

Colchester School Board Meeting Agenda & Packet

November 4, 2025



**Colchester School District
Board of Education Meeting**
November 4, 2025 - 7:00 p.m.
Colchester High School Library

Meeting Agenda

- | | |
|---|----------------------|
| I. Call to Order | |
| II. Citizens Participation* | |
| III. Hear School Report: Colchester High School | Informational |
| IV. Hear FY'27 Budget Funding Mechanism and Tax Components | Informational |
| V. Approval of Custodial Van Purchase | Action |
| VI. First Reading of Facility Usage and Rental Policy: H11 | Action |
| VII. First Reading of Naming of Facilities Policy: H12 | Action |
| VIII. First Reading of Special Education Policy: F29 | Action |
| IX. Second and Final Reading of Vocational/Technical Center Programs Policy: F25 | Action |
| X. Second and Final Reading of Annual School Report Policy: G7 | Action |
| XI. Approval of Consent Agenda | Action |
| XII. Approval of Meeting Minutes | Action |
| ○ October 21, 2025 (General) | |
| ○ October 10, 2025 (PPS Groundbreaking Ceremony) | |
| ○ October 30, 2025 (VSBA Conference) | |
| XIII. Board/Administration Communication, Correspondence, Committee Reports | Informational |
| XIV. Future Agenda Items | Informational |
| XV. 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.

Funding Mechanism/Tax Components

Who's Responsible

State Agencies and the Legislature

- Set education tax rates
- Calculate property tax adjustments
- Estimate the fair market value of property

School Boards and Towns

- Prepare school district budgets
- Administer the education property tax

Voters and Taxpayers

- Approve school district budgets
- Pay education taxes

Timeline

- October – District begins budget preparation focused on expenditures
- November – District continues to examine expenditures
- December 1st – Tax Commissioner recommends education tax rates for the next fiscal year
- December – District receives the long term weighted average daily membership calculation and Common Level of Appraisal (CLA)
- December – District continues to work on expenditures/revenue and how it effects the tax calculation
- January – School board approves the budget and it is warned
- February – Communicate the budget and its implications to the community
- March – Budget vote
- May – Final numbers come from the state to reveal true tax impact

Definitions

- Property Dollar Yield – The yield is the per pupil amount that the education fund can support with uniform homestead tax rates of \$1.00 on homestead value
- Income Yield – Figure used to calculation tax caps based on income (approximately 63% of taxpayers are capped)
- Nonresidential Property – Includes all taxable real property that does not qualify as homestead – commercial and industrial property, rental housing, second homes, etc. The nonresidential property tax rate is uniform statewide – it does not vary with per pupil education spending

- Homestead Property – Primary residence and all contiguous land. This is influenced by per pupil spending
- Common Level of Appraisal – The CLA is a measure of how close each town's local appraisals are to the actual fair market value in that town
- Pupil Weighting – Long term weighted average daily membership formerly known as equalized pupils. This is a calculation (not a headcount).
- Average Daily Membership (ADM) – The number of resident students in the district over a twenty-day period measured between September 11th through the 30th. A student is one ADM if publicly funded for the full twenty-day period.
- Education Spending – Total budget less non-tax revenues such as federal and state grants as well as locally generated revenues such as tuition and interest.

The Process

- The AOE reaches out to districts and SU's to provide a rough estimate of what their educational spending increase might be
- The AOE makes certain assumptions and submits them to the tax department
- The tax commissioner releases their letter of recommendation on December 1st
- Budgets are prepared for approval by the voters
- Several tax components move around throughout the process or assumptions are made in lack of data
- Budgets are approved and submitted to the state and the state adjusts their calculations based on what really happened with districts and SU's and what happened at the state level

Colchester Budget Process

- Expenditures – How much do we need to fund education for the upcoming year
- Revenue – What are the various sources of revenue and what is the total needed
- Surplus/Deficit – What was the variance from the prior fiscal year and how does it affect the education funding number
- Education Funding – One of the numbers that truly matters and how it plays into the tax calculation
- What is important – Tax calculation, CLA, Pupil weighting, Income sensitivity



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 Custodial Vehicle
Date: October 30, 2025

The purpose of this memorandum is to receive school board approval for the purchase of a new van for use primarily by the custodial manager. The cost of the vehicle exceeds the \$40K spending threshold and requires approval from the school board.

In the past, the custodial manager utilized one of the maintenance trucks for transportation. We believe the purchase of a van would better suit the needs of this position. The vehicle would still be available to the maintenance group as needed.

The district obtained three bids as shown in the table below.

Company	Cost
Heritage Ford	\$49,298
Nucar	\$49,537
Lamoille Valley	\$52,865

I recommend selecting the dealership with the most competitive price, which is Heritage Ford.

An appropriate motion would be: ***“I move that we accept the bid from Heritage Ford and authorize the Chief Financial and Operations Officer to execute the necessary documents.”***

Amy Minor
Superintendent
of Schools

George Trieb
Chief Financial & Operations
Officer

Carrie Lutz
Director of Student
Support Services

Jean Shea
Director of Instructional
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction



October 02, 2025 6:41 PM

Proposal Prepared For

Colchester School District
richard.johnson@colchestersd.org
(802) 355-9558

Your Deal Breakdown

MSRP / Market Value	\$54,805.00
Savings	-\$2,991.00
Selling Price	\$51,814.00
Rebates	-\$3,000.00
Sales Sub Total	\$48,814.00
State Taxes And Fees	\$0.00
Documentation Fee	\$399.00
DMV Fees	\$85.00
Final Price	\$49,298.00

**2025 Ford TRANST**

42070 • 1FTBR2Y82SKA53052

Trim	T-250 Low Rf 9070 GVWR AWD
Exterior	Oxford White
Interior	Gray
Miles	5

Your Sales Consultant

Jake Dwinell
jdwinell@driveheritageford.com
(802) 865-8101

Guest Signature

Manager Signature

UPON TIER 1+ CREDIT APPROVAL X Includes all discounts, rebates, and incentives



nucar
Automall of St Albans



Date: 10/20/2025
Salesperson: Areg Muradian
Manager: Areg Muradian

Customer

Company: Colchester School District Phone: _____
Address: 59 Rathe Rd Colchester VT 05446 Work: _____
Email: kyle.latterell@colchestersd.org Cell: (802) 735-8798

Vehicle

Stock: _____ New/Used: New
VIN: 1FTBR2Y81SKA43449
Vehicle: 2025 Ford Transit
Type: 250 Van High Roof w/Sliding Pass. 148-in. WB
Mileage: 0 Color: _____

Trade In

Payoff: \$0.00
VIN: _____
Vehicle: _____
Type: _____
Mileage: _____ Color: _____

Cash Option

\$49,537.25

Market Value: \$55,395.00
Discount: \$6,621.75

Selling Price: \$48,773.25
Total Purchase: \$48,773.25
Trade Allowance: (\$0.00)
Trade Difference: \$48,773.25

Doc Fee: \$699.00

Registration: \$15.00
Title Fee: \$42.00
Warranty Fee: \$8.00
Total Price: \$49,537.25
Trade Payoff: \$0.00
Deposit: (\$0.00)
Balance: \$49,537.25

Customer Approval: _____ Management Approval: _____

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic verbal and written communications including but not limited to email, text messaging, SMS, phone calls and direct mail. Terms and conditions subject to credit approval. For information only. This is not an offer or contract for sale.



Date: **09/30/2025 5:17 PM**
 Salesperson: **Byron Moore**
 Manager: **Joe White**

FOR INTERNAL USE ONLY

BUSINESS NAME Colchester School District
CONTACT _____

Home Phone: _____

Address : **COLCHESTER, VT 05446**
CHITTENDEN

Work Phone: **(802) 735-8798**

E-Mail : **kyle.latterell@colchestersd.org**

Cell Phone: _____

VEHICLE

Stock # : _____ New / Used : **New** VIN : **1FTBR2Y82SKA77612** Mileage : **5**

Vehicle : **2025 Ford Transit-250 Cargo**

Color : _____

Type : _____

TRADE IN

Payoff : _____ VIN : _____ Mileage : _____

Vehicle : _____ Color : _____

Type : _____

Selling Price	55,300.00
Discount	1,605.00
Rebate	1,500.00
Adjusted Price	52,195.00

Total Purchase	52,195.00
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Trade Allowance

Trade Difference

Doc Fee	499.00
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Non Tax Fees	171.00
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Trade Payoff

Cash Deposit

Balance

52,865.00

Customer Approval: _____

Management Approval: _____

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

No Taxes

COLCHESTER SCHOOL DISTRICT

POLICY: FACILITY USAGE AND RENTAL

DATE ADOPTED: September 4, 2018

POLICY STATEMENT

The school district believes that school facilities (buildings and grounds) can and should serve as centers for educational, civic, cultural, recreational and other community events provided there is a general understanding throughout the community that:

- School and school-sponsored activities will always be given priority for use of school buildings and grounds;
- School districts cannot subsidize the use of facilities for events and activities not directly related to its primary educational mission;
- Authorization to use school facilities does not imply endorsement or approval of any group or activity;
- The superintendent, or their designee, shall be responsible for maintaining guidelines for the use of the facilities pursuant to this policy.

Based on such understanding, the public use of buildings and grounds by the community is highly encouraged.

I. APPROVED USE OF FACILITIES

Individuals or groups may use the facilities for the following purposes:

- A. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and school district;
- B. Meetings by employee professional organizations comprised of school district employees;
- C. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;
- D. Civic forums and community centers, provided the events are open to the public;
- E. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
- F. Academic tutoring or lessons;
- G. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.

Last Adopted: November 27, 2007
Date Warned: August 17, 2018
First Reading: August 21, 2018
Second Reading: September 4, 2018

Legal Reference: Title 9 § 4501, 4502

II. UNAUTHORIZED USE OF FACILITIES

The superintendent, or their designee, may deny a request for the use of facilities or terminate an individual or group's use for:

- A. Uses that are likely to cause a material and substantial disruption to the schools' operations;
- B. Uses that could affect the safety and well-being of its students and/or staff;
- C. Uses that interfere with school district maintenance and repair of the facilities;
- D. Uses that could damage special equipment in the facilities;
- E. Uses that could reasonably be expected to or do give rise to a riot or public disturbance;
- F. Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- G. Uses prohibited by law.

III. REQUIREMENTS AND PRIORITY OF USE

The superintendent, or their designee, shall set a fee structure, review it annually and administer said fee schedule in a manner that does not discriminate based on viewpoint. The school district reserves the right to require proof of liability insurance. Users shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicly that their events and activities are not sponsored by the school district. Authorization for use of school facilities and grounds shall not be considered as endorsement of or approval of the activity groups or organization nor the purpose they represent.

A. PRIORITY OF USE

1. A school's educational, co-curricular and/or extra-curricular activities targeted to **its own students and staff** shall have **priority** for use of that particular school building, grounds, and other facilities. No facility use or rental fees will be assessed.* (Appendix A)
2. **School-sponsored activities** have **second priority** for use of school facilities and/or grounds. Such activities largely involve occasional scheduled facility use by a parent or support group-each of which provides some type of direct support for students and/or the school's educational mission. No facility use or rental fee will be charged.* (Appendix B)
3. **Colchester Parks and Recreation Department** shall have **third priority** for scheduling purposes for use of school facilities and/or grounds. No facility use or rental fees will be assessed.* (Appendix C)
4. **Youth and Adult Organizations (Not-For-Profit)** which primarily serve the community of Colchester shall have **fourth priority** for scheduling purposes for use of school facilities and/or grounds. Any youth or adult community

program must be comprised primarily of Colchester residents. No facility use or rental fees will be assessed. * (Appendix D)

5. **Other Groups:** With the exception of the groups described above, all **other groups, organizations and individuals** will be charged a facility use fee, as well as any labor costs, both calculated to reflect as accurately as possible the added cost for the district. (Appendix E)

() Unless incremental expenses are incurred as a result of the facility or grounds usage.*

IV. SUPERINTENDENT'S ROLE

The superintendent, or their designee, has the responsibility to:

- A. Approve or deny use of school facilities and grounds;
- B. Charge facilities-use fees, services, penalties and restrictions for such fairly and in strict accordance with the school board-approved guidelines provided in this policy;
- C. Rescind previously approved requests for use of buildings and/or grounds that in their judgment is in the best interests of the school district provided they promptly informs the organizations/individuals of the action.

V. IN-KIND SERVICES

The school board shall authorize the superintendent, or their designee, to determine whether in-kind service will be allowed in lieu of the facility user fee. (Example: Repair to the baseball field, building of dugouts, etc.).

VI. GROUP DETERMINATION

The school board shall authorize the superintendent, or their designee, to determine which priority group an organization falls within. The school district may request membership information, residency status, nation/state/local affiliations, or other information related to their organization's purpose and connection to the community.

VII. GUIDELINES

The following guidelines shall be administered:

- A. Complete a facilities use application through the district website before any and all access to the facilities.
- B. Receive approval/denial of the facility use application through the web-based system. No verbal or hand written approvals constitutes district approval.

- C.** School activities always take precedence over any other use of school facilities. The condition of the facilities and the schedule for maintenance also takes precedence over other uses of the facilities.
- D.** No events will be approved that violate any federal, state or local laws or regulations and licensing requirements.
- E.** Facility use is limited to the function and area described on the facilities use application. Changes in plans or usage will constitute a separate request. There shall be no third-party use of the facilities.
- F.** Payment in advance is expected and due when the event is scheduled. If the activity is cancelled at least forty-eight (48) hours in advance of the scheduled building/facility use, the user will receive a full refund of their payment less any related expenses incurred by the school district. If the activity is cancelled with less than forty-eight (48) hours remaining before the scheduled building/facility use, the user will receive a half refund of their payment less any related expenses incurred by the school district.
- G.** In compliance with school district policies, smoking on school grounds and possession or consumption of alcoholic beverages are strictly prohibited at all times. The renting organization is responsible for complying with this policy.
- H.** Americans with Disabilities Act accommodations, and legal costs associated with non-compliance, will be the responsibility of the using organization or group.
- I.** Decorations must be used in such a manner not destructive to school property. Decorations are subject to the approval of the principal or their designated representative. Approval may be denied based on content as well as structure of the decorations including banners and pennants.
- J.** The use of any materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the district maintenance foreman.
- K.** The user will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees, during the time the building is in use.
- L.** All equipment and facilities to be used must be listed on the application and left in the same condition as found.
- M.** The user shall ensure the number of attendees does not exceed the authorized capacity of the facility.
- N.** Set-up and clean-up may be performed by members of the group using the facility, provided it is approved in advance by the principal or designated representative. Custodial services will be paid by the using group for work not done satisfactorily.

- O.** The user shall ensure that participants' vehicles are parked only in areas designated for parking.
- P.** Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is building service personnel available for supervision.
- Q.** The person in charge as noted on the facilities application shall be present during the scheduled event. The application may be denied if, in the opinion of the principal, there is insufficient supervision, or the event exceeds the capacity of the facility.
- R.** A school custodian will be on duty whenever a facility is being used except as exempted by the principal and so noted on the application. The custodian will provide assistance in handling furniture and equipment and will be responsible for seeing that the facility is left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged to the group or organization at an overtime rate set annually by the business and operations manager.
- S.** Corridors, exits, and stairways must be free of obstructions at all times.
- T.** Facilities will normally be opened ½ hour before the scheduled program time and close ½ hour after the scheduled end of the program unless other arrangements are requested and approved on the application.
- U.** The school district reserves the right to require proof of liability insurance for any organization using the facility. The using organization shall hold the school district harmless with respect to any claim of loss, injury or damage because of negligence of the user or user's employees or agents, including damage to school district property or property for which the school district is liable.
- V.** Any infraction of the above rules, or violations of common behavioral decorum consistent with the approved event, may be grounds for immediate dismissal of the group or organization and for refusing to grant subsequent requests for use of school facilities.
- W.** If security or police coverage is required, the applicant shall make such arrangements at their expense. The applicant shall inform the Colchester Police Department (264-5556), the principal of the building/facility being used, and the maintenance foreman of the details of the security arrangement.

APPENDIX A:

- A classroom, cafeteria, and/or other room by a student club or student organization such as math, drama, student council, etc.
- The gymnasium for interscholastic and intra-mural athletics
- The Performing Arts Center or music room(s) by various student musical ensembles, choral groups, bands, and orchestras
- The cafeteria for student dances
- The cafeteria, library or Performing Arts Center for faculty meetings, plays, school report nights, staff trainings, board meetings, committees, school sponsored public forums
- All homework clubs

APPENDIX B:

- A classroom, cafeteria or library by Parent Teacher Organization (PTO)
- A classroom, cafeteria or library by the CHS Athletic Boosters or Athletic Clubs
- A cafeteria or library by the CMS Parent Forum

APPENDIX C:

- Only Colchester Town Recreation Department sponsored activities and programs

APPENDIX D:

- Use of fields and gymnasiums by Colchester athletic programs (youth Soccer, basketball, lacrosse, baseball)
- Use of art rooms, music rooms or cafeteria by Boy Scout, Girl Scout and 4-H programs
- Use of music rooms by the choral group from Colchester

APPENDIX E:

- Use of fields by area (non-Colchester) athletic programs (baseball, soccer, basketball)
- Use of cafeteria, Performing Arts Center by a for-profit business or group
- Use of classrooms, library, Performing Arts Center by religious affiliated organization

BUILDING AND GROUNDS RATES AND FEES

CLASSIFICATION OF USE:

Group I All student activities, teacher groups, PTO, the Town or any other agency of government or any voluntary non-sectarian and non-political organization directly contributing to education, or fund raising for the Colchester School District and non-fund-raising events of senior citizen groups.

Group II Town non-profit community organizations including political groups comprised primarily of Colchester residents, teaching staff, or residents offering instruction to Colchester residents for a fee.

Group III Out-of-town non-profit organizations.

Group IV Commercial groups, except those hired by the School District.

SCHEDULE OF RATES AND FEES

In addition to the amount charged in accordance with the following rate schedule, groups will be charged expenses incurred by the district for overtime and any other expense caused by the building usage. Note that for any support staff member (custodian, maintenance, cafeteria worker, etc.) to come in on a weekend or holiday requires wages at the overtime rate for a minimum of four (4) hours. Therefore, the minimum weekend/holiday charge is for four (4) hours at the rate of \$25.00 per support staff person, a minimum of \$100.00 per day for any group.

PER HOUR	GROUP I	GROUP II	GROUP III	GROUP IV
Classroom	\$0.00	\$5.00	\$10.00	\$15.00
CHS/CMS/MBS Cafeteria	\$0.00	\$20.00	\$40.00	\$60.00
PPS/UMS/CMS/MBS Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Mini-Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Gym	\$0.00	\$25.00	\$50.00	\$75.00
Performance Art Center w/ Tech	\$0.00	\$100.00	\$150.00	\$200.00
Performance Art Center w/o Tech	\$0.00	\$25.00	\$75.00	\$125.00
Concession Stand	\$0.00	\$10.00	\$20.00	\$40.00
Athletic Field	\$0.00	\$10.00	\$30.00	\$50.00
Computer Devices (per device/per hour)	\$2.50	\$5.00	\$7.50	\$10.00

COLCHESTER SCHOOL DISTRICT

POLICY: FACILITY USAGE AND RENTAL

DATE ADOPTED: DRAFT

POLICY STATEMENT

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- G. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.

Last Reviewed: September 4, 2018
Date Worned: October 31, 2025
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Second Reading:

Legal Reference: Title 9 § 4501, 4502

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- F.** Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- G.** Uses prohibited by law.

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program must be comprised primarily of Colchester residents. No facility use or rental fees will be assessed. * (Appendix D)

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- H.** Americans with Disabilities Act accommodations, and legal costs associated with non-compliance, will be the responsibility of the using organization or group.
- I.** Decorations must be used in such a manner not destructive to school property. Decorations are subject to the approval of the principal or their designated representative. Approval may be denied based on content as well as structure of the decorations including banners and pennants.
- J.** The use of any materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the district maintenance manager.
- K.** The user will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees, during the time the building is in use.
- L.** All equipment and facilities to be used must be listed on the application and left in the same condition as found.
- M.** The user shall ensure the number of attendees does not exceed the authorized capacity of the facility.
- N.** Set-up and clean-up may be performed by members of the group using the facility, provided it is approved in advance by the principal or designated representative. Custodial services will be paid by the using group for work not done satisfactorily.

- O.** The user shall ensure that participants' vehicles are parked only in areas designated for parking.
- P.** Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is district personnel available for supervision.
- Q.** The person in charge as noted on the facilities application shall be present during the scheduled event. The application may be denied if, in the opinion of the principal, there is insufficient supervision, or the event exceeds the capacity of the facility.
- R.** A school custodian will be on duty whenever a facility is being used except as exempted by the superintendent, or their designee, and so noted on the application. The custodian will provide assistance in handling furniture and equipment and will be responsible for seeing that the facility is left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged to the group or organization by the Chief Financial and Operations Officer.
- S.** Corridors, exits, and stairways must be free of obstructions at all times.
- T.** Facilities will normally be opened ½ hour before the schedule program time and close ½ hour after the scheduled end of the program unless other arrangements are requested and approved on the application.
- U.** The school district reserves the right to require proof of liability insurance for any organization using the facility. The using organization shall hold the school district harmless with respect to any claim of loss, injury or damage because of negligence of the user or user's employees or agents, including damage to school district property or property for which the school district is liable.
- V.** Any infraction of the above rules, or violations of common behavioral decorum consistent with the approved event, may be grounds for immediate dismissal of the group or organization and for refusing to grant subsequent requests for use of school facilities.
- W.** If security or police coverage is required, the applicant shall make such arrangements at their expense. The applicant shall inform the Colchester Police Department and the building principal of the building/facility being used. This will be reviewed as part of the facility use request.

APPENDIX A:

- A classroom, cafeteria, and/or other room by a student club or student organization such as math, drama, student council, etc.
- The gymnasium for interscholastic and intra-mural athletics
- The Performing Arts Center or music room(s) by various student musical ensembles, choral groups, bands, and orchestras
- The cafeteria for student dances
- The cafeteria, library or Performing Arts Center for faculty meetings, plays, school report nights, staff trainings, board meetings, committees, school sponsored public forums
- All homework clubs

APPENDIX B:

- A classroom, cafeteria or library by Parent Teacher Organization (PTO)
- A classroom, cafeteria or library by the CHS Athletic Boosters or Athletic Clubs
- A cafeteria or library by the CMS Parent Forum

APPENDIX C:

- Only Colchester Town Recreation Department sponsored activities and programs

APPENDIX D:

- Use of fields and gymnasiums by Colchester athletic programs (youth soccer, basketball, lacrosse, baseball, etc.)
- Use of art rooms, music rooms or cafeteria by Boy Scout, Girl Scout and 4-H programs
- Use of music rooms by the choral group from Colchester

APPENDIX E:

- Use of fields or gyms by area (non-Colchester) athletic programs (baseball, soccer, basketball, etc.)
- Use of cafeteria, Performing Arts Center by a for-profit business or group
- Use of classrooms, library, Performing Arts Center by religious affiliated organization

BUILDING AND GROUNDS RATES AND FEES

CLASSIFICATION OF USE:

Group I All student activities, teacher groups, PTO, the Town or any other agency of government or any voluntary non-sectarian and non-political organization directly contributing to education, or fund raising for the Colchester School District and non-fund-raising events of senior citizen groups.

Group II Town non-profit community organizations including political groups comprised primarily of Colchester residents, teaching staff, or residents offering instruction to Colchester residents for a fee.

Group III Out-of-town non-profit organizations.

Group IV Commercial groups, except those hired by the School District.

SCHEDULE OF RATES AND FEES

In addition to the amount charged in accordance with the following rate schedule, groups will be charged expenses incurred by the district for overtime and any other expense caused by the building usage. Note that for any support staff member (custodian, maintenance, cafeteria worker, etc.) to come in on a weekend or holiday requires wages at the overtime rate for a minimum of four (4) hours. Therefore, the minimum weekend/holiday charge is for four (4) hours at the rate of \$35.00 per support staff person, a minimum of \$140.00 per day for any group.

PER HOUR	GROUP I	GROUP II	GROUP III	GROUP IV
Classroom	\$0.00	\$10.00	\$20.00	\$30.00
CHS/CMS/MBS Cafeteria	\$0.00	\$20.00	\$40.00	\$60.00
PPS/UMS/CMS/MBS Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Mini-Gym	\$0.00	\$20.00	\$40.00	\$60.00
CHS Gym	\$0.00	\$25.00	\$50.00	\$75.00
Performance Art Center w/ Tech	\$0.00	\$100.00	\$150.00	\$200.00
Performance Art Center w/o Tech	\$0.00	\$25.00	\$75.00	\$125.00
Concession Stand	\$0.00	\$10.00	\$20.00	\$40.00
Athletic Field	\$0.00	\$10.00	\$30.00	\$50.00
Computer Devices (per device/per hour)	\$2.50	\$5.00	\$7.50	\$10.00

COLCHESTER SCHOOL DISTRICT

POLICY: NAMING OF FACILITIES

DATE ADOPTED: May 16, 2017

PURPOSE

The Board of Education recognizes that the official name selected for a facility is a vital factor in the public image of the community. The Board is responsible for the naming and renaming of facilities, and portions of facilities, including buildings, grounds, stadiums, athletic fields, annexes, media centers, rooms, etc.

I. GENERAL

To be considered for this honor, the candidate must have made a significant contribution to the Colchester School District over a long period of time and be of high moral character (or have been, if deceased).

The Board shall make the final decision for the naming of all facilities and retains the right to review the decision at any time. Dedication of a particular facility does not guarantee that the dedication, name or memorial will exist in perpetuity.

Additionally, the Board reserves the rights to withdraw the dedication and remove the memorial in the event that information is revealed concerning an individual or organization, or a situation arises which may cause the memorial or dedication to be inappropriate for district buildings or grounds.

II. STANDARDS AND CRITERIA

- A. The names of existing buildings and grounds shall be honored to respect tradition and preserve history.
- B. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in making a dedication or memorial.
- C. Consideration for memorials and dedications will only be given to:
 - 1. Individuals or organizations that have provided significant contributions in whatever form (monetary, time, services, etc.) to the particular School District.
 - 2. State or national figures.
 - 3. Geographical features or locations within the School District.

Last Adopted: November 16, 2004
Date Warned: April 28, 2017
First Reading: May 2, 2017
Second Reading: May 16, 2017

4. Other considerations will also be given at the discretion of the Board.
- D.** Requests for District funding for purposes of dedications and memorials will be considered. However, funding is not guaranteed and may be subject to limitations.
 - E.** Consideration for dedications and memorials will only be given to District owned and controlled buildings and grounds.
 - F.** Consideration will not be given to programs, as their existence is indefinite.
 - G.** Only after careful scrutiny will consideration be given to individual pieces of buildings or grounds that have already been dedicated or commemorated in attempts to preserve the intent and tribute of the original dedication or memorial.
 - H.** The Board recognizes that there are a finite number of buildings and grounds that can be dedicated or utilized for memorials, and will exercise discretion in limiting the use of dedications and memorials to appropriate opportunities.

PROCEDURE

1. Committee for Naming Facilities:

- A. If needed, the Superintendent will appoint a committee composed of a minimum of ten members to be inclusive of staff, citizens, parents and students. The committee will make recommendations for naming or renaming a portion of the facility (including buildings, grounds stadiums, athletic fields, etc.) whenever it is deemed desirable.
- B. The Superintendent or designee shall serve as the non-voting chairperson of the committee.
- C. For a request to be forwarded to the School Board, greater than 80% of the committee must vote for approval.
- D. The committee will render its decision to the School Board within 60 days of receiving the request.
- E. The School Board will consider the committee's recommendation within the next two regularly scheduled School Board meetings. The School Board will act upon the committee's recommendation within 45 days of the meeting.
- F. All costs associated with the naming or renaming of the facility shall be borne by the parties requesting the change and must be approved by the Superintendent.

COLCHESTER SCHOOL DISTRICT

POLICY: NAMING OF FACILITIES

DATE ADOPTED: DRAFT

PURPOSE

The School Board ("Board") recognizes that the official name selected for a facility is a vital factor in the public image of the community. The Board is responsible for the naming and renaming of facilities, and portions of facilities, including buildings, grounds, stadiums, athletic fields, annexes, media centers, rooms, etc.

I. GENERAL

To be considered for this honor, the candidate must have made a significant contribution to the Colchester School District over a long period of time and be of high moral character (or have been, if deceased).

The Board shall make the final decision for the naming of all facilities and retains the right to review the decision at any time. Dedication of a particular facility does not guarantee that the dedication, name or memorial will exist in perpetuity.

Additionally, the Board reserves the rights to withdraw the dedication and remove the memorial in the event that information is revealed concerning an individual or organization, or a situation arises which may cause the memorial or dedication to be inappropriate for district buildings or grounds.

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- A. The names of existing buildings and grounds shall be honored to respect tradition and preserve history.
- B. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in making a dedication or memorial.
- C. Consideration for memorials and dedications will only be given to:
 - 1. Individuals or organizations that have provided significant contributions in whatever form (monetary, time, services, etc.) to the School District.
 - 2. State or national figures.
 - 3. Geographical features or locations within the School District.
 - 4. Other considerations will also be given at the discretion of the Board.

Last Reviewed: May 16, 2017
Date Worned: October 31, 2025
First Reading: November 4, 2025
Second Reading:

- D. Requests for District funding for purposes of dedications and memorials will be considered. However, funding is not guaranteed and may be subject to limitations.
- E. Consideration for dedications and memorials will only be given to District owned and controlled buildings and grounds.
- F. Consideration will not be given to programs, as their existence is indefinite.
- G. Only after careful scrutiny will consideration be given to individual pieces of buildings or grounds that have already been dedicated or commemorated in attempts to preserve the intent and tribute of the original dedication or memorial.
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- B. The Superintendent, or designee, shall serve as the non-voting chairperson of the committee.
- C. A request will be forwarded to the Board if greater than 80% of the committee approves the recommendation.
- D. The committee will render its decision to the Board within 60 days of receiving the request.
- E. The Board will consider the committee's recommendation within the next two regularly scheduled Board meetings. The Board will act upon the committee's recommendation within 45 days of the meeting.
- F. All costs associated with the naming or renaming of the facility shall be borne by the parties requesting the change and must be approved by the Superintendent.

COLCHESTER SCHOOL DISTRICT**POLICY: SPECIAL EDUCATION****DATE ADOPTED:** March 1, 2022**POLICY STATEMENT**

It is the policy of the Colchester School District to meet the needs of students with disabilities, as defined in federal and state law and regulations, and to provide a free and appropriate public education (FAPE) to these students in the least restrictive environment that will allow all students to benefit educationally.

The Agency of Education (AOE), as the State Education Agency (SEA), is responsible for the overall provision of a Free Appropriate Public Education (FAPE) to eligible Vermont students with disabilities and does this through the implementation of the Individuals with Disabilities Education Act (IDEA).

The Colchester School District will use the guidelines developed by the Vermont Agency of Education in its most current edition of the *Vermont Special Education Procedures and Practices Manual (Manual)* regarding special education issues. The Manual is designed to assist Vermont school districts in understanding the provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and meeting its requirements.

The Manual can be found on the Vermont Agency of Education's website.

Date Warned: February 11, 2022
First Reading: February 15, 2022
Second Reading: March 1, 2022

COLCHESTER SCHOOL DISTRICT

POLICY: VOCATIONAL/TECHNICAL CENTER PROGRAMS

DATE ADOPTED: DRAFT

PURPOSE

Colchester School District recognizes its obligation to provide high school students and adults who do not have a high school diploma with a genuine opportunity to participate fully and to benefit from technical education.

POLICY STATEMENT

All Colchester students and adult residents who attend technical education center programs in Burlington or Essex are considered students of Colchester High School. As such, they are subject to the normal registration and attendance policies of the Colchester School District. The Colchester School District shall assume responsibility for the tuition of technical education students only if they are properly enrolled according to the district procedures and practices defined below.

IMPLEMENTATION

1. Any qualified student, including adults without diplomas, who desire to attend an area technical center must first be appropriately registered at Colchester High School.
2. Each student desiring to participate in a technical center program must meet with their CHS guidance counselor to discuss various program options. The goal of this meeting is not only enrollment in a specific technical center program, but also the relationship of any specific program to the student's total high school program.
3. Vocational technical programs are typically designed to be completed in full days for one school year or half days for two years. Requests from students to increase technical center attendance time greater than the typical completion time may be granted by the district given special or extenuating circumstances.
4. Per State Board regulation 2372.14, vocational technical center programs are not available to students below grade ten without prior approval. Also, if space is limited in specific programs, preference will be given to seniors enabling the completion of a program before graduation.
5. Colchester adults without diplomas must follow the same procedures and practices defined for qualified high school students (State Board Regulation 2370.11).

Last Reviewed: May 21, 2019
Date Warned: October 3, 2025
First Reading: October 7, 2025
Second Reading: November 4, 2025

COLCHESTER SCHOOL DISTRICT

POLICY: ANNUAL SCHOOL REPORT

DATE ADOPTED: DRAFT

POLICY STATEMENT

It is the policy of the Colchester School District to develop and use the annual school report to communicate with the public about the effectiveness of educational programs and about how resources are utilized to improve student achievement. The annual report is intended to be an accountability instrument and a communication tool for delivering factual information broadly throughout the community and to initiate formal and informal opportunities for community members to become involved with their local schools.

Last Reviewed: November 19, 2019
Date Warned: October 3, 2025
First Reading: October 7, 2025
Second Reading: November 4, 2025

CONSENT AGENDA										
Board Meeting Date: 11/4/25										
<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	Melissa	Nutting	New Hire	Title I Reading Teacher	1.0	UMS	Request to increase from .8 to 1.0			
<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
<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
Co-Curricular	Nicholas	Corrigan	New Hire	Boys A Basketball Coach	Coach	CMS	Notice of Hire	Bila Bogle		
Co-Curricular	Gregg	Galati	New Hire	Boys B Basketball Coach	Coach	CMS	Notice of Hire			

Colchester School District

Board of Education Meeting
Colchester High School Library

Tuesday, October 21, 2025
7:00 p.m.

Meeting Minutes

The Colchester Board of Education held a regular board meeting on Tuesday, October 21, 2025, in the Colchester High School Library Media Center. Board members in attendance were Lindsey Cox, Ben Yousey-Hindes, Laurie Kigonya, and Jennifer Fath. Administrators and employees in attendance were Superintendent Amy Minor, Chief Financial and Operations Manager George Trieb, Director of Curriculum and Instruction Gwen Carmolli, Director of Student Support Services Carrie Lutz, MBS Principal Jordan Burke, and MBS Preschool Program Coordinator Nancy Smith. There was one audience member present.

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. Citizens Participation*

None.

III. Hear School Report: Malletts Bay School

Informational

Malletts Bay School Principal Jordan Burke provided an overview of the school, including enrollment, attendance, assessment, and discipline data from the 2024-25 school year, as well as current schoolwide goals aligned with their action plan. She noted that the district has formed a K-5 committee to select a new math program, with the goal of rolling it out in the fall of 2026. The new program will better align with secondary schools and offer improved features and accessibility to meet the needs of all students. For literacy, Principal Burke provided examples of how teachers use direct instruction to teach vocabulary and context clues, and have created a school-wide word wall. MBS Preschool Coordinator Nancy Smith provided examples of how the preschool program embedded in MBS is developing literacy skills for the district's youngest learners. She showed a video and handed out examples of different manipulatives used to help students develop their language skills. Principal Burke also shared some of the community connections and events that build school pride and spirit.

IV. Hear Quarterly Financial Report

Informational

Chief Financial and Operations Officer George Trieb gave the first quarterly financial update for the FY'26 year. Revenue and expenditures are tracking mostly as expected, and if the current trend continues, he expects a surplus of \$422,429. Overall, the district's total commitments to date are very much in line with last year's spending.

V. Hear FY'27 Budget Timeline

Informational

Superintendent Amy Minor and Chief Financial and Operations Manager George Tribe gave an overview of the timeline for developing the FY '27 budget. They emphasized that this timeline serves as a blueprint for initial planning. They acknowledged ongoing developments at the state level that could affect local decisions. The board's final decision to warn the budget will occur in January, allowing

sufficient time to prepare, print, and mail informational materials to residents ahead of Town Meeting Day.

VI. Approval of Specialized Transportation Van Purchase

Action

The district has five specialized transportation vehicles that transport students when a general transit option is not suitable for a student's educational goals. One of the vans recently suffered a major transmission failure, and the repair cost exceeds the vehicle's value. The board reviewed quotes from three different dealerships.

Director Yousey-Hindes moved to authorize the business and operations manager to purchase a new van for the district as recommended. The motion passed unanimously.

VII. Approval of Consent Agenda

Action

DRAFT

es										
Board Meeting Date: 10/21/25 - REVISED										
Licensed Employees (Teacher/Administrator)										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Melissa	Conchieri	New Hire	Long-Term Sub: Special Education (10/27/25 - End of School Year)	1.0	MBS	Request to Hire			Yes
Non-Licensed Employees (Support Staff), Board Approval Required										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Melissa	Conchieri	Leave of Absence	Occupational Therapist Assistant	37.5	MBS	Request for LOA (10/27/25 - End of school year)			
Support Staff	Maggie	Yorke	Leave of Absence	Behavior Interventionist	35	UMS	Request for unpaid LOA 1/20/26 - 3/11/26			
Non-Licensed Employees (Support Staff), Informational										
Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Levi	Harris	Resignation	Behavior Interventionist	40.0	CMS	Notice of Resignation			
Support Staff	Samantha	Canuel	New Hire	Admin. Asst. I - SPED	40.0	CHS	Notice of Hire	Krista Knaus	Yes	Yes
Support Staff	LB	Gurung	New Hire	ML Paraeducator	32.5	CMS	Notice of Hire	Olivia Collender	Yes	Yes
Support Staff	Gopal	Rai	New Hire	Custodian	40	DW	Notice of Hire		Yes	Yes
Support Staff	Todd	Bushey	Resignation	Maintenance	40	DW	Notice of Resignation			
Support Staff	Christina	Bleau	Resignation	Food Service	25	CMS	Notice of Resignation			
Support Staff	Katrina	Sanford	Resignation	Paraeducator	32.5	MBS	Notice of Resignation			
Support Staff	Jordon	Corron	New Hire	Custodian	40	DW	Notice of Hire			

The board requested that a personnel-related item on the agenda be discussed in executive session.

VIII. Approval of Meeting Minutes **Action**

Director Kigonya moved to approve the minutes from the meeting held on October 7, 2025. The motion passed unanimously.

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

- PPS Groundbreaking Ceremony on October 22
- Colchester-Milton Rotary Peace Pole Dedication Ceremony at CMS on October 29
- PPS Renovation Update: construction fencing is up, and site work has begun by removing mulch and existing pavement in the construction area.

X. Future Agenda Items **Informational**

- School Reports
- Policy Work
- Facility Renovation Updates
- FY27 Timeline

XI. Added Executive Session to Discuss Personnel Matter **Action**

Director Kigonya moved to enter executive session at 7:56 p.m. to discuss a personnel matter. The motion passed unanimously.

Director Yousey-Hindes moved to exit executive session at 8:18 p.m. The motion passed unanimously.

Director Kigonya moved to approve the first two items on the Consent Agenda that required board action and to table making a motion on the third item pending additional information. The motion passed unanimously.

XII. Adjournment

Director Yousey-Hindes moved to adjourn at 8:20 p.m. The motion passed unanimously.

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk

Colchester School District

Board of Education Gathering
Porters Point School

Wednesday, October 22, 2025
9:30 a.m.

Special Meeting Minutes

Members of the Colchester Board of Education gathered on Wednesday, October 22, 2025, at Porters Point School to take part in a groundbreaking ceremony. In attendance were Board Members Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Jennifer Fath. Also present were various administrators, teachers, support staff, and students, and representatives from PC Construction, Black River Design Architects, and PCI Consulting. Remarks were made by Superintendent Amy Minor, Board Member Ben Yousey-Hindes, PPS Principal Carolyn Millham, and several PPS students. The event concluded at 10:00 a.m.

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk

Colchester School District

Board of Education Gathering
Double Tree Hotel, South Burlington

Thursday, October 30, 2025
12:00 p.m.

Special Meeting Minutes

Members of the Colchester Board of Education gathered on Thursday, October 30, 2025, at the Doubletree Hotel in South Burlington to take part in a luncheon at the Vermont School Boards Association (VSBA) Conference. In attendance were Board Members Lindsey Cox, Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Jennifer Fath. At the luncheon, the Colchester School Board was honored with the VSBA's Board Excellence Award. The VSBA highlighted Colchester's unwavering commitment to student success, collaborative leadership, and exemplary governance practices. The event concluded at 1:00 p.m.

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk