

Colchester School Board

Meeting Agenda and Packet

November 21, 2023

**Colchester School District
Board of Education Meeting Agenda
November 21, 2023 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
|--|--------------------|
| I. Call to Order | |
| II. Citizen Participation | |
| III. Food Services Report | Information |
| IV. FY'25 Budget Discussion: Enrollment | Information |
| V. First Reading of Caregiver and Community Involvement Policy: H2 | Action |
| VI. Approval of Consent Agenda | Action |
| VII. Approval of Meeting Minutes
• November 7, 2023 | Action |
| VIII. Board/Administration Communication, Correspondence, Committee Reports | Information |
| IX. Future Agenda Items | Information |
| X. 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

POLICY: CAREGIVER AND COMMUNITY INVOLVEMENT POLICY

DATE ADOPTED: October 1, 2019

PURPOSE

It is the policy of the Colchester School District to encourage and support the involvement of caregivers in their child's education. Research has shown that caregiver involvement is a key factor in the academic and social success of students. The board believes it is important that caregivers are involved in their child's education at home, in school and within the larger community. New educational initiatives mandate or encourage the strengthening of relationships between the caregiver, community and school.

I. DEFINITION

Caregiver: Includes a parent, legal guardian or other person who is legally responsible for the child's welfare.

II. IMPLEMENTATION

To facilitate involvement, the superintendent or their designee shall develop programs and procedures to accomplish the following objectives.

- A.** Caregivers should be informed about their children's educational programs and instructional methods and objectives. They should be notified directly of any significant changes.
- B.** Caregivers and the community should be provided with opportunities to become informed and communicate with educators on subjects such as program design, operations and evaluation.
- C.** Caregivers should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in improvement efforts and to give recommendations to school staff, administration and board members.
- D.** Caregivers should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school and to build partnerships between homes and schools.

Legal Reference:

16 V.S.A. § 165

Elementary and Secondary Act, Title 1, Part A; 20 USC 1118 § 1120

Last Adopted: September 18, 2007
 Date Warned: September 13, 2019
 First Reading: September 17, 2019
 Second Reading: October 1, 2019

- E. Faculty, staff, administrators, school board members and school-community partners should be offered training opportunities intended to improve their abilities to build and maintain effective relationships with caregivers.
- F. Community members, caregivers, and families should have access to continuous improvement plans, school reports, and other relevant data as part of the Vermont Education Quality Standards.

III. TITLE I

The district maintains programs, activities and procedures for the involvement of caregivers of students receiving services or enrolled in programs under Title I, Part A.

Legal Reference:

16 V.S.A. § 165

Elementary and Secondary Act, Title 1, Part A; 20 USC 1118 § 1120

Last Adopted: September 18, 2007

Date Warned: September 13, 2019

First Reading: September 17, 2019

Second Reading: October 1, 2019

COLCHESTER SCHOOL DISTRICT

POLICY: CAREGIVER AND COMMUNITY INVOLVEMENT POLICY

DATE ADOPTED: DRAFT

PURPOSE

It is the policy of the Colchester School District to encourage and support the involvement of caregivers in their child's education. Research has shown that caregiver involvement is a key factor in the academic and social success of students. It is important to involve caregivers in their child's education at home, in school, and within the larger community, particularly those historically underrepresented and most impacted by inequity. The district encourages the engagement of student, caregiver, and community voices to provide equitable learning for all students.

I. DEFINITIONS

Caregiver: Includes a parent, legal guardian or other person who is legally responsible for the child's welfare.

Home-School Compact: A requirement of Title I, Part A that is a written outline of how the school staff, parents, and students share the responsibility for improved student achievement of the State's academic standards.

Parent and Family Engagement: A requirement of Title I, Part A that describes the inclusion of parents, families, schools, and communities in order to support learning and school improvement.

II. IMPLEMENTATION

To facilitate involvement, the superintendent or their designee shall develop programs and procedures to accomplish the following objectives.

- A.** Caregivers should be informed about their children's educational programs and instructional methods and objectives. They should be notified directly of any significant changes.
- B.** Caregivers and the community should be provided with opportunities to become informed and communicate with educators on subjects such as program design, operations and evaluation.

Legal Reference:

16 V.S.A. § 165

Elementary and Secondary Act, Title I, Part A; 20 USC 1118 § 1120

Last Reviewed: October 1, 2019

Date Warned: November 17, 2023

First Reading: November 21, 2023

Second Reading:

- C. Caregivers should be encouraged to observe instructional activities, attend program meetings, discuss concerns with educators, participate in improvement efforts and to give recommendations to school staff, administration and board members.
- D. Caregivers should be provided with information and opportunities intended to improve their abilities to work with their children at home and in school and to build partnerships between homes and schools.
- E. Faculty, staff, administrators, school board members and school-community partners should be offered training opportunities intended to improve their abilities to build and maintain effective relationships with caregivers.
- F. Community members, caregivers, and families should have access to continuous improvement plans, school reports, and other relevant data as part of the Vermont Education Quality Standards.

III. **TITLE I**

To provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, particularly those historically underrepresented and most impacted by inequity, the Colchester School District receives Title I, Part A funds.

The Colchester School District will ensure the implementation of the district's Caregiver and Community Involvement Policy, Title I Parent and Family Engagement procedures and a Home-School Compact to address Title I, Part A Parent and Family Engagement requirements.

The district will maintain programs, activities and procedures for the involvement and engagement with caregivers of students receiving services or enrolled in programs under Title I, Part A.

Title I, Part A Parent Engagement Procedures

School Parent & Family Engagement Procedure

The Title I school will review the LEA Parent and Family Engagement Policy and the following procedures on an annual basis. Feedback on the procedures will be collected and taken into consideration for parent/guardian engagement opportunities.

Involvement

In order to provide all children an opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, the Title I school receives Title I, Part A funds. Therefore, each Title I school will review and gather feedback with the parents/guardians of participating students on a written parent and family engagement procedure. This procedure will outline how this school will involve parents/guardians in parent and family engagement in order to improve student academic achievement. The Title I School will:

- **Hold an annual meeting** for parents/guardians of participating children to inform parents of the school's participation in Title I, explain Title I, and to inform parents of their right to be involved
- **Gather feedback** from parents/guardians in the planning, review, and improvement of Title I programs and Title I Parent & Family Engagement procedures and activities
- **Provide information about the curriculum, assessments, and standards** used in use at the school
- **Provide opportunities for regular meetings** for parents/guardians to make suggestions and participate in decisions relating to the education of their children, and respond to suggestions as soon as practicably possible
- **Provide information** to parents/guardians about Title I, meetings and communication,
- **Review Home-School Compact** from participating parents/guardians, outlining how parents/guardians, school, and students will share the responsibility for improved student academic achievement
- **Provide opportunities for participation** of parents/guardians in parent engagement activities

Building Capacity for Involvement

To ensure effective involvement from parents/guardians and promote partnership between the school and parents/guardians, in order to improve student achievement, the Title I eligible school will use the following strategies to support parents/guardians of students eligible for Title I services:

- **Provide information** about academic standards, assessments, and Title I requirements
- **Provide materials and training** to help parents/guardians support their child's learning and academic achievement
- **Educate school staff** on the value of partnership between parents/guardians and school school

- **Coordinate and integrate** Title I parent/guardian engagement activities with other school activities
- **Communicate information** about Title I meetings and parent/guardian engagement activities

Review & Input

- Title I, Part A eligible schools will hold an Annual Meeting for parents of students eligible for supplemental instruction in reading and or math. The Parent & Family Engagement policy and Home-School Compact will be annually reviewed with parents/guardians of Title I eligible students and distributed to all parents of participating children on or before November 1 of the school year.
- Title I eligible schools will keep record of the annual meeting and notes of the parent/guardian input on Parent Engagement activities.

Home - School Compact

The Home - School Compact is a written document designed to outline the partnership between school, parents/guardians, and students in improved academic achievement. The Home- School Compact will be reviewed and agreed upon with parents/guardians of children participating in Title I programs. The Title I School will distribute the Home - School compact to all parents/guardians of students participating in Title I on or before November 1 of the school year.

CONSENT AGENDA

Board Meeting Date: November 21, 2023

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
Handbook	Gina	Masse	New Hire	Special Education Driver	40.0	Districtwide	Notice of Hire	Donna Cross	Yes	Yes
Support Staff	Hannah	Gervais	New Hire	Behavior Interventionist	35.0	MBS/EEE	Notice of Hire	New position	Yes	Yes
Support Staff	Elizabeth	Brosseau	New Hire	Attendance Administrative Assistant I	40.0	CHS	Notice of Hire	Holly Bessette		
Support Staff	Eric	Green	New Hire	Custodian	40.0	CHS	Notice of Hire	Chiza Modelina	Yes	Yes
Co-Curricular	Pat	McCarthy	New Hire	Boys "B" Basketball Coach	25.0	CMS	Notice of Hire			
Support Staff	Randall	Lafountain	Resignation	Maintenance Worker	40.0	Districtwide	Notice of Resignation			
Support Staff	Kendy	Mayo	Resignation	Head Cook	40.0	MBS	Notice of Resignation			
Support Staff	Mia	Parizo	Resignation	Paraeducator	32.5	PPS	Notice of Resignation			
Support Staff	Lauren	Ledoux	Termination	Paraeducator	32.5	MBS/EEE	Notice of Termination			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, November 7, 2023
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, November 7, 2023, in the Colchester High School Media Center. Board members in attendance were Board Chair Lindsey Cox, Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya and Student Representative Phoebe Richardson. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum Gwen Carmolli, Director of Student Support Services Carrie Lutz, Union Memorial School Principal Chris Antonicci, Malletts Bay School Principal Jordan Burke, and Preschool Program Facilitator Nancy Smith.

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. Preschool Report

Information

Principal Jordan Burke and Preschool Director Nancy Smith provided an overview of Preschool Program that operates out of Malletts Bay School. Their presentation included a history of the program, current enrollment, staffing, curriculum, and academic data. They also shared how their goals relate to the greater K-12 goals of the district and some of the needs of the program. Most of those needs related to the facility. When first started, the program was placed within MBS but it is not ideal.

IV. Union Memorial School Report

Information

Principal Chris Antonicci shared the report for Union Memorial School. He provided enrollment and demographic data, as well as curriculum and assessment scores. He focused on literacy comprehension and how they use data from assessments to provide targeted intervention. He also spoke about facility needs, primarily the lack of space for provided support services. The board asked some clarifying questions about curriculum and the recent addition of math supports. He applauded his staff and the community support from the PTA.

V. FY'25 Budget Discussion

Information

Business and Operations Manager George Trieb provided an overview of the budget development process and funding mechanisms/tax components. Many of these factors are remaining the same from previous budget years, however, some of the factors have changed by the passing of Act 127, which was created to improve student equity by adjusting the school funding formula and providing education quality and funding oversight. This Act significantly changes the way students are

weighted and moves the education funding formula away from equalized pupils to long term weight average daily membership. Due to the change in the weighting methodology, the law places certain restrictions (CAPS) in place for the equalized tax rate (tax rate before applying the CLA) and per pupil spending. The five percent (5%) equalized tax rate cap will attempt to limit the tax spikes for communities whereas the ten percent (10%) per pupil spending cap will attempt to control district and SU spending during the five-year period (FY'25 – FY'29). The mechanism utilized to attempting to control the per pupil spending cap is a review by a committee to include three superintendents, three business managers and the secretary of education. Any district or SU that has a per pupil spending increase greater than 10% will trigger this review. The outcome of said review will be based on the determination of whether the district is looking to spend budget funds appropriately or excessively.

VI. Second and Final Reading of Long Term Leaves of Absence Without Pay Policy: D13 Information

This second reading reflected the changes requested at the last meeting. No further edits were requested.

Director Anderson moved to approve the second and final reading of the Long Term Leaves of Absence Without Pay Policy: D13. The motion passed unanimously.

VII. Approval of Consent Agenda Action

The following consent agenda was reviewed by the board.

DRAFT

CONSENT AGENDA

Board Meeting Date: November 7, 2023

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
Individual	Eric	Low	New Hire	Behavior Specialist	1.0	CHS	Request to Hire	New position	No	Yes
Individual	Ordina	Smailhodzic	New Hire	Behavior Specialist	1.0	CHS	Request to Hire	New position	No	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
Handbook	Oluwwdare	Sowunmi	New Hire	Interim Athletic Director	1.0	CHS	Notice of Hire	Mark Ellingson	Yes	Yes
Support Staff	Mia	Parizo	New Hire	Paraeducator - Special Education	32.5	PPS	Notice of Hire	Bridge Doherty	Yes	Yes
Support Staff	Christina	Moore	New Hire	Paraeducator	18.0	MBS/EEE	Notice of Hire	New Position	Yes	Yes
Co-Curricular	Myla	Jacobs	New Hire	Nordic Ski Head Coach	n/a	CHS	Notice of Hire	Gabby Brooks	Yes	Yes
Support Staff	Bora	Dina	Resignation	Custodian	40.0	MBS	Notice of Resignation			
Support Staff	Chiza	Modelina	Resignation	Custodian	40.0	CHS	Notice of Resignation			

Director Longo moved to approve the consent agenda as provided. The motion passed unanimously.

VIII. Approval of Meeting Minutes **Action**
• **October 17, 2023**

Director Yousey-Hindes moved to approve the minutes from the meetings held on October 17, 2023. The motion passed unanimously.

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

- Congratulations to the CHS Girls Varsity Soccer team for winning the D1 State Championship. The Varsity Football Team will be playing in the D2 State Championship this weekend.
- New entrance and exit signs are being installed at MBS and CMS this week.
- The district hired the Center for Effective School Communications (CESO) to help develop and facilitate engagement opportunities with the community regarding facility planning. Architects are continuing to meet with school-based committee members.
- Conditions for the easement agreement with the Town were sent to the DPW.

X. Future Agenda Items **Information**

- School reports
- Food service report
- Continuation of the Policy Review Cycle
- FY'25 budget discussions

XI. Executive Session to Discuss a Student Matter **Action**

Director Yousey-Hindes moved to enter executive session to discuss a student matter at 8:53 p.m. The motion passed unanimously.

XII. Adjournment

Director Yousey-Hindes moved to exit executive session and adjourn at 9:26 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk