

# Colchester School Board Meeting Agenda & Packet

August 19, 2025



**Colchester School District  
Board of Education Meeting**  
August 19, 2025 - 7:00 p.m.  
Colchester High School Library

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**Meeting Agenda**

- |   |                      |
|---|----------------------|
| <b>I. Call to Order</b>   |                      |
| <b>II. Citizens Participation*</b>  |                      |
| <b>III. Updates on Summer Projects</b>  | <b>Informational</b> |
| <b>IV. Special Request from the CHS Class of 1976</b>                           | <b>Informational</b> |
| <b>V. First Reading of Behavior Threat Assessment Policy: F7</b>                | <b>Action</b>        |
| <b>VI. Town of Colchester Easement Request</b>                                  | <b>Action</b>        |
| <b>VII. Facilities Renovation/Construction Project Update</b>                   | <b>Informational</b> |
| <b>VIII. Approval of Consent Agenda</b>   | <b>Action</b>        |
| <b>IX. Approval of Meeting Minutes</b>  | <b>Action</b>        |
| ○ June 17, 2025   |                      |
| <b>X. Board/Administration Communication, Correspondence, Committee Reports</b> | <b>Informational</b> |
| <b>XI. Future Agenda Items</b>  | <b>Informational</b> |
| <b>XII. 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.csdyt.org/schoolboard](http://www.csdyt.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:     BEHAVIORAL THREAT ASSESSMENT****DATE ADOPTED:   DRAFT****POLICY STATEMENT**

The Colchester School District is committed to providing a safe and secure learning environment for students and staff. This policy establishes a school behavioral threat assessment (BTA) and management program to conduct a fact-based, systematic process designed to gather information about, assess and manage behavior or communication that raises a concern that a person or situation may pose a threat of severe and significant targeted violence against the school community.

Nothing in this policy precludes CSD personnel from acting immediately to address an imminent threat, including immediately removing a student from school, subject to subsequent due process procedures when the student poses an immediate threat to themselves, others, property, or the educational environment.

The threat assessment process is distinct from and does not supplant the district's student conduct and discipline policies. A behavioral threat assessment will not impose suspension or expulsion, including emergency suspension, solely for investigating student conduct or conducting a threat assessment. Any action that could result in removal of a student from the student's school environment pending or after a threat assessment will only be carried out in accordance with 16 V.S.A. § 1162, State Board of Education Rule 4300, and federal and state law applicable to students with disabilities. Behavioral threat assessment teams will operate in a manner that avoids bias, discrimination, and disproportionate impact on students in historically marginalized communities.

Threat assessment is not intended to refer students to the criminal justice system, but to facilitate the provision of resources and support to a student and to mitigate potential acts of violence. Law enforcement referral is not appropriate in the case of student behavior that is a violation of the school conduct code but that is not also a crime. This policy also exists to ensure compliance with 16 VSA § 1485, Vermont State Board of Education Rule 4311.3.

The Superintendent will establish procedures that:

1. Govern the functions of the Behavioral Threat Assessment Team. At minimum, the procedures will be consistent with the methodologies provided in the model BTA procedures and Best Practices provided by the Agency of Education;

Date Warned:            August 15, 2025  
First Reading:          August 19, 2025  
Second Reading:

2. Ensure an individual's behavior rather than an individual's demographic or personal characteristics will serve as the basis for a behavioral threat assessment;
3. Establish a mechanism which allows for students, staff and others to report threatening and troubling behavior to the behavioral threat assessment team;
4. Provide for:
  - a. involvement of law enforcement, that aligns with the model procedures issued by the Agency of Education,
  - b. referral to law enforcement in the case of imminent danger to individuals or the school community when the conduct constitutes a crime.
5. Ensure that each threat assessment team member, whether a teacher, counselor, school administrator, other school staff, contractor, consultant, or other individual, functions as a "school official with a legitimate educational interest" in educational records controlled and maintained by the district as specified by the Family Educational Rights and Privacy Act (FERPA).

CSD Revised Version: All members of the threat assessment team are considered "school officials" under FERPA and have a legitimate, job-related need to access student records. They may review and use these records only as necessary to perform their role on the team, in accordance with FERPA privacy rules. Team members may include teachers, school counselors, administrators, other school staff, contractors, consultants, or other individuals.

6. Provide for the collection and submission of data related to the behavioral threat assessment program to the Agency of Education as required by 16 VSA § 1485 (e).
7. Ensure behavioral threat assessment team members receive training at least annually in best practices of conducting behavioral threat assessments, as well as bias training.

## WARRANTY DEED OF EASEMENT

**KNOW ALL PERSONS BY THESE PRESENTS**, that the Colchester School District of Colchester, in the County of Chittenden and State of Vermont, GRANTOR (whether singular or otherwise, hereinafter referred to as "Grantor"), in the consideration of One and More Dollars, and other valuable consideration tendered to Grantor's full satisfaction by the **TOWN OF COLCHESTER**, a Vermont municipal corporation in the County of Chittenden and State of Vermont, GRANTEE, by these presents, does freely **GIVE, GRANT, SELL, CONVEY AND CONFIRM** unto the said Grantee, **TOWN OF COLCHESTER**, and its successors and assigns forever, such permanent and temporary rights and easements for the purpose of constructing and maintaining a ten foot wide multi-use path and associated improvements for public use over, on and through lands of the Grantor in the Town of Colchester, County of Chittenden, and State of Vermont, described as follows:

The easements described herein are located on and over a portion of the land and premises conveyed to the Colchester School District by Warranty Deed of Arthur J. and Hazel A. Mercier dated July 27, 1951 and recorded in Volume 4, Page 485 of the Town of Colchester Land Records (the "Property").

The easements conveyed hereby are more particularly described as follows:

A temporary construction easement and a permanent easement, more particularly depicted on plans entitled "Plan of Easements for Benefit of Town of Colchester on Lands of Town of Colchester School District" prepared by Krebs & Lansing Consulting Engineers, Inc. dated August 11, 2025, and recorded in Map Slide \_\_\_[slide no.]\_\_\_ of the aforesaid Land Records (the "Plans"), and more particularly described hereinafter:

### **Permanent Easement:**

The permanent multi-use path easement, being ten feet in width and located along the southerly border of the Porters Point School Lot as shown and depicted on the Plans, is intended to grant and convey to the Grantee those property rights necessary and incidental for the construction, reconstruction, replacement, repair, maintenance and public use of a public sidewalk with related improvements, some or all of which are to be located on the Property.

Reference is hereby made to the Plans in further aid of this description and the extent and nature of the easement rights granted herein.

Grantor, and his/her/its heirs, successors and assigns, hereby covenant not to modify the contour of said easement area, or place any obstacles, structures, landscaping, or other improvements within said easement area which shall prevent or interfere with Grantee's or the public's ability to use such easement and right-of-way, except for the purpose of constructing an access as approved by the Town and as depicted on the Plans.

### **Purpose and Conditional Reversion:**

The purpose of this easement is to allow the Town of Colchester to construct, operate, and maintain a ten-foot-wide multi-use path along the frontage of Porters Point School, as depicted

on the Plans referenced herein. In the event the Town of Colchester elects to construct the proposed multi-use path on the opposite side of the public street adjacent to Porters Point School, this easement shall automatically become null and void without the necessity of further action by either party, and all rights, title, and interest granted herein shall revert in full to the Colchester School District, free and clear of any rights of the Town of Colchester arising under this instrument.

**Temporary Construction Easement:**

In connection with the above permanent easement, Grantor also hereby conveys a temporary construction easement to enter upon the Property for the purpose of constructing the multi-use path and associated improvements referenced hereinabove. The temporary construction easement shall extend ten feet beyond the permanent easement area, as shown and depicted on the Plans. Grantee shall have the right to remove all trees, logs, stumps, protruding roots, brush and other objectionable materials, structures, growth and any other things of whatever kind or nature from said temporary multi-use path construction easement area and replace them at the conclusion of construction to existing or better condition. All temporary easements shall expire once construction is completed and the sidewalk is open to the public.

**Restoration:**

As a condition hereof, Grantee shall, upon completion of construction activities, return the ground vegetation, topsoil or asphalt disturbed to its prior condition, so far as practicable and at their expense.

Reference is hereby made to the above-mentioned instruments, the records thereof, the references therein made, and their respective records and references, in further aid of this description.

**Construction Conditions and Property Owner Protections:**

The rights granted herein are subject to the following additional conditions, which are binding upon the Grantee, its agents, employees, contractors, and assigns:

**Construction Timing:**

No construction activity shall occur while Porters Point School is in session without the advanced written consent of the Grantor. All construction must be completed during summer recess or other scheduled school closures, as determined by the Grantor.

**Advance Notice:**

Grantee shall provide the Grantor with no less than ninety (90) days' written notice prior to the commencement of any construction activity within the easement area. Said notice shall include a proposed construction schedule and a detailed description of the planned work.

**Storage of Equipment:**

No construction vehicles, equipment, or materials may be stored at Porter's Point school, on the Grantor's property. The Grantee shall ensure that staging areas and material storage are located off-site unless otherwise approved, in advance and in writing by the Grantor.

**Safety and Security Measures:**

Grantee shall implement appropriate safety and security provisions throughout the construction process, including fencing, signage, and restricted access measures sufficient to protect Grantor's students, staff, and visitors. All such measures shall comply with applicable state, federal and local laws and ordinances, and best practices for school-adjacent construction. Plans for safety and security measures shall be presented to the Grantor in advance of any work.

**Restoration and Repairs:**

In addition to the restoration conditions already described, the Grantee shall be fully responsible for repairing any damage to landscaping, fencing, pavement, signage, utilities, or any other portion of the Porters Point School property caused by or arising from construction or use of the easement. All affected areas shall be restored to their original or better condition, including the reinstallation or replacement of any damaged plantings or improvements, at the sole expense of the Grantee.

**Costs and Liability:**

The Grantee shall be solely responsible for all costs and expenses associated with the design, permitting, construction, maintenance, repair, and restoration of the multi-use path and any associated improvements. The Grantor shall bear no financial responsibility for any portion of the project. Furthermore, the Grantee agrees to indemnify and hold harmless the Grantor from any claims, damages, expenses, judgments, attorney's fees, costs or other liabilities arising from the construction, maintenance, or use of the easement area.

**TO HAVE AND TO HOLD** all said granted premises, with all the privileges and appurtenances thereof, to the said Grantee, **Town of Colchester**, a Vermont municipality, and Grantee's successors and assigns, to Grantee's own use and behoof forever;

And the said Grantor, Colchester School District, for Grantor and Grantor's heirs, executors and administrators, does covenant with the said Grantee, and Grantee's successors and assigns, that until the ensealing of these presents Grantor is the sole owner of the premises, and has good right and title to convey the same in manner aforesaid, that they are **FREE FROM EVERY ENCUMBRANCE**, except as aforesaid, and except for all mortgages and easements as may appear of record, provided that such exception shall not reinstate any such easements previously extinguished by Title 27 Vermont Statutes Annotated, Chapter 5, Subchapter 7; and Grantor hereby engages to **WARRANT AND DEFEND** the same against all lawful claims whatever, except as aforesaid.

**IN WITNESS WHEREOF**, Grantor has caused this instrument to be executed and acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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[Grantor]

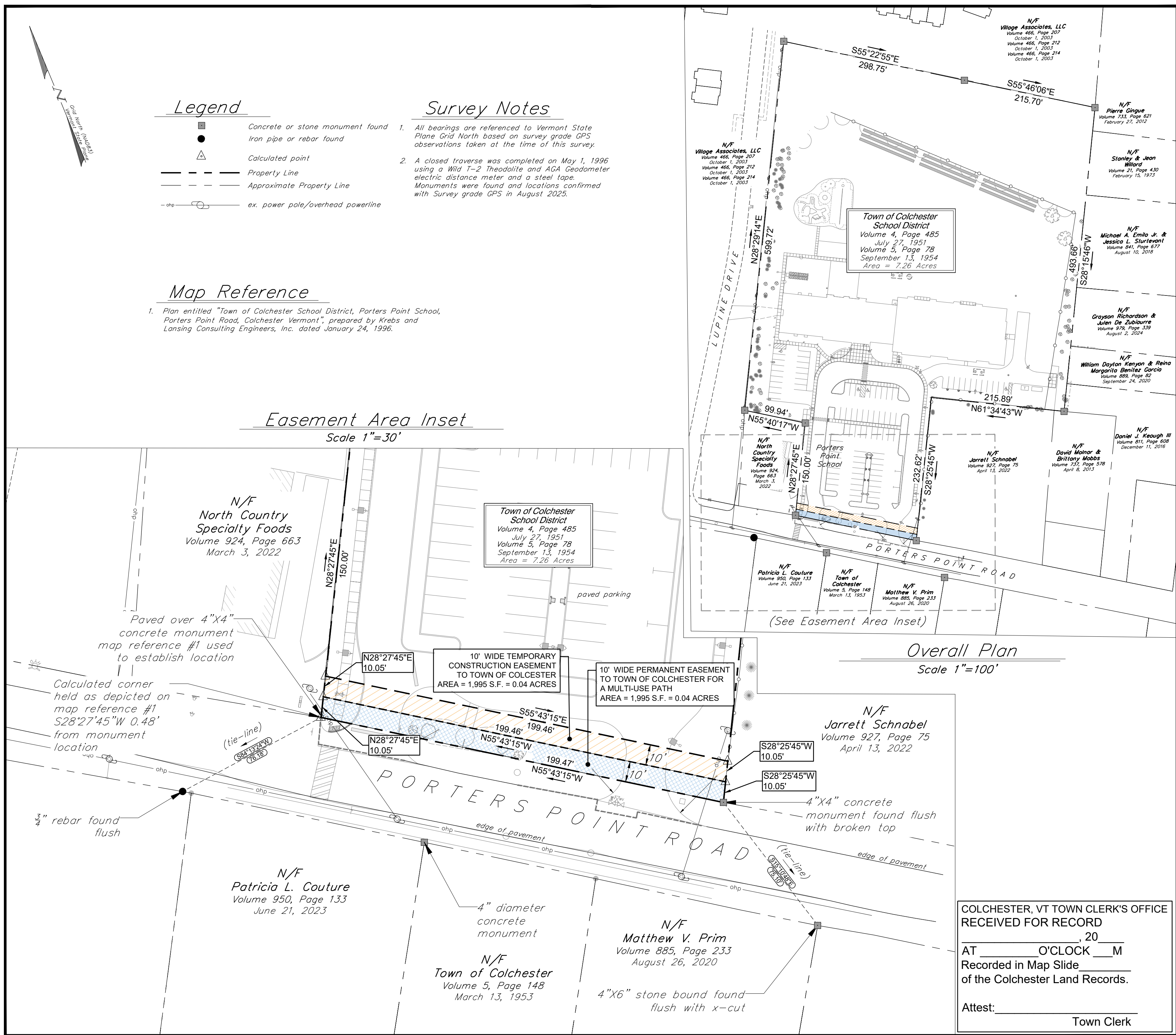
STATE OF VERMONT  
CHITTENDEN COUNTY, SS

At \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Grantor,  
\_\_\_\_\_, personally appeared and acknowledged this  
instrument, by said Grantor sealed and subscribed to be said Grantor's free act and deed.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_





CONSENT AGENDA										
Board Meeting Date: 8/19/2025										
<i>Licensed Employees (Teacher/Administrator)</i>										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Hilary	Carter	Resignation	Humanities Teacher (CHAMP)	.4 FTE	CHS	Request to end employment			
Teacher	Zach	Ziemer	New Hire	Teacher - CHAMP	.4 FTE	CHS	Request to Hire			
<i>Non-Licensed Employees (Support Staff), Board Approval Required</i>										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Priscilla	Hammond	Leave of Absence (intermittent)	Paraeducator	32.5	PPS	Request for intermittent unpaid leave during the 24/25 school year			
<i>Non-Licensed Employees (Support Staff), Informational</i>										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Nancy	Lindberg	New Hire	ML Paraeducator	32.5	MBS	Notice of Hire	Phenpitcha Srisopa	Yes	Yes
Support Staff	Elizabeth	Brosseau	Resignation	Administrative Assistant I	40	CHS	Notice of Resignation			
Support Staff	Malcolm	Huesman	Resignation	Behavior Interventionist	35	CHS	Notice of Resignation			
Handbook	Stephanie	Carter	New Hire	Food Service Worker	17.5	CHS	Notice of Hire	Mary Ann Nolan	Yes	Yes
Support Staff	Danielle	Michael	Transfer	Behavior Interventionist	35	UMS	Notice of Transfer	Jessy Lamphere	Yes	Yes
Support Staff	Erin	Schmucker	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Gabrielle Lajeunesse	Yes	Yes
Support Staff	James	Giroux	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Doreen Snelling	Yes	Yes
Handbook	Richard	Johnson	Resignation	Custodial Manager	1.0	DW	Notice of Resignation			
Handbook	Kyle	Latterell	Transfer	Custodial Manager	1.0	DW	Notice of Transfer	Richard Johnson	Yes	Yes
Support Staff	Cristina	Swink	New Hire	Behavior Interventionist	35	CHS	Notice of Hire	Sidney Martinez	Yes	Yes
Support Staff	Jessica	McGuire	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Mindy Demeo	Yes	Yes
Support Staff	Mark	McDuff	New Hire	Maintenance Worker	40	DW	Notice of Hire	Lucas Calcagni	Yes	Yes
Support Staff	Logan	Spicer	New Hire	Paraeducator	32.5	CHS	Notice of Hire		Yes	Yes
Support Staff	Judith	Bourgault	New Hire	Lunch/Recess Duty Supervisor	15	MBS	Notice of Hire		Yes	Yes
Support Staff	Mindy	Demeo	Transfer	Paraeducator	32.5	CHS	Notice of Transfer		Yes	Yes
Co-Curricular	Foster	Viau	New Hire	JV Boys Soccer	COACH	CHS	Notice of Hire	Lucas Mullally	Yes	Yes
Co-Curricular	Zach	Ziemer	New Hire	Girls Cross Country	COACH	CHS	Notice of Hire	Gabby Brooks	Yes	Yes

Support Staff	Kendra	Arnold	New Hire	Administrative Assistant I	40	CHS	Notice of Hire	Elizabeth Brosseau	Yes	Yes
Support Staff	Lauren	Polhemus	New Hire	No Hungry Weekends Program Coordinator	15	DW	Notice of Hire		Yes	Yes
Support Staff	Katrina	Sanford	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Rachel Spring	Yes	Yes
Support Staff	Lori	Roberts	New Hire	Lunch/Recess Duty Supervisor	15	MBS	Notice of Hire		Yes	Yes
Support Staff	Ran	Mangar	Resignation	Custodian	40	PPS	Notice of Resignation			
Support Staff	Alexandra	Duffy	New Hire	Paraeducator	32.5	CMS	Notice of Hire	Gabriel Adancourt	Yes	Yes
Support Staff	Liubov	Panfilenko	Resignation	Food Service Worker	32.5	MBS	Notice of Resignation			
Support Staff	Harka	Dahal	New Hire	Custodian	40	CMS	Notice of Hire	Lisa St. Germaine	Yes	Yes
Support Staff	Chiza	Modelina	New Hire	Custodian	40	PPS	Notice of Hire	Ran Mangar	Yes	Yes
Support Staff	Cara	Scialdone	Resignation	Paraeducator - Speech	32.5	UMS	Notice of Resignation			
Support Staff	Collins	Phillips	Resignation	Paraeducator	32.5	CHS	Notice of Resignation			
Support Staff	Collins	Phillips	New Hire	Van Driver	40	DW	Notice of Hire	Anthony Bassi	Yes	Yes
Support Staff	Allison	Moreno	New Hire	Paraeducator	32.5	CMS	Notice of Hire		Yes	Yes
Support Staff	Zach	Ziemer	New Hire	Paraeducator	0.6 (19.5 hours)	CHS	Notice of Hire		Yes	Yes
Support Staff	Heather	Pung	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Teresa Clark	Yes	
Support Staff	Cheryl	Bouchard	Resignation	Paraeducator	32.5	CMS	Notice of Resignation			
Support Staff	Paul	Sears	New Hire	Maintenance Worker	40	DW	Notice of Hire	Kyle Laterell	Yes	Yes
Support Staff	Melissa	Sears	Resignation	Administrative Assistant II	40	CHS	Notice of Resignation			
Support Staff	Pamela	Lash	Resignation	Behavior Interventionist	35	CMS	Notice of Resignation			
Support Staff	Bob	Wheel	Resignation	Van Driver	40	DW	Notice of Resignation			

# COLCHESTER SCHOOL DISTRICT

Board of Education Meeting  
Colchester High School Media Center

Tuesday, June 17, 2025  
7:00 p.m.

## MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, June 17, 2025, in the Colchester High School Media Center. Board members in attendance were Lindsey Cox, Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Jennifer Fath. Administrators in attendance included Superintendent Amy Minor, Chief Financial and Operations Officer George Trieb, Director of Curriculum and Instruction Gwen Carmolli and Director of Student Support Services Carrie Lutz. There were no audience members.

### 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. Approval of General Contractor List Based on Pre-approved Criteria Action

Chief Financial and Operations Officer George Trieb reported that five companies expressed interest in the general contractor contract for the upcoming bond-funded construction project at Porters Point School. He shared that the District conducted thorough reference checks and found all five companies to be large, high-quality, reputable, and financially sound. Each company met the established pre-qualification criteria. With Board approval, these companies will be allowed to submit detailed bids for the project.

*Director Longo moved to approve the list of general contractors identified through the pre-qualification process and allow them to submit bids for the PPS project. The motion passed unanimously.*

### IV. Second and Final Reading of CSD Policy Manual Reorganization Action

In an effort to improve accessibility and usability for all Colchester stakeholders, the District has completed a comprehensive analysis of its policy manual. As a result, a reorganization was proposed, including recategorizing and renumbering many existing policies. Superintendent Amy Minor provided a detailed overview of the current manual structure, the proposed changes, and the rationale behind the reorganization at the first reading. The goal is to create a more streamlined, user-friendly format that enhances transparency and ease of navigation. The Board had no further edits or suggestions.

*Director Kigonya moved to approve the second and final reading of the CSD policy manual reorganization. The motion passed unanimously.*

### V. Approval of Contract Agreement with the Colchester Education Association (CEA) Action

Director Yousey-Hindes provided an overview of the recent contract negotiations with the Colchester Education Association (CEA). The current contract is set to expire on June 30, 2025, and discussions resulted in an agreement for a new two-year contract. He noted that both negotiation teams prioritized

direct, interpersonal communication rather than relying on legal counsel, which was a mutually welcomed approach. Overall, he described the process as collaborative, with a shared goal of crafting a contract that supports the recruitment and retention of educators while remaining mindful of the fiscal impact on taxpayers.

He highlighted key changes and themes in the proposed agreement, including updates to working conditions, the elimination of the cash-in-lieu health insurance benefit, embracing diversity of educators and structures of their families, and salary increases that align with FY'26 budget projections. The proposed salary increases are 5.25% in the first year and 5.15% in the second year. The CEA ratified the agreement on Monday.

Superintendent Amy Minor thanked both the School Board and the CEA for their clear communication and collaborative efforts throughout the process.

***Director Yousey-Hindes moved to approve the contract agreement with the Colchester Education Association as presented. Board Chair Cox abstained due to a conflict of interest. The motion passed 4-0.***

## **VI. Approval of Consent Agenda**

**Action**

The Board reviewed the following consent agenda.

DRAFT



## CONSENT AGENDA

Board Meeting Date: 6/17/25 **REVISED 6/17/25**

*Licensed Employees (Teacher/Administrator)*

[illegible]

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

[illegible]

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

[illegible]

*Director Kigonya moved to approve the consent agenda as presented. The motion passed unanimously.*

**VII. Approval of Meeting Minutes**

**Action**

*Director Yousey-Hindes moved to approve the minutes for the meeting held on June 3, 2025. The motion passed unanimously.*

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

**Information**

- Superintendent Minor thanked the Board for their service during the 2024–25 school year. The Board also reviewed the proposed meeting schedule for the 2025–26 school year. The next scheduled meeting is August 19; however, a July meeting may be necessary if action is required related to the Porters Point School construction project.
- Numerous year-end events took place across the District. Colchester High School's graduation was a success and went smoothly.
- Board Chair Lindsey Cox expressed appreciation to the District's administrators, faculty, and staff for their hard work throughout the year, stating that Colchester is a special and unique place because of the people who serve its students.
- Several legislative updates were shared:
  - **H.454**, the Education Transformation Bill, passed on Monday. While the bill includes several components, many details are still being finalized, with more information expected this fall.
  - **H.209** was passed, authorizing school nurses to administer nasal epinephrine.
  - **H.480**, a miscellaneous education bill, includes provisions related to virtual learning, grant funding, flexible pathways, the search process for the Secretary of Education, and a model policy regarding cell phone use in schools.

**IX. Future Agenda Items**

**Information**

- Facility Renovation/Construction Updates

**X. Executive Session to Discuss the Superintendent's Evaluation**

**Action**

*Director Longo moved to enter executive session at 7:29 p.m. to discuss the superintendent's evaluation. The motion passed unanimously.*

*Director Fath moved to exit executive session at 8:22 p.m. The motion passed unanimously.*

**XI. Adjournment**

*Director Longo moved to adjourn at 8:23 p.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