

Colchester School Board

Meeting Agenda and Packet

May 7, 2024

**Colchester School District
Board of Education Meeting Agenda
May 7, 2024 - 7:00 P.M.
Colchester High School Library**

Agenda

- I. Call to Order**
- II. Citizen Participation***
- III. First Reading of Educational Support System Policy: G7** **Action**
- IV. First Reading of Districtwide Policy on Student Records: F6** **Action**
- V. Approval of Purchase for Laptops at CHS and Chromebooks at CMS** **Action**
- VI. Quarterly Financial Report** **Informational**
- VII. First Reading of CSD Personnel Policies** **Action**
 - D1: Personnel: Recruitment, Selection, Appointment**
 - D3: Staffing and Job Descriptions**
 - D6: Substitute Teachers**
 - D9: Resignations**
- VIII. Approval of Consent Agenda** **Action**
- IX. Approval of Meeting Minutes** **Action**
 - April 2, 2024**
 - April 16, 2024**
- X. Board/Administration Communication, Correspondence, Committee Reports** **Information**
- XI. Future Agenda Items** **Information**
- 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**POLICY: EDUCATIONAL SUPPORT SYSTEM****DATE ADOPTED:** November 5, 2019**POLICY STATEMENT**

A comprehensive system of educational services is provided in each school for students who require additional assistance in order to succeed or be challenged in the general education environment. This multi-tier system of supports (MTSS) shall, at a minimum, include an educational support team and a range of support and remedial services, including instructional and behavioral interventions and accommodations. Responsibility for developing and maintaining the Educational Support Systems in each school is assigned to the superintendent and the building principals. This policy creates no individual entitlement or private right of action.

The Educational Support System shall:

1. Be integrated to the extent appropriate with the general education curriculum.
2. Have districtwide written procedures, timelines and assigned responsibilities for the Educational Support Teams.
3. Be designed to increase the ability of the general education system to meet the needs of all students.
4. Be designed and promoted to encourage students to advocate for their own needs.
5. Be designed to provide students the supports needed regardless of eligibility for categorical programs.
6. Provide clear procedures and methods for handling a student who is disruptive to the learning environment and shall include provision of educational options, support services and consultation or training for staff where appropriate. Procedures may include the removal of the student from the classroom for as long as appropriate, consistent with state and federal law and the District's policy on discipline and after reasonable effort has been made to support the student in the regular classroom.
7. Ensure collaboration with families, community supports and the system of health and human services.
8. Provide regular and ongoing training for all school staff supporting students in the classroom.

Last Adopted: May 4, 2004
Date Warned: October 11, 2019
First Reading: October 15, 2019
Second Reading: November 5, 2019

COLCHESTER SCHOOL DISTRICT**POLICY: TIERED SYSTEM OF SUPPORTS AND EDUCATIONAL SUPPORT TEAM****DATE ADOPTED:** DRAFT**POLICY STATEMENT**

It is the policy of the Colchester School District to develop and maintain a tiered system of academic and behavioral supports with the opportunity to succeed or to be challenged in the general education environment. This multi-tier system of supports (MTSS) shall, at a minimum, include an educational support team and a range of support and remedial services, including instructional and behavioral interventions and accommodations. The superintendent and the building administrators are responsible for developing and maintaining the MTSS for each school. This policy creates no individual entitlement or private right of action.

Following state statute 16 V.S.A. Sec § 2902, the tiered system of supports shall:

1. Be aligned as appropriate with the general education curriculum;
2. Be designed to enhance the ability of the general education system to meet the needs of all students;
3. Be designed to provide necessary supports promptly, regardless of an individual student's eligibility for categorical programs;
4. Seek to identify and respond to students in need of support for emotional or behavioral challenges and to students in need of specialized, individualized behavior supports;
5. Provide all students with a continuum of evidence-based positive behavioral practices that promote social and emotional learning, including trauma-sensitive programming, that are both school-wide and focused on specific students or groups of students;
6. Promote collaboration with families, community supports, and the system of health and human services; and
7. Provide professional development, as needed, to support all staff in full implementation of the multi-tiered system of support.

Last Reviewed: November 5, 2019
Date Warned: May 3, 2024
First Reading: May 15, 2024
Second Reading:

COLCHESTER SCHOOL DISTRICT**POLICY: DISTRICTWIDE POLICY ON STUDENT RECORDS****DATE ADOPTED:** May 6, 1998**INTRODUCTION**

Federal and state laws and regulations require that schools maintain transcript and academic records on all students who attend and/or graduate from Colchester schools. Annually, the school district must notify parents of students of their rights under the Family Educational Rights and Privacy Act (FERPA) and, as applicable, the Individuals with Disabilities Education Act (IDEA). This policy clarifies the procedures used in the Colchester School District for the maintenance, disclosure, transfer and destruction of all student records.

DEFINITIONS

STUDENT CUMULATIVE RECORD. Individual student confidential files include a broad range of information that may be handwritten, printed, computer generated, and/or otherwise electronically produced. Such information will include: student's date/place of birth; personal information; parent and/or legal guardians' names and addresses; grades; test scores; records or letters from other schools; medical/health records; attendance documentation; and special education documents, if applicable.

EXCLUSIONS. Some student information is specifically excluded from an individual's cumulative record. This information includes: personal notes made by a teacher or administrator that have not been shared with others; law enforcement records that are created and maintained by the police or courts; and records obtained by the school district after the individual is no longer a student in the district.

DIRECTORY INFORMATION. Parts of a student's cumulative file may be made public. Such information may include: student's name and address; grade placement; honor roll status; degrees/awards received; participation in sports or other school activities; weights/heights of athletes; dates of attendance; and date of graduation.

TRANSCRIPT. A transcript may include but is not limited to: student's name, date of birth, last known address, courses, grades and grade point averages, date of separation, diploma/certificate of completion and dates awarded.

POLICY STATEMENT

In compliance with all federal and state laws and regulations, the Colchester School District shall maintain individual cumulative files on each student who has been enrolled in the district. These confidential, cumulative files, and transcripts may be accessed by teachers, administrators, or

Date Warned: March 13, 1998
First Reading: March 18, 1998
Second Reading: May 6, 1998
Last Reviewed: October 21, 2003

other professionals employed by the district who need such information to effectively carry out their official responsibilities. For any student who graduates from or drops out of any school in the Colchester School District, the district shall maintain, without time limitation, the information defined as a transcript. Students and/or former students may access copies of their own transcripts at anytime.

Individual schools will maintain any Destruction of Records Forms, including any amendments, explanations, and/or corrections to a record for as long as the record (or contested portion thereof) is maintained. The district will adhere to Family Educational Rights and Privacy Act guidelines as they pertain to special education records.

Ultimately, the Superintendent of Schools is responsible for the collection and maintenance of all educational records and for educating staff regarding such records as well as parent/student rights concerning access to these records.

PROCEDURES

LOCATION. Individual schools shall maintain files on the students currently attending their school. These cumulative records shall be maintained in locked, preferably fireproofed, file cabinets. Each school principal assumes direct responsibility for the files in his/her school and for transferring files to other schools or to storage, as appropriate. The files of current special education students are maintained by the students' case managers in their assigned schools. The Coordinator of Special Education stores the files of any students who are no longer eligible for such services or who have now graduated from our school district.

ACCESS. The following individuals or groups shall be granted access to student records: school personnel who need such access in order to fulfill their roles; officials from another school to which the student is applying; federal, state, or local government officials, as provided by law; parents of dependent students (including natural, adoptive, educational surrogates, or legal guardians); students who are eighteen years of age or older; appropriate officials in health or safety emergencies; and in compliance with a judicial order or lawfully issued subpoena.

Whenever questions of access arise, school principals and/or the special education coordinator should be contacted first. If questions or concerns cannot be resolved at this level, the Superintendent of Schools will intervene. If necessary, a legal opinion will be obtained.

NOTIFICATION. The Colchester School District shall annually notify parents/legal guardians of their rights under the Family Educational Rights and Privacy Act (FERPA). Parents/guardians of children with special needs shall be informed of their rights under the Individuals with Disabilities Education Act (IDEA-B). Such notifications shall be made in the following publications: student/parent school handbooks; school and/or district newsletters; the local newspaper; and through cable access television announcements. Copies of both FERPA and IDEA legislation are available at the district administrative office.

In situations where a student's home language is known to be non-English or where there is no written language facility, notification shall be made in an effective manner including parents' native language unless it is clearly not feasible to do so.

FEES. A single copy of a student's records shall be provided to a parent/legal guardian as requested without charge. Also, two copies of a student's high school transcript will be provided to parents/legal guardians/students, where appropriate, without charge.

A fee per page will be charged to parents/guardians for copies of student records other than those described above. Requests for copies of records from others who have legitimate access but are not parents or students, shall be billed per page. The rates will be established by the Central Office.

TRANSFER OF RECORDS. When a student transfers to another school district, his/her complete, original record shall be forwarded. Copies of special education records will be maintained for a period of five years to satisfy federal audit and other compliance issues.

EDUCATION RECORDS

Policy

The _____ School District (District) recognizes the importance of keeping accurate and appropriate education records² for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the District to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform³ parents, guardians, and students eighteen years and older of their rights with respect to the student's education records and the available procedures for exercising those rights. This shall include notification of the following:

1. The right to inspect and review the student's education records within 45 days after the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that the law authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).
5. The procedure for exercising the right to inspect and review education records.
6. The procedure for requesting amendment of records.
7. The types of personally identifiable information that the district has designated as directory information, and a parent or eligible student's right to opt out of the disclosure of directory information.⁴
8. The procedure for a parent or eligible student to notify the district that they want to opt out of the district's disclosure of directory information.
9. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest as defined by FERPA.⁵

Administrative Responsibilities

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the District and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure, and destruction of education records.

Definitions

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.⁶

¹ The federal Family Educational Rights and Privacy Act (FERPA) does not explicitly require a school board policy on the protection of student records. Its requirements are stated in the negative... “no funds shall be made available to any educational agency...which has a policy of denying...the right of parents...to review and inspect educational records. 20 U.S.C. § 1232g; 34 C.F.R. Part 99. Nor does the State Board Manual of Rules and Practices explicitly require a school board policy on student records. “Each supervisory union shall develop, and each school shall implement, a system of maintaining student records that aligns with Agency of Education statewide data collections; which enables accurate and timely reporting in connection with state and federal data collection requirements; and ensures the accuracy, relevancy and confidentiality thereof, and accessibility thereto; and which is in compliance with the federal Family Education Rights and Privacy Act of 1974 (P.L. 95-380 as amended from time to time.” SBE Rule 2113.

² A “record” means any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. The term “education records” means those records that are (1) directly related to a student; and (2) maintained by the school district, a school within the district, or a party acting for the school district or a school within the school district. It does not include a teacher’s notes that are in the teacher’s sole possession and shared only with a substitute teacher or records that are exempted from the definition under 34 C.F.R. § 99.3(b). 20 U.S.C. § 1232g; 34 C.F.R. § 99.3.

³ School districts are required to find an effective way to notify parents or eligible students who are disabled, and parents whose primary language is not English. 20 U.S.C. § 1232g; 34 C.F.R. § 99.7(b).

⁴ The Family Educational Rights and Privacy Act allows schools to designate certain information as “directory information” and release it after providing public notice of the categories of information it seeks to release. “Directory information” includes, but is not limited to, a student’s name, address, telephone listing, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. Additional information may be released with specific parental consent. 12 U.S.C. § 1232g; 34 C.F.R. § 99.3.

⁵ The Family Educational Rights and Privacy Act allows schools to disclose student personally identifiable information to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, consultant, or other party who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 12 U.S.C. § 1232g; 34 C.F.R. § 99.3; 34 CFR § 99.31(a).

⁶ 12 U.S.C. § 1232g; 34 C.F.R. § 99.3.

VSBA Revision:	February 8, 2022
Date Warned:	
Date Adopted:	
Legal Reference(s):	20 U.S.C. §§ 1232g (Federal Family Educational Rights and Privacy Act)
	20 U.S.C. § 7908
	16 V.S.A. § 563(27) (NCLBA Armed Forces Recruiter/Higher Education)
	34 C.F.R. Part 99
	1 V.S.A. § 317 (Definitions)
	15 V.S.A. § 670 (Non-custodial parents)
	33 V.S.A. § 5536a (Juvenile court records)
	VT State Board of Education Manual of Rules and Practices § 2113



Colchester School District

Administrative Offices, 59 Rathe Road, 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: Purchase of Replacement Devices
Date: May 7, 2024

The purpose of this memorandum is to obtain approval from the school board for the planned and budgeted expenditure of \$242,657 for the acquisition of one hundred seventy-five (175) Dell Chromebooks 3110 and one hundred seventy-five (175) Dell Latitude 3440 laptops. These purchases are part of the district's annual replacement plan for student devices for each building as shown in the table below.

DEVICE	SCHOOL	AMOUNT	COST
Dell Chromebook 3110 2-in-1	CMS	175	\$83,538
Dell Latitude 3440 Laptop	CHS	175	\$159,119
TOTAL COST			\$242,657

The district obtained three quotes for like devices with Dell coming in with the lowest bid. All quotes are attached. I recommend purchasing the devices as noted in the table above.

An appropriate motion would be: ***"I move to authorize the Business and Operations Manager to purchase IT equipment as recommended."***

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



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **May. 16, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote No.	3000174748170.1	Sales Rep	Tatyana Thompson
Total	\$64,926.75	Phone	(800) 456-3355, 6186436
Customer #	1920750	Email	Tatyana.Thompson@Dell.com
Quoted On	Apr. 16, 2024	Billing To	MIKE MOTT
Expires by	May. 16, 2024		COLCHESTER SCHOOL DISTRICT
	OMNIA-National		131 LAKER LN
Contract Name	Cooperative Purchasing		COLCHESTER, VT 05446
	Alliance (NCPA)		
Contract Code	C000001019611		
Customer Agreement #	NCPA 01-143		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Tatyana Thompson

Shipping Group

Shipping To	Shipping Method
CHRIS WHITTAKER COLCHESTER SCHOOL DISTRICT 131 LAKER LN COLCHESTER, VT 05446 (802) 264-5765	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Chromebook 3110 2-in-1	\$371.01	175	\$64,926.75

Subtotal:	\$64,926.75
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$64,926.75
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total: \$64,926.75

License Subtotal for Commitment Term: \$0.00

*Excludes Taxes

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from cyber threats

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Shipping Group Details

Shipping To

CHRIS WHITTAKER
COLCHESTER SCHOOL DISTRICT
131 LAKER LN
COLCHESTER, VT 05446
(802) 264-5765

Shipping Method

Standard Delivery

	Unit Price	Quantity	Subtotal
Dell Chromebook 3110 2-in-1	\$371.01	175	\$64,926.75

Estimated delivery if purchased today:
Apr. 25, 2024
Contract # C000001019611
Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3110 2-in-1	210-BCGJ	-	175	-
Intel(R) Celeron(TM) N5100 (Quad Core), 8GB Memory, 64GB Storage	338-CGRC	-	175	-
8GB 2933MHz LPDDR4 Non-ECC	370-AGYV	-	175	-
64GB eMMC Hard Drive	400-BNIB	-	175	-
11.6" HD (1366 x 768) Anti-Glare Touch, Camera & Microphone, WLAN Capable, with Pen Support	391-BGHM	-	175	-
Single Point Non Backlit, English US 2n1	580-AJZY	-	175	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz	555-BHJR	-	175	-
3 Cell 42Whr Longlife Battery	451-BCWJ	-	175	-
65W TYPE-C EPEAT Adapter	450-BCPZ	-	175	-
Palmrest, WFC	346-BHQT	-	175	-
E4 Power Cord 1M for US	537-BBBL	-	175	-
Quick Start Guide	340-CXHE	-	175	-
LCD with touch	320-BENP	-	175	-
Not Included	631-ABBH	-	175	-
Chrome Education FGA	800-BBTT	-	175	-
Fixed Hardware Configuration	998-FTRS	-	175	-
MOD,LBL,SKUID0X1C0000,C0,3110V	389-EBVU	-	175	-
System Shipment, Chromebook 3110 2-in-1	340-CXHF	-	175	-
Intel 11th Gen Celeron CPU label.	389-DYFS	-	175	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	175	-
Bottom Door	321-BHER	-	175	-
Dell Limited Hardware Warranty Initial Year	868-9746	-	175	-
ProSupport Plus Next Business Day Onsite, 1 Year	868-9775	-	175	-
ProSupport Plus Accidental Damage Service, 3 Years	868-9786	-	175	-
ProSupport Plus Next Business Day Onsite, 2 Years Extended	868-9787	-	175	-
ProSupport Plus 7x24 Technical Support, 3 Years	868-9788	-	175	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	175	-

Thank you for choosing Dell ProSupport Plus. For tech support, visit

Subtotal:	\$64,926.75
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00

Total:	\$64,926.75
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Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 25, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote No.	3000173984479.1	Sales Rep	Tatyana Thompson
Total	\$159,118.75	Phone	(800) 456-3355, 6186436
Customer #	1920750	Email	Tatyana.Thompson@Dell.com
Quoted On	Mar. 26, 2024	Billing To	MIKE MOTT
Expires by	Apr. 25, 2024		COLCHESTER SCHOOL DISTRICT
Contract Name	OMNIA-National Cooperative Purchasing Alliance (NCPA)		131 LAKER LN COLCHESTER, VT 05446
Contract Code	C000001019611		
Customer Agreement #	NCPA 01-143		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Tatyana Thompson

Shipping Group

Shipping To	Shipping Method
CHRIS WHITTAKER COLCHESTER SCHOOL DISTRICT 131 LAKER LN COLCHESTER, VT 05446 (802) 264-5765	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 3440	\$909.25	175	\$159,118.75

Subtotal:	\$159,118.75
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$159,118.75
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total: **\$159,118.75**

License Subtotal for Commitment Term: \$0.00

*Excludes Taxes

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Shipping Group Details

Shipping To

CHRIS WHITTAKER
 COLCHESTER SCHOOL DISTRICT
 131 LAKER LN
 COLCHESTER, VT 05446
 (802) 264-5765

Shipping Method

Standard Delivery

Dell Latitude 3440

Estimated delivery if purchased today:
 Apr. 04, 2024
 Contract # C000001019611
 Customer Agreement # NCPA 01-143

Unit Price	Quantity	Subtotal
\$909.25	175	\$159,118.75

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 3440, BTX	210-BGDK	-	175	-
13th Gen Intel Core i5-1335U (12 MB cache, 10 cores, up to 4.60 GHz Turbo)	379-BFBK	-	175	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	175	-
Integrated Intel(R) Iris(R) Xe or UHD Graphics for i5-1335U Processor	338-CHMO	-	175	-
16 GB, 2 x 8 GB, DDR4, 3200 MT/s	370-AHMT	-	175	-
256 GB, M.2 2230, PCIe NVMe, SSD, Class 35	400-BOSX	-	175	-
14", FHD 1920x1080, 60Hz, WVA/IPS, Touch, Anti-Glare, 300 nit, NTSC 72%, FHD+IR Camera, WLAN	391-BHIU	-	175	-
English US backlit keyboard, 79-key	583-BHCH	-	175	-
Intel(R) Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card	555-BHHU	-	175	-
65W AC rugged adapter, USB Type-C, TCO Gen9 compliant	492-BDIF	-	175	-
Intel Rapid Storage Technology Driver	409-BCWT	-	175	-
Palmrest, No Fingerprint Reader, No SIM slot	346-BJCB	-	175	-
E4 Power Cord 1M for US	450-AMEI	-	175	-
Quick Start Guide for 3440	340-DFBH	-	175	-
CyberLink PowerDirector and PhotoDirector 2024	634-BYFS	-	175	-
Fixed Hardware Configuration	998-GDZN	-	175	-
POD Label, 100% tie to L10 BTS & BTP	389-EFCN	-	175	-
3-cell, 54 Wh, ExpressCharge™ Capable, ExpressCharge™ Boost Capable	451-BDBR	-	175	-
Latitude 3440 Bottom Door, Integrated graphics	321-BJLT	-	175	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	175	-
Min Package	340-DGLW	-	175	-
Windows AutoPilot	634-BRWG	-	175	-
Dell Additional Software	658-BFQB	-	175	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	175	-
ENERGY STAR Qualified	387-BBLW	-	175	-
FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic	319-BBIE	-	175	-

Intel vPro Management Disabled	631-BBBB	-	175	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	175	-
Dell Limited Hardware Warranty	997-6727	-	175	-
ProSupport Plus: Accidental Damage Service, 3 Years	997-6746	-	175	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	997-6755	-	175	-
ProSupport Plus: Next Business Day Onsite, 1 Year	997-6762	-	175	-
ProSupport Plus: Next Business Day Onsite, 2 Year Extended	997-6764	-	175	-
ProSupport Plus: 7x24 Technical Support, 3 Years	997-6773	-	175	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	175	-

Subtotal:	\$159,118.75
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00

Total: \$159,118.75



Pricing Proposal
 Quotation #: 24717411
 Created On: 4/9/2024
 Valid Until: 4/30/2024

VT-Town of Colchester School District

Inside Account Executive - SLE

Mike Mott

59 Rathe Rd
 Colchester, VT 05446
 United States
 Phone: (802) 264-5726
 Fax:
 Email: mike.mott@colchestersd.org

Christopher Nealon

290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 732-564-8507
 Fax: 512-732-0232
 Email: Christopher_Nealon@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo 300e Yoga Chromebook Gen 4 82W2 - Flip design - Kompanio 520 2.05 GHz - Chrome OS - Mali-G52 2EE MC2 - 8 GB RAM - 64 GB eMMC - 11.6" IPS touchscreen 1366 x 768 (HD) - Wi-Fi 6 - graphite gray - kbd: English Lenovo - Part#: 82W20004US Contract Name: Open Market Contract #: Open Market	175	\$322.00	\$56,350.00
2 Lenovo Premium Care Plus - Extended service agreement - parts and labor (for system with 1 year courier or carry-in warranty) - 3 years - on-site - response time: NBD - for 10; 100e Chromebook Gen 3; V14 G3 IAP; V15; V15 G3 IAP; V15 IML; V17 G3 IAP; V17 Lenovo - Part#: 5WS1J38566 Contract Name: Open Market Contract #: Open Market	175	\$126.60	\$22,155.00
		Total	\$78,505.00

Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products. For these products, orders are non-cancellable and non-returnable from point of order.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Women



Pricing Proposal
 Quotation #: 24717238
 Created On: 4/9/2024
 Valid Until: 4/30/2024

VT-Town of Colchester School District

Inside Account Executive - SLE

Mike Mott

59 Rathe Rd
 Colchester, VT 05446
 United States
 Phone: (802) 264-5726
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Christopher Nealon

290 Davidson Ave.
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 Phone: 732-564-8507
 Fax: 512-732-0232
 Email: Christopher_Nealon@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo ThinkPad E14 Gen 5 21JK - Intel Core i5 - 1335U / up to 4.6 GHz - Win 11 Pro - Intel Iris Xe Graphics - 16 GB RAM - 512 GB SSD TCG Opal Encryption 2, NVMe - 14" IPS touchscreen 1920 x 1200 - Wi-Fi 6 - graphite black - kbd: English Lenovo - Part#: 21JK0052US Contract Name: Open Market Contract #: Open Market	175	\$888.40	\$155,470.00
2 Lenovo Premier Support Plus Upgrade - Extended service agreement - parts and labor (for system with 1 year courier or carry-in warranty) - 3 years (from original purchase date of the equipment) - on-site - response time: NBD - for K14 Gen 1; ThinkBook 14 Lenovo - Part#: 5WS1L39180 Contract Name: Open Market Contract #: Open Market	175	\$202.47	\$35,432.25
		Total	\$190,902.25

Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products. For these products, orders are non-cancellable and non-returnable from point of order.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

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Pricing Proposal
 Quotation #: 24740626
 Created On: 4/15/2024
 Valid Until: 4/30/2024

VT-Town of Colchester School District

Inside Account Executive - SLE

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All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 HP Fortis x360 11 G3 J Chromebook - Flip design - Intel Celeron - N4500 / 1.1 GHz - Chrome OS - UHD Graphics - 8 GB RAM - 64 GB eMMC - 11.6" IPS touchscreen 1366 x 768 (HD) - Wi-Fi 6 - kbd: US HP, Inc. - Part#: 7L301UT#ABA Contract Name: Open Market Contract #: Open Market	175	\$388.00	\$67,900.00
2 Electronic HP Care Pack Next Business Day Active Care Service with Accidental Damage Protection - Extended service agreement - parts and labor - 3 years - on-site - 9x5 - response time: NBD - for ProBook 11 G2; ProBook x360 11 G1, 11 G2, 11 G3, 11 G4, 11 HP, Inc. - Part#: U22K0E Contract Name: Open Market Contract #: Open Market	175	\$132.79	\$23,238.25
		Total	\$91,138.25

Additional Comments

Please Note: HP, Inc. has a zero returns policy on custom build PCs. Ink and toner are also considered non-returnable. For these products, orders are non-cancellable and non-returnable from point of order.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0



Pricing Proposal
 Quotation #: 24740595
 Created On: 4/15/2024
 Valid Until: 4/30/2024

VT-Town of Colchester School District

Inside Account Executive - SLE

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All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 HP ProBook 440 G10 Notebook - Wolf Pro Security - Intel Core i5 - i5-1334U / up to 4.6 GHz - Win 11 Pro - Intel Iris Xe Graphics - 16 GB RAM - 256 GB SSD NVMe - 14" IPS touchscreen 1920 x 1080 (Full HD) - Wi-Fi 6E, Bluetooth 5.3 wireless card - pike silv HP, Inc. - Part#: 9C4K7UT#ABA Contract Name: Open Market Contract #: Open Market	175	\$855.00	\$149,625.00
2 Electronic HP Care Pack Next Business Day Active Care Servic HP, Inc. - Part#: U18KXE Contract Name: Open Market Contract #: Open Market	175	\$164.38	\$28,766.50
		Total	\$178,391.50

Additional Comments

Please Note: HP, Inc. has a zero returns policy on custom build PCs. Ink and toner are also considered non-returnable. For these products, orders are non-cancellable and non-returnable from point of order.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions of SHI Online

COLCHESTER SCHOOL DISTRICT**POLICY: PERSONNEL: RECRUITMENT, SELECTION, APPOINTMENT****DATE ADOPTED:** November 4, 2003**POLICY STATEMENT**

It is the policy of the Colchester School District to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection and employment of School District employees and contractors.

RECRUITMENT

1. The School Board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements will be employed.
2. All instructional personnel will be recruited by the District's administrative staff under the immediate direction of the Superintendent.
3. Written applications will be required of candidates for full or part-time employment. The application will include a statement to be signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also include a warning to the applicant that falsification or withholding of information on the application or during the application process will be grounds for dismissal if the applicant is hired.

SELECTION

Employees will be selected in a manner that complies with state and federal statutes and regulations regarding civil rights and employment.

- The Superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the District can contact previous employers.
- Providing a safe learning environment for students is a primary consideration in District employment decisions. The District will base such decisions on all relevant information, qualifications, and circumstances.
- The School Board will interview candidates for administrative positions.

Legal Reference(s):

16 V.S.A. Sections 251 et seq – Criminal Records Checks
16 V.S.A. §563(12) – Responsibility for Hiring

Date Warned: October 17, 2003
First Reading: October 21, 2003
Second Reading: November 4, 2003

APPOINTMENT

- The appointment of staff will be upon the recommendation of the Superintendent to the School Board.
- The Superintendent will request a criminal records check through the Vermont Crime Information Center (VCIC) on any candidate he/she is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the Superintendent has reason to believe the applicant has resided or been employed. The District will reimburse the employee the cost for being fingerprinted and the District will pay the FBI processing fee.
- All contracts or offers of employment will be conditional pending completion of the background investigation, including receipt and evaluation of the criminal records check report, and a finding that the information provided by the application during the pre-employment process was accurate, complete and truthful. All offers of employment may be withdrawn based on the criminal records check report or upon a determination that the information provided by the applicant during the pre-employment process was inaccurate, incomplete or untruthful.
- Employment conditioned on the completion of a background and criminal records check will be terminated if it is determined that the employee intentionally failed to respond truthfully to questions about criminal activity, prior employment or other material information. The District may terminate any employment contract based upon the review of the criminal records check report and related information. When it is determined that an employee or prospective employee has failed to fully disclose his/her background through misunderstanding or inadvertence, such failure will be considered in employment or termination considerations.
- Those subject to criminal records checks under this policy include all those recommended for full-time, part-time or temporary employment in the School District, including student teachers, and those employees of contractors (unless otherwise exempt from such checks by law) who will have unsupervised contact with students. Persons employed by a public or independent school as of July 1, 1998 shall not be subject to the criminal record check provisions unless the individual ceased to be employed by a Vermont public or independent school for a continuous period of one year or more after that date. Upon completion of a criminal records check, the Superintendent shall (1) notify the person subject to the check about the District's protocol for maintenance of criminal history files, and (2) ask the person subject to the check to indicate if his/her record should be maintained or destroyed after the three year retention period.

PROCEDURES

The Superintendent will develop procedures for implementing this policy.

COLCHESTER SCHOOL DISTRICT**POLICY: STAFFING AND JOB DESCRIPTIONS****DATE ADOPTED:** February 21, 2017**POLICY STATEMENT**

It is the policy of the Colchester School District to provide the level of staffing needed to accomplish the school system's goals and objectives, and to provide for the equitable staffing of each school building. Positions may remain unfilled or unfunded; only the School Board may abolish a position.

Each time a new position is established by the School Board, the Superintendent will present for approval a job description for the position that specifies the job holder's qualifications, performance responsibilities, terms of employment, and supervisor. Employee evaluation will be based substantially on criteria stated in approved job descriptions. Job descriptions for existing positions will be updated, maintained, revised and approved by the Superintendent or designee.

Last Adopted: November 4, 2003
Date Warned: February 3, 2017
First Reading: February 7, 2017
Second Reading: February 21, 2017

COLCHESTER SCHOOL DISTRICT**POLICY: SUBSTITUTE TEACHERS****DATE ADOPTED:** September 6, 2016**POLICY STATEMENT**

It is the policy of the Colchester School District to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

QUALIFICATIONS

No person will be placed on the qualified substitute list unless that person has graduated from high school.

UNLICENSED PERSONS

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

LICENSED EDUCATORS

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

ADMINISTRATIVE RESPONSIBILITIES

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child

Date Warned: August 12, 2016
First Reading: August 16, 2016
Second Reading: September 6, 2016
Date Adopted: September 6, 2016

Legal Reference(s):

VT Standards Board for Professional Educators Rules §§5381 et seq.
16 V.S.A. §558 (Employment of school board members)
16 V.S.A. §251 et seq. (Access to Criminal Records)

sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher. There is no guarantee of employment. Substitutes are employed “at will”, which means the individual or Superintendent may terminate employment at any time without reason. Substitutes shall not be considered district employees under the negotiated agreements between the District and Colchester Education Association.

COLCHESTER SCHOOL DISTRICT**POLICY: RESIGNATIONS****DATE ADOPTED:** February 21, 2017**POLICY STATEMENT**

It is the policy of the Colchester School District to consider employee resignations in a manner that is timely and fair to both the employee and the school district.

A resignation by a licensed employee who is under contract to the school should be submitted to the superintendent in writing. The resignation of a licensed employee will take effect on a date approved by the school board after receiving the recommendation of the superintendent. The School Board reserves its right to pursue all available legal remedies (including by way of example but not limitation, an action based upon Title 16 V.S.A. § 1752) whenever a teacher who is under contract with the District resigns without first obtaining from the School Board a release from his/her employment contract.

A resignation by an unlicensed employee shall be submitted to the superintendent in writing and shall be effective upon acceptance by the superintendent.

A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the superintendent.

Last Adopted: August 19, 2003
Date Warned: February 3, 2017
First Reading: February 7, 2017
Second Reading: February 21, 2017

CONSENT AGENDA

Board Meeting Date: May 07, 2024

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Kathleen	Joyce	Resignation	Language Arts Teacher	1.0	CMS	Request to End Employment -End of School Year 23/24			
Teacher	Angella	Pratt	New Hire	504 Teacher	1.0	CMS	Request to Hire	New Postion	Yes	Yes
Teacher	Eleanora	Klick	New Hire	Music Teacher	1.0	PPS/UMS	Request to Hire	Martha Mutz	Yes	Yes
Administrative	Jennifer	Stratton	New Hire	Director of Student Support Svcs.	1.0	CMS	Request to Hire	Julie Tanguay	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

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	Resignation	Maintenance Worker	40.0	DW	Notice of Resignation			
Support Staff	Jamie	Winton	Resignation	Maintenance Worker	40.0	DW	Notice of Resignation			
Support Staff	Uma	Rijal	New Hire	Custodian	40.0	TBD	Notice of Hire			
Support Staff	Ramesh	Dahal	New Hire	Custodian	40.0	TBD	Notice of Hire			
Support Staff	Ryan	Jolet	New Hire	Custodian	40.0	TBD	Notice of Hire			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, April 2, 2024
7:00 pm

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, April 2, 2024, in the Colchester High School Media Center. Board members in attendance were Board Chair Lindsey Cox, Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, Jennifer Fath, 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, and CHS Principal Andrew Conforti. There were no community members in the audience.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:00 pm and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Hear Colchester School District Audit Report for FY'23 **Information**

Rick Brigham, CPA from Sullivan, Powers, and Co., provided the board and community with an overview of their audit report and findings for FY'23. A copy of the report is available on the district website. The audit was clean and the district was found to be in full compliance.

IV. Hear Colchester High School NEASC Report **Information**

Colchester High School Principal Andrew Conforti provided an overview of the school's recent report from the New England Association of Schools and Colleges. In October of 2022 a collaborative team from NEASC came to observe, interview, and assess how the school operates and supports its students and staff. He shared highlights from the report which praised the school's well established core values and beliefs, a strong distributive leadership approach, the system of professional learning for faculty, the wide assortment of support services available to students, the newly refurbished areas of the school which were attentive to equity and inclusivity, and the school-wide effort towards formal and informal collaboration and professional development to improve student learning and well-being. He also went over the several priority areas that emerged from the self-study that CHS did that shaped the NEASC report. The school will continue to analyze data to better understand needs of students and improve engagement. They are seeking to increase opportunities for students to lead their own learning with authentic decision-making. They are continuing to implement strategies to improve existing systems, programs, and structures to support students academic, social, and emotional success. Overall, the school met all six foundational NEASC standards.

V. Third and Final Reading of Library Materials Policy: G6 **Action**

The board reviewed the new draft based on feedback at the previous meeting. No further changes were requested.

Director Kigonya moved to approve the third and final reading of the Library Materials Policy: G6. The motion passed unanimously.

VI. Third and Final Reading of Instructional Materials Policy: G5 **Action**

The board reviewed the new draft based on feedback at the previous meeting. No further changes were requested.

Director Yousey-Hindes moved to approve the third and final reading of the Instructional Materials Policy: G5. The motion passed unanimously.

VII. Second and Final Reading of School Board Policies **Action**
School Board Policy: B1
Code of Ethics for School Board Members: B2
Management and Suspension of Policies: A1

These policies are reviewed annually following the election of school board directors. The board made a change to A1 to outline how the district uses the Vermont School Board Association's Model Policy Manual as a resource in policy development.

Director Longo moved to approve the second and final readings of board policies B1, B2, and A1. The motion passed unanimously.

VIII. Approval of Purchase for Specialized Transportation Vehicle **Action**

The district has increased its fleet of vehicles in the past several years from three to five vans to support the increase in need for specialized transportation to transport students experiencing homelessness and students in out-of-district placement programs. The purchase of the new vehicle will replace a 2017 Dodge Caravan. Director of Student Support Services Carrie Lutz presented three quotes to the board.

Director Kigonya moved to authorize the Business and Operations Manager to purchase the recommended van for the district. The motion passed unanimously.

IX. Approval of Purchase for Laptops at CHS and Chromebooks at CMS **Action**

Director Yousey-Hindes moved to hold the approval of this purchase until the quotes could be updated. The motion passed unanimously.

X. Approval of Consent Agenda **Action**

The board reviewed the following consent agenda. Superintendent Minor acknowledged the recommendation to hire Tara Sharkey as the next principal of Colchester Middle School. She shared highlights from Ms. Sharkey's resume and gave her appreciation to the search committee

The board had questions specific to an individual request on the consent agenda and given the personnel nature, the motion was tabled until it could be discussed in executive session.

XI. Approval of Meeting Minutes Action
• **March 19, 2024 (general)**

Director Kigonya moved to approve the minutes from the March 19, 2024 meeting. The motion passed unanimously.

XII. Board/Administration Communication, Correspondence, Committee Reports Information

- The April 19 general meeting has been converted to a facilities work session at Central Office.

XIII. Future Agenda Items Information

- Storm Water Presentation
- DEI Committee Presentation
- Quarterly Financial Report
- Continuation of the Policy Review Cycle

XIV. Executive Session to Discuss a Personnel Matter Action

Director Longo moved to enter executive session at 8:12 pm to discuss a personnel matter. The motion passed unanimously.

Director Longo moved to exit executive session at 8:54 pm. The motion passed unanimously.

Director Yousey-Hindes moved to approve the items on the consent agenda with exception of the leave of absence request which is denied. The motion passed unanimously.

XV. Adjournment

Director Longo moved to adjourn at 8:58 pm. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Central Office – Conference Room

Tuesday, April 16, 2024
7:00 p.m.

MINUTES

The Colchester Board of Education held a board meeting on Tuesday, April 16, 2024, in the Central Office Conference Room. Board members in attendance were Board Chair Lindsey Cox, Directors Nic Longo, Ben Yousey-Hindes, Felix Anderson, Laurie Kigonya, and Jennifer Fath. District administrators and employees in attendance included Superintendent Amy Minor and the Business and Operations Manager George Trieb. There were no audience members.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:00 p.m.

II. Approval of Bathroom Renovation Project

Action

The board reviewed the district bathroom renovation plan developed before the pandemic. The district had applied for ESSER dollars to cover the cost of the CHS first-floor and second-floor main bathrooms. Project costs outlined in the bids received in the spring of 2023 were nearly double what was estimated before the pandemic. To continue moving forward with the project, the board used ESSER III funds to renovate the first-floor CHS bathrooms, which was completed in October 2023.

The RFP was put out this spring to renovate the second-floor bathroom. Like the first-floor project, not all categories received three or more bids. Business and Operations Manager George Trieb feels confident the project will be completed on time and within budget using the available resources and expertise. The bulk of the work will take place during the summer to have bathrooms ready for the start of the school year. Funds to cover the project's cost will mostly come from ESSER III money (\$325K), with the remaining balance coming from the general fund.

Director Fath moved to authorize the Business and Operations Manager to sign the necessary documents to complete this renovation. The motion passed unanimously.

III. Approval of Consent Agenda

Action

The board reviewed the following consent agenda.

CONSENT AGENDA

Board Meeting Date: April 16, 2024

Revised

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Meg	Hershman	Resignation	Elementary Teacher	1.0	PPS	Request to End Employment -End of School Year 23/24			
Teacher	Susan	Morin	Resignation/Retirement	Math Coordinator	1.0	DW	Request to End Employment -End of School Year 23/24			
Teacher	Megan	Tighe	Resignation	Special Educator	1.0	MBS	Request to End Employment -End of School Year 23/24			
Teacher	Natalie	LaRose	Resignation	Elementary Teacher	1.0	PPS	Request to End Employment -End of School Year 23/24			
Teacher	Natalie	LaRose	New Hire	Title 1/Reading Teacher	1.0	PPS	Request to Hire	Marie Hayes	Yes	Yes
Teacher	Danielle	Gaarder	New Hire	Special Educator	1.0	MBS	Request to Hire	Rob Janelli	Yes	Yes
Teacher	Danielle	Dubro	Resignation	Special Educator	1.0	CHS	Request to End Employment -End of School Year 23/24			
Teacher	Danielle	Dubro	New Hire	Out of District Special Educator	1.0	CO	Request to Hire	Leslie Noble	Yes	Yes
Administrative	Melissa (Brooke)	King	Resignation	Assistant Principal	1.0	MBS	Request to end employment 06/30/24			
Administrative	Christopher	Shackett	New Hire	Assistant Principal	1.0	MBS	Request to Hire	Brooke King	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
Individual	Riley	Markko	Resignation	Behavior Specialist	1.0	CMS	Request to End Employment -End of School Year 23/24			

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	Japheth	Brubaker	New Hire	Assistant Track Coach	n/a	CHS	Notice of Hire			
Support Staff	Caitlin	Beaupre	Resignation	Paraeducator	32.5	UMS	Notice of Resignation			
Support Staff	Tyler	Willard	Transfer	Behavior Interventionist	35.0	CHS	Notice of Hire	Jamie Chambers		

Director Yousey-Hindes moved to approve the consent agenda as presented. The motion passed unanimously.

IV. Board Work Session: Facilities

Discussion

The school board discussed the state of facilities in the district and reviewed the community engagement report from the Center for Effective School Operations (CESO). The board discussed the facility challenges compared to the feedback received from the community, and they also went over some of the deferred maintenance due to the pandemic. The board discussed a potential plan for next steps if there were to be a bond for facilities on the ballot in November of 2024.

V. Adjournment

Director Kigonya moved to adjourn at 8:53 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk

DRAFT