

Colchester School Board

Meeting Agenda and Packet

October 3, 2023

**Colchester School District  
Board of Education Meeting Agenda  
October 3, 2023 - 7:00 P.M.  
Colchester High School Library**

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**Agenda**

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|--------------|---|--------------------|
| <b>I.</b>    | <b>Call to Order</b>  |                    |
| <b>II.</b>   | <b>Citizen Participation</b>  |                    |
| <b>III.</b>  | <b>Colchester Middle School Report</b>  | <b>Information</b> |
| <b>IV.</b>   | <b>First Reading of Long Term Leaves of Absence Without Pay Policy: D13</b>   | <b>Action</b>      |
| <b>V.</b>    | <b>Approval of Contract Agreement with Association of Colchester Administrators</b>                                   | <b>Action</b>      |
| <b>VI.</b>   | <b>Approval of Consent Agenda</b>   | <b>Action</b>      |
| <b>VII.</b>  | <b>Approval of Meeting Minutes</b>  | <b>Action</b>      |
|              | <ul style="list-style-type: none"><li>• September 19, 2023 (General)</li><li>• September 25, 2023 (Special)</li></ul> |                    |
| <b>VIII.</b> | <b>Board/Administration Communication, Correspondence, Committee Reports</b>  | <b>Information</b> |
| <b>IX.</b>   | <b>Future Agenda Items</b>  | <b>Information</b> |
| <b>X.</b>    | <b>Executive Session to a Personnel Matter and a Student Matter</b>   | <b>Action</b>      |
| <b>XI.</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: LONG TERM LEAVES OF ABSENCE WITHOUT PAY****DATE ADOPTED:** October 20, 2015**POLICY STATEMENT**

The school board recognizes that there are occasions when an employee may need a long-term leave of absence without compensation (health, parenting, family, personal, continuing education, humanitarian, etc.). The board may authorize the leave request when it deems such leaves to be reasonable and/or beneficial to the education programs within the District. The board will also determine the value of the leave to the district for educational purposes. Approved leaves shall be limited to one school year and depending on the availability. Upon returning from a leave the employee may or may not be given the same assignment s/he had prior to the leave.

Leave requests must be in writing and submitted to the Superintendent (through the principal) stating the purpose of the leave of absence, any rationale supporting the request, and other information helpful to the Board in making a determination as to whether the leave is warranted. Applications must be submitted in accordance with any master agreements.

Date Warned: September 11, 2015  
First Reading: September 15, 2015  
Second Reading: October 6, 2015  
Third Reading: October 20, 2015

**COLCHESTER SCHOOL DISTRICT****POLICY: LONG TERM LEAVES OF ABSENCE WITHOUT PAY****DATE ADOPTED: DRAFT****POLICY STATEMENT**

The school board recognizes that there are occasions when an employee may need a long-term leave of absence without compensation (e.g. health, parenting, family, personal, continuing education, humanitarian, etc.). The board may authorize the leave request when it deems such leaves to be reasonable and/or beneficial to the education programs within the District. **The board will also determine the value of the leave to the district for educational purposes.**

Approved leaves shall be limited to one school year and depending on the availability. Upon returning from a leave the employee may or may not be given the same assignment s/he had prior to the leave.

Leave requests must be in writing and submitted to the Superintendent (through the principal) stating the purpose of the leave of absence, any rationale supporting the request, and other information helpful to the Board in making a determination as to whether the leave is warranted. Applications must be submitted in accordance with any master agreements.

Date Warned:  
First Reading:  
Second Reading:  
Third Reading:

**CONSENT AGENDA**

**Board Meeting Date: October 3, 2023**

***Licensed Employees (Teacher/Administrator)***

<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>

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

<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>

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

<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	Deborah	Rabideau	Resignation	Homebound Tutor	10.0	CHS	Notice of Resignation			
Support Staff	Tricia	Reynolds	Resignation	Paraeducator - SpEd	32.5	MBS	Notice of Resignation			
Handbook	Donna	Cross	Resignation	Special Education Driver/Courier	40.0	DW	Notice of Resignation			
Handbook	C. Alec	Kozlowski	New Hire	Performing Arts Center & Visual Media Specialist	40.0	DW	Notice of Hire	New Position	Yes	Yes
Support Staff	Ian	Trance	New Hire	Paraeducator - SpEd	32.5	MBS	Notice of Hire	Nilima Abrams		
Support Staff	Robert	King	New Hire	Maintenance Worker	40.0	DW	Notice of Hire	New Position	Yes	Yes
Support Staff	Avery	Kupferer	New Hire	Library Assistant (para)	32.5	CHS	Notice of Hire	Cynthia Barnes		
Support Staff	Chiza	Modelina	New Hire	Custodian	40.0	Floater	Notice of Hire	New Position	Yes	Yes
Co-Curricular	James	Olson	New Hire	Girls Tennis Head Coach	25.0	CHS	Notice of Hire	Mark Ellingson		

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

September 19, 2023  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, September 19, 2023, in the Colchester High School Media Center. Board members in attendance were Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Student Representative Phoebe Richardson. District administrators and employees in attendance included Superintendent Amy Minor, Director of Student Support Services Carrie Lutz, and Colchester High School Principal Andrew Conforti.

### I. Call to Order

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

### II. Citizen Participation

None.

### III. Colchester High School Report

Information

CHS Principal, Andrew Conforti, shared a presentation with the board reporting on the building and the start of the year. Principal Conforti touched on the goals of Colchester High School. He also went over the overall rising numbers of enrollment for the school; and rising numbers of students participating in dual enrollment, AP courses and tech centers, comparing the numbers to the years prior to the pandemic. Principal Conforti then brought attention to need of more space within the school and how they have repurposed spaces to better fit the Social Emotional Learning (SEL) needs of the students.

### IV. Second and Final Reading of Tobacco Prohibition Policy: F3

Action

This is a required policy and was last updated by the VSBA in 2020. Superintendent Minor spoke with Cara Zimmerman, the attorney from VSBA about our draft policy, and they did not have any further update recommendations.

*Director Kigonya moved to approve the second and final reading of the Tobacco Prohibition Policy: F3. The motion passed unanimously, 3-0.*

### V. Second and Final Reading of Alcohol and Drug-free Workplace Policy: D8

Action

This is a required policy and last reviewed in 2005. Superintendent Minor spoke with Cara Zimmerman, the attorney from VSBA, and while she believes our draft policy is up to date with no recommendations, the board discussed three separate language choices within the policy. Firstly, the board decided to keep the term “unlawfully” in the second sentence of the first paragraph as it helps describe the act taking place. Secondly, the board agreed to remove the language “on or” within the term of “on or in the workplace,” as the definition of workplace is clear. Lastly, the board

got clarification from Superintendent Minor, with the help of Cara Zimmerman, on the section regarding Employee Responsibilities.

***Director Yousey-Hindes moved to approve the second and final reading of Alcohol and Drug-free Workplace Policy: D8. The motion passed unanimously, 3-0.***

**VI. Teacher Evaluation Model Revision**

**Action**

CSD has a teacher evaluation model that is overseen by the Teacher Evaluation Leadership Team (TEL-T). The evaluation was developed after the Charlotte Danielson model, Enhancing Professional Practice: A Framework for teaching. The CSD model was revised in 2012 and again in 2015. For the 23-24 school year TEL-T is investigating a new teacher evaluation model to be implemented in the fall of 24.

In the Spring of 2023, TEL-T surveyed teachers and administrators across the district to obtain feedback on our current evaluation system. Collectively teachers and administrators agree, we have outgrown the Danielson model. Overall, teachers and administrators agree that the current model is cumbersome, and it may not be impacting teaching practices. For this final year, TEL-T are asking permission from both the CEA Executive Board and the CSD School Board to modify the model for one year.

***Director Kigonya moved to approve the modified TEL-T process for the 2023-2024 school year as presented. The motion was passed unanimously, 3-0.***

**VII. Approval of Consent Agenda**

**Action**

The following consent agenda was reviewed by the board.

**CONSENT AGENDA**

**Board Meeting Date: September 19, 2023**

**REVISED**

**Licensed Employees (Teacher/Administrator)**

<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	Deena	Murphy	New Hire	Long Term Sub - ELL (8/31-late November)	1.0	MBS	Request to Hire	Erika Merrell	Yes	Yes

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

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

<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	Kurt	Wagner	Resignation	Para - SpEd	32.5	MBS	Notice of Resignation			
Support Staff	Hadija	Petro	New Hire	Custodian	40.0	CHS	Notice of Hire	New Position	Yes	Yes
Support Staff	Jillian	Hackett	New Hire	Para - SpEd	32.5	MBS	Notice of Hire	Open	Yes	Yes
Support Staff	John	Landis	New Hire	Para - SpEd	32.5	MBS	Notice of Hire	Open	Yes	Yes
Co-Curricular	Alicia	English	New Hire	Cheer Coach	25.0	CMS	Notice of Hire	Open	Yes	Yes
Co-Curricular	Bailey	Olson	New Hire	Strength & Conditioning Coach	8.0	CHS	Notice of Hire	New Position	Yes	Yes



*Director Yousey-Hindes moved to approve the consent agenda as provided. The motion passed unanimously, 3-0.*

**VIII. Approval of Meeting Minutes Action**  
• September 5, 2023 (General)

*Director Kigonya moved to approve the minutes from the meetings held on September 5, 2023. The motion passed unanimously, 3-0.*

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

- Superintendent Minor and Communications Director Meghan Baule interviewed three PR firms and invited them to submit proposals to assist in communications for a facilities bond.
- The fourth and final Early Release Day taking place on Wednesday, April 3 will be moved to Monday, April 8 due to the traffic advisories from the Vermont Agency of Transportation regarding the total solar eclipse taking place in the Burlington area.

**X. Future Agenda Items Information**

- School reports from the other schools in the district.
- Continuation of the Policy Review Cycle.
- Budget discussions.

**XI. Executive Sessions to Discuss Negotiations and a Student Matter Action**

*Director Yousey-Hindes moved to enter executive session to discuss negotiations and a student matter at 8:19 p.m. The motion passed unanimously, 3-0.*

**XII. Adjournment**

*Director Kigonya moved to exit executive session and adjourn at 8:52 p.m. The motion passed unanimously, 3-0.*

Recorder:

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Gabrielle Brooks  
Recording Secretary

Board Clerk:

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

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting  
Central Office, Conference Room

Monday, September 25, 2023  
7:30 a.m.

## MINUTES

The Colchester Board of Education held a Special Board Meeting on Monday, September 25, 2023. Those in attendance included Board Chair Lindsey Cox, Board Directors Nic Longo, Felix Anderson, and Laurie Kigonya and Ben Yousey-Hindes, Superintendent Amy Minor, Principal Michele Cote, Assistant Principal Dovid Yagoda, the student and their family.

### I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:51 a.m.

### II. Executive Session: Student Hearing

*Director Yousey-Hindes moved to enter executive session at 7:52 a.m. to conduct a student hearing. The motion passed unanimously.*

### III. Adjournment

*Director Yousey-Hindes moved to exit executive session and adjourn at 9:02 a.m. The motion passed unanimously.*

Recorder:

Board Clerk:

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Meghan Baule  
Recording Secretary

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Ben Yousey-Hindes  
Board Clerk