential student matters, contract negotiations, and a potential real estate opportunity. The motion passed unanimously.*

*Director Yousey-Hindes moved to exit executive session at 9:43 p.m. The motion passed unanimously.*

**XI. Adjournment**

*Director L. Kigonya moved to adjourn at 9:44 p.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

\_\_\_\_\_  
Nic Longo  
Board Clerk