

Colchester School Board Meeting Agenda & Packet

October 6, 2026



**Colchester School District
Board of Education Meeting**
October 6, 2026 - 7:00 p.m.
Colchester High School Library

Meeting Agenda

- | | | | |
|--------------|--|--|----------------------|
| I. | Call to Order | | |
| II. | Citizens Participation* | | |
| III. | Hear Update on Medicaid Billing Change | | Informational |
| IV. | Hear Update on Act 170 | | Informational |
| | <ul style="list-style-type: none">○ Cooperative Educational Service Area (CESA)○ Merger Study Committee | | |
| V. | First Reading of School Board Policies | | Action |
| | <ul style="list-style-type: none">○ F8: Firearms○ F9: Weapons○ H11: Facility Usage and Rental | | |
| VI. | Approval of Consent Agenda | | Action |
| VII. | Approval of Meeting Minutes | | Action |
| | <ul style="list-style-type: none">○ September 15, 2026 | | |
| VIII. | Board/Administration Communication, Correspondence, Committee Reports | | Informational |
| IX. | Future Agenda Items | | Informational |
| X. | Adjournment | | |

***Meeting Participation and Viewing Options**

Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizens' 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.

Cooperative Educational Service Areas: Frequently Asked Questions

Draft: September 3, 2026

Contact: Vermont Agency of Education: AOE.EdInfo@vermont.gov

Purpose

Act 170 of 2026 established seven Cooperative Educational Service Areas (CESAs), comprised of existing Supervisory Unions/Supervisory Districts (SU/SDs) and Career and Technical Education (CTE) centers, that went into effect on July 1, 2026. Formerly known as Boards of Cooperative Education Services (BOCES), CESAs are intended to “provide shared programs and services on a regional and statewide level.”

The following Frequently Asked Questions (FAQs) document is intended to provide working, non-regulatory guidance on CESAs to provide clarification where there are ambiguities in Act 170. The FAQ should be reviewed in the context of the broader education transformation goals to improve educational quality, promote equity of opportunity for our students, and ensure sustainability.

Legal and Organizational Status

1. Act 170 describes a CESA as a “body politic and corporate.” What specific steps, if any, must a newly created CESA take to establish or register itself as a legal entity?
 - a. Act 170 created the CESAs as legal entities. An additional step does not appear to be necessary. Note that BOCES were required to receive AOE approval of their initial bylaws. That role has been repealed by Act 170.
2. Is a CESA considered a municipality, school district, local education agency, or another type of governmental entity for purposes of banking, insurance, contracting, taxation, employment, and other administrative functions?
 - a. A CESA is a governmental entity, like an SU/SD. It is a distinct, new, type of governmental entity so it is not a municipality, a school district, a Local Education Agency (LEA), or an SU/SD.
3. Does a CESA need to obtain a federal Employer Identification Number (EIN)? If so, what entity classification should be used when applying?
 - a. Yes, a CESA will need to obtain an EIN from the IRS and should use the state/local government classification.
4. Is there a State office with which a CESA must register before it can conduct business, enter contracts, receive funds, or employ staff?

- a. No.
- 5. Does the Agency of Education (AOE) or another State entity intend to provide legal guidance on these threshold questions, or is each CESA expected to independently retain legal counsel?
 - a. The AOE cannot and does not provide legal advice to school districts or SU/SDs. As a separate entity, the AOE has its own legal counsel, as do SU/SDs. There will be occasions when CESAs will identify the need to obtain their own legal counsel. We would distinguish the AOE's provision of nonregulatory guidance, like the information contained here, from legal advice. The AOE will continue to provide guidance.

Financial Operations and Startup Funding

- 6. What are the specific steps for establishing the Education Cooperative Fund required by Act 170?
 - a. The account can be established at any bank, in the same manner as SU/SD accounts are established.
- 7. What documentation and authority will the CESA need to open a bank account?
 - a. CESAs should consult with financial institutions directly regarding necessary items and steps to open a bank account. They should be prepared to provide documentation of the CESA's EIN, Articles of Incorporation, and board resolution to conduct business, along with any other documentation requested by the financial institution.
- 8. May one of the member school districts temporarily serve as a fiscal agent for the CESA while its independent financial systems are being established?
 - a. Act 170 does not provide an answer to this question. CESAs may therefore consider establishing a fiscal agent for the purpose of expense and receipt of funds during start-up.
- 9. If a member district provides temporary fiscal, technology, administrative, meeting, legal, or other support to establish the CESA, may that district subsequently be reimbursed by the CESA?
 - a. Yes, though grant guidelines and allowable uses should be understood prior to obligating funds if the intention is to use start-up grant funding for these costs.
- 10. What is the process and timeline for accessing the \$15,000 CESA startup grant?
 - a. Applications will be available in the Grants Management System (GMS) and the timeline is still to be determined with guidance forthcoming. Prior to applying for and receiving funds, CESAs will need to have an active entity registration in sam.gov, a Unique Entity Identifier (UEI) number, and

complete Central Data in GMS including submitting insurance certificates and [GEPA 427 form](#).

11. Does the \$15,000 need to be spent in fiscal year 2027?

- a. No. Act 170 states that unexpended appropriations shall carry forward into the subsequent fiscal year and remain available for use for this purpose.

12. Will the startup grant be advanced to the CESA or provided on a reimbursement basis? If it is reimbursement-based, how is a CESA with no existing funds expected to incur the initial expenses?

- a. Grants will be reimbursement-based to align with Bulletin 3.5. Act 170 does not provide an answer as to how a CESA with no existing funds is expected to incur initial expense. Act 170 does state that financial terms and conditions of membership of the CESA shall be stated in the bylaws, by which CESAs can generate revenue.
- b. One option that CESAs can consider is to establish a Memorandum of Understanding (MOU) with a member SU/SD to be a fiscal agent that can allow the expense of funds (tracked separately in a special fund) in line with the uniform chart of accounts. Once grant funds are available or the fee structure is in place, the CESA can reimburse the SU/SD for expenses incurred to make them whole.

13. What expenses are allowable under the startup grant? For example, may it be used for legal counsel, insurance, administrative support, technology, website development, meeting support, training, and financial setup?

- a. Generally, yes. Allowable expenses will be defined in forthcoming grant guidance.

14. What steps are necessary to obtain the bonding or crime insurance required for the CESA Treasurer? Is there guidance concerning appropriate coverage levels?

- a. CESAs should establish and consult with an insurance provider regarding coverage.

15. May a CESA initially utilize accounting, payroll, procurement, or other business services provided by one of its member districts, with appropriate reimbursement, rather than immediately creating an entirely separate administrative infrastructure?

- a. Yes, and note that the same bidding requirements apply to CESA contracts as apply to school districts, for contracts over \$40,000.

Executive Director

16. Act 170 states that a CESA shall employ an Executive Director. Is there an expected or required date by which the Executive Director must be hired?

- a. No.

17. Each eligible CESA is to receive a one-time \$50,000 grant to support hiring an Executive Director. What is the process and timeline for receiving that funding?
- Applications will be available in GMS and the timeline is still to be determined with guidance forthcoming. Prior to applying for and receiving funds, CESAs will need to have an active entity registration in sam.gov, a UEI number, and complete Central Data in GMS including submitting insurance certificates and GEPA 427 form.
18. What are the allowable uses of the \$50,000? May it be used for salary, benefits, recruitment/search expenses, contracted services, or other costs associated with establishing the position?
- Yes. The grant for up to \$50,000 to hire an executive director may be used for salary, benefits, recruitment expenses, contracted executive director services or other associated costs. Additionally, AOE will permit pre-award expenses as of 9/15/2026. Note that in order to qualify, a CESA must be an established entity in Sam.gov and have completed central data in the GMS.
19. Does the \$50,000 Executive Director grant have to be spent in FY27?
- No. Unexpended funds will be made available for this purpose in subsequent fiscal years.
20. Is the Executive Director expected to be a full-time employee of the CESA, or may CESAs consider part-time, contracted, shared, or other models during the startup period?
- Act 170 does not state whether the Executive Director must be full-time.
21. What employer registrations, retirement system arrangements, health benefit arrangements, workers' compensation coverage, payroll systems, and other requirements must be established before a CESA can employ an Executive Director or other employees?
- Act 170 provides that employees of CESAs shall be participants in Vermont State Teachers' Retirement System when an educator or Vermont Municipal Employees' Retirement System when not an educator. CESAs can find additional information at the [Office of the State Treasurer's Retirement Systems](#).
 - Act 170 also provides that educators and employees shall be provided health care benefits pursuant to Title 16 Chapter 61. CESAs can reach out to the [Vermont Education Health Initiative — VEHI](#) for more information.
 - The [Vermont School Boards Insurance Trust](#) has amended its bylaws to include CESAs as eligible member entities. CESAs can consult with VSBIT directly regarding insurance coverage.

- d. Act 170 also states that CESAs shall use the [Agency of Education's Uniform Chart of Accounts](#) and financial reporting requirements used by SU/SDs as its financial accounting system.

Employees and Shared Services

- 22. Act 170 anticipates that CESAs may employ educators and other personnel. May services also be provided through contracts with member districts or other organizations rather than through direct CESA employment?
 - a. Yes.
- 23. What guidance will be provided regarding the interaction between CESA employment and existing collective bargaining agreements within member districts?
 - a. CESAs should consider obtaining legal advice on these questions. AOE does not advise on collective bargaining issues. Other organizations, like the Vermont School Boards Association (VSBA), may be a resource.
- 24. When a regional service is identified as beneficial — for example, a specialized special education position, technology service, transportation function, or administrative service — what employment and contracting models are permissible?
 - a. The standard employment and contracting models permissible for SU/SDs would extend to CESAs. CESAs are required to follow [16 V.S.A. § 559 – Public Bid Laws](#).
- 25. By what point are CESAs expected to have the capacity to offer all of the service areas identified in Act 170?
 - a. Act 170 does not define this timeline.

Governance, Bylaws, and Administrative Support

- 26. Will the AOE or another State entity develop model CESA bylaws, policies, financial procedures, conflict-of-interest provisions, procurement procedures, or other governance templates?
 - a. The AOE will not be developing bylaws. The Vermont Learning Collaborative (VTLC) has bylaws that were reviewed by the AOE and could serve as a model given that Act 170's CESA provisions were modeled on and influenced by recommendations from VTLC.
 - b. The [Vermont Association of School Business Officials](#) can be used as a resource for model fiscal policies and procedures.
 - c. VSBA may also be a source for other governance-related templates.

27. Will common guidance be provided regarding record retention, public records, meeting minutes, website requirements, annual reporting, and other administrative responsibilities?
- a. If public officials are unfamiliar with these requirements, the following organizations have helpful information: VSBA, Vermont Secretary of State, Vermont League of Cities and Towns.
 - b. The AOE will be providing a non-regulatory set of recommendations for annual reporting to comply with requirements outlined in Act 170.
28. May CESA startup funding be used to compensate individuals or member districts for necessary administrative services such as preparing minutes, posting meeting warnings, maintaining records, managing a website, and providing meeting technology?
- a. Act 170 does not appear to contain any prohibition on these expenses.

Training and Statewide Coordination

29. Does the AOE intend to provide a statewide orientation or implementation training for the seven newly created CESAs?
- a. The AOE intends to coordinate with CESA chairs as they are appointed/elected and then with executive directors as they are hired, similarly to how the AOE interacts with superintendents.
30. We understand that a training opportunity may be developed independently at a cost of approximately \$5,000 per CESA. Is that training being coordinated with or endorsed by the State, and would participation be an allowable startup-grant expense?
- a. This is not endorsed or coordinated by AOE. Such expenses do not appear to be prohibited by Act 170.
31. Could the State coordinate common training and technical assistance so that seven separate CESAs are not independently purchasing the same legal, financial, governance, and organizational guidance?
- a. AOE was not given any resources by Act 170 to develop these resources. If opportunities are identified through existing funding and priorities, we will communicate them.
32. Is there a designated State-level point person or office to whom CESA chairs, treasurers, and executive directors should direct implementation questions?
- a. Any questions can be directed to AOE.EdInfo@vermont.gov. We will route any questions towards the appropriate AOE staff.

Relationship to the Larger Education Transformation

33. CESAs are being launched at the same time that school districts are beginning the merger study process contemplated by Act 170. Are there any requirements for CESAs to immediately begin offering services to members?
- a. Act 170 does not require CESAs to offer services. Act 170 also does not have deadlines for CESA actions after the initial formation deadlines, so there is no requirement to undertake other activities on any particular timeline. However, note that the CESA's board of directors is required to hold at least four meetings per year, and each member of the board is required to provide a report of the CESA's activities at least quarterly to the member's own supervisory union board at a warned SU meeting.
34. What kinds of questions should CESAs be considering in this budget cycle?
- a. CESAs should examine whether any contemplated service delivery will offset local costs as well as the level of investment required for administrative functions of the CESA. CESAs are intended to operate in a manner that is not duplicative of school district and supervisory union costs.
35. Will CESA boundaries change to reflect the outcome of school district mergers?
- a. CESA boundaries may only be changed by the General Assembly, following local SU/SD votes and a vote of the CESA board. However, Act 170 calls for a review of CESA boundaries by the AOE in the form of a legislative report due on December 1, 2028, with recommendations that take into account new union school districts formed or proposed to be formed.

COLCHESTER SCHOOL DISTRICT

POLICY: FIREARMS

DATE ADOPTED: DRAFT

PURPOSE

It is the intent of the Colchester School District to comply with the federal Gun-Free Schools Act of 1994 and state laws, requiring school districts to take appropriate disciplinary action including possible expulsion or long-term suspension of students who bring to school or possess at school a firearm. It is further the intent of the Board to expand the category of prohibited weapons pursuant to state law, and as defined by this policy. Additionally, it is the intent of the Board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Vermont State Board of Education rules.

I. CONDUCT PROHIBITED

It is a violation of this policy for any student at any time to possess or bring a firearm: to school; on school grounds (including parking lots and cars in parking lots); on school buses or other vehicles used to transport students to/from school and school activities; and/or at school functions, whether held on school property or at another school sanctioned site. The School Board shall take appropriate disciplinary action against any student who violates this policy in accordance with the provisions of this policy.

Hunting and trapping are prohibited on all Colchester School District property. The possession or use of firearms, weapons, bows, crossbows, or other hunting or trapping equipment is prohibited, except as specifically authorized by the District in accordance with applicable law.

II. DEFINITIONS

- A.** For the purposes of this policy, the terms “firearm” “school” and “expelled” shall be defined consistent with the definitions required by state and federal law.
- B.** “Firearm” shall mean items and devices defined as “firearms” in 18 U.S.C. §921, including, but not limited to:
 - 1.** Any weapon (including a starter pistol, BB, and pellet gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or other propellant;
 - 2.** The frame or receiver of any weapon described in 1 above; or

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3. Any firearm muffler or firearm silencer.
4. Any destructive device, including explosives, incendiaries, or poison gas, including but not limited to the following:
 - a. A bomb;
 - b. A grenade;
 - c. A rocket having a propellant charge of more than four ounces;
 - d. A missile having an explosive or incendiary charge of more than one-quarter ounce;
 - e. A mine; or
 - f. A device similar to the above-described devices; or
 - g. Any combination of parts designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

III. **IMPLEMENTATION**

A. Confiscation of the Firearm

Administrators or other delegated school officials will exercise judgment and caution, using law enforcement if necessary, to confiscate any article identified as a firearm under this policy. Any such actions should be taken so as to minimize the risk of further endangering self or others.

B. Notification of Law Enforcement

Where a student brings to school or possesses at school a firearm, school officials shall immediately refer the student to a law enforcement agency.

C. Disciplinary Proceedings

1. Any student who brings a firearm to or possesses a firearm at school shall be referred by the Superintendent to the School Board for appropriate disciplinary action including, but not limited to, expulsion or long-term suspension.
2. A hearing conducted by the School Board under this policy shall afford due process as required by law, including but not limited to those outlined by State Board of Education rules, as applicable. An expulsion hearing conducted under this policy shall afford due process as required by law.
3. The Superintendent, with the approval of the School Board following opportunity for a hearing, shall expel from the school for not less than one calendar year any student who possesses at school or brings to school a firearm as defined in Section II above. However, the School Board may modify the expulsion or long-term suspension on a case-by-case basis. Such modifications must be made in writing and may be granted in circumstances such as (but not limited to):

- a. The student is unaware that they have brought a firearm to school.
- b. The student did not intend to use the firearm to threaten or endanger others.
- c. The student does not present an ongoing threat to others and a expulsion would not serve the best interests of the pupil.
- d. The student is disabled and the misconduct is related to the disability.

IV. **REPORTS TO THE SECRETARY OF EDUCATION**

Annually, at a time and on a form determined by the Secretary of Education, the Superintendent shall provide the Secretary with a description of the circumstances surrounding expulsions and long-term suspensions imposed under this section, the number of students who violated this policy and the type of firearm involved.

V. **ALTERNATIVE EDUCATIONAL PLACEMENT**

Nothing in this policy shall prohibit the Board from providing alternative educational placement to a student, at the Board's sole discretion.

VI. **NOTICE TO STUDENTS AND PARENT/GUARDIAN**

The Superintendent or their designee is directed to take reasonable steps to inform students and their parent/guardian of this policy and to post notices of this policy on school property.

VII. **AIDING OTHER STUDENTS**

A student who in any way encourages or helps another student to bring a firearm to school or to possess a firearm at school endangers the safety of others. The District expressly prohibits any such action. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. A student who has been found to have violated this policy by causing, encouraging, aiding, etc. another student to violate this policy shall be dealt with in accordance with the provisions of paragraph III-C above, including being subject to expulsion or a long-term suspension.

Legal Reference(s): 16 V.S.A. § 1166 (State law pursuant to Federal law)

13 V.S.A. §§ 4004, 4016 (Criminal offenses)

20 U.S.C. § 7151 (Gun Free Schools Act)

18 U.S.C. § 921 (Gun Free School Zones Act of 1990)

20 U.S.C. §§ 1400 et seq. (IDEA)

29 U.S.C. § 794 (Section 504, Rehabilitation Act of 1973)

Vt. State Board of Education Manual of Rules & Practices, §§ 4311, 4313

COLCHESTER SCHOOL DISTRICT

POLICY: WEAPONS

DATE ADOPTED: DRAFT

PURPOSE

It is the intent of the Colchester School District to comply with the federal Gun-Free Schools Act of 1994 and state laws, requiring school districts to take appropriate disciplinary action including possible expulsion or long-term suspension of students who bring to school or possess at school a weapon. It is further the intent of the Board to expand the category of prohibited weapons pursuant to state law, and as defined by this policy. Additionally, it is the intent of the Board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Vermont State Board of Education rules.

I. CONDUCT PROHIBITED

It is a violation of this policy for any student at any time to possess or bring a weapon: to school; on school grounds (including parking lots and cars in parking lots); on school buses or other vehicles used to transport students to/from school and school activities; and/or at school functions, whether held on school property or at another school sanctioned site. The School Board shall take appropriate disciplinary action against any student who violates this policy in accordance with the provisions of this policy.

Hunting and trapping are prohibited on all Colchester School District property. The possession or use of firearms, weapons, bows, crossbows, or other hunting or trapping equipment is prohibited, except as specifically authorized by the District in accordance with applicable law.

II. DEFINITIONS

- A.** For the purposes of this policy, the terms “firearm,” “weapon,” “school,” and “expelled” shall be defined consistent with the definitions required by state and federal law.
- B.** “Weapon” shall mean any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. This includes items such as knives, “brass knuckles”, switch blade/butterfly/and other types of knives, chains, clubs, and stars, poison or other toxic materials, etc. as well as items usually designed or used for another purpose, but that are capable of inflicting serious bodily harm, if used in an aggressive, belligerent or threatening manner, such as scissors, compasses, or a two by four.

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- C. “Weapon” shall also mean a hoax device, so designed, assembled, fabricated or manufactured as to convey the physical appearance of a firearm, explosive or incendiary bomb, or of any of the devices that is used for, or is readily capable of, causing death or serious bodily injury.

III. IMPLEMENTATION

A. Confiscation of the Weapon

Administrators or other delegated school officials will exercise judgment and caution, using law enforcement if necessary, to confiscate any article identified as a weapon under this policy. Any such actions should be taken so as to minimize the risk of further endangering self or others.

B. Notification of Law Enforcement

Where a student brings to school or possesses at school a weapon, school officials shall immediately refer the student to a law enforcement agency.

C. Disciplinary Proceedings

1. Any student who brings a weapon to or possesses a weapon at school may be brought by the Superintendent to the School Board for an expulsion hearing. The Superintendent, in consultation with the School Board Chair, will consider the following criteria in making the decision: the age of the student, previous discipline infractions, intent, impact on the school and or other students, awareness level regarding the possession of the weapon, how the weapon was found or reported, threatening behavior, disposition at the time of the incident, administrative teams overall assessment of the situation and the facts at the time.
2. A hearing conducted by the School Board under this policy shall afford due process as required by law, including but not limited to those outlined by State Board of Education rules, as applicable. An expulsion hearing conducted under this policy shall afford due process as required by law.
3. The Superintendent, with the approval of the School Board following opportunity for a hearing, may impose a long-term suspension from the school for the remainder of the school year or up to 90 school days, whichever is longer, any student who possesses at school or brings to school a weapon defined in Section II above. However, the School Board may modify the expulsion or long-term suspension on a case-by-case basis. Such modifications must be made in writing and may be granted in circumstances such as (but not limited to):
 - a. The student is unaware that they have brought a weapon to school.

- b.** The student did not intend to use the weapon to threaten or endanger others.
- c.** The student does not present an ongoing threat to others and a lengthy long-term suspension would not serve the best interests of the pupil.
- d.** The student is disabled and the misconduct is related to the disability.

IV. REPORTS TO THE SECRETARY OF EDUCATION

Annually, at a time and on a form determined by the Secretary of Education, the Superintendent shall provide the Secretary with a description of the circumstances surrounding expulsions and long-term suspensions imposed under this section, the number of students who violated this policy and the type of weapons involved.

V. ALTERNATIVE EDUCATIONAL PLACEMENT

Nothing in this policy shall prohibit the Board from providing alternative educational placement to a student, at the Board's sole discretion.

VI. NOTICE TO STUDENTS AND PARENT/GUARDIAN

The Superintendent or their designee is directed to take reasonable steps to inform students and their parent/guardian of this policy and to post notices of this policy on school property.

VII. AIDING OTHER STUDENTS

A student who in any way encourages or helps another student to bring a weapon to school or to possess a weapon at school endangers the safety of others. The District expressly prohibits any such action. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. A student who has been found to have violated this policy by causing, encouraging, aiding, etc. another student to violate this policy shall be dealt with in accordance with the provisions of paragraph III-C above, including being subject to expulsion or a long-term suspension.

COLCHESTER SCHOOL DISTRICT

POLICY: FACILITY USAGE AND RENTAL

DATE ADOPTED: DRAFT

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.

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Second Reading:

Legal Reference: Title 9 § 4501, 4502

II. PROHIBITED USES AND RESTRICTIONS

The superintendent, or their designee, may deny, revoke, or terminate an individual's or group's use of District facilities or grounds for:

- A.** Uses that are likely to cause a material and substantial disruption to the schools' operations;
- B.** Uses that could adversely affect the safety and well-being of its students, staff or other users of District property;
- C.** Hunting or trapping on District property. Firearms, weapons, bows, crossbows, and other equipment may not be possessed or used on District property for the purpose of hunting or trapping, except as specifically authorized by the District in accordance with applicable law;
- D.** Uses involving the sale, distribution, consumption, promotion, or possession of alcoholic beverages or unlawful drugs;
- E.** Uses prohibited by federal, state, or local law or by District policy;
- F.** Uses that interfere with school district maintenance, construction, repair or other operational needs;
- G.** Uses that could damage District facilities, grounds, equipment or property;
- H.** Uses that could reasonably be expected to result in a riot, public disturbance, or other significant disruption.

III. REQUIREMENTS AND PRIORITY OF USE

The Superintendent, or their designee, shall establish a fee structure, review it annually, and administer the 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 District facilities or grounds.

All users shall clearly state in announcements and other public communications that their events and activities are not sponsored by the School District. Authorization to use District facilities or grounds shall not be construed as District endorsement or approval of the activity, group, organization, or purpose represented.

All use of District facilities and grounds shall be consistent with District emergency response procedures, including the District's Cardiac Emergency Response Plan (CERP). Automated external defibrillators (AEDs) and other emergency equipment shall remain clearly marked, accessible, and unobstructed during approved use of District facilities and grounds. Facility users shall not remove, relocate, tamper with, or obstruct access to AEDs or other emergency equipment and shall comply with applicable District emergency procedures.

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 before any and all access to the facilities.
- B.** Receive approval/denial of the facility use application. 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 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 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 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

CONSENT AGENDA										
Board Meeting Date 10/6/2026										
<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	Carol	McNair	Retirement	Alternative Ed. Teacher	1.0	CMS	Request to end employment- end of 26/27 school year			
<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	Chris	Richard	New Hire	Varsity Baseball Coach	Coach	CHS	Notice of Hire	Thomas Perry		
Support Staff	Lillian	Gonyo	Resignation	Paraeducator	32.5	MBS	Notice of Resignation			
Support Staff	Christina	Bleau	Resignation	Paraeducator	32.5	CMS	Notice of Resignation			
Support Staff	Eric	Green	New Hire	Custodian	40	DW	Notice of Hire			

Colchester School District

Board of Education Meeting
Colchester High School Library

Tuesday, September 15, 2026
7:00 p.m.

Meeting Minutes

The Colchester Board of Education held a regular board meeting on Tuesday, September 15, 2026, in the Colchester High School Library Media Center. Board Directors in attendance were Lindsey Cox, Ben Yousey-Hindes, Laurie Kigonya, and Student Representative Jack LaChance. Board Director Nic Longo attended the meeting virtually. Administrators and employees in attendance were Superintendent Amy Minor, Chief Financial and Operations Officer George Trieb, Director of Curriculum and Instruction Gwen Carmoli, Director of Student Support Services Carrie Lutz, MBS Principal Jordan Burke, PPS Principal Carolyn Millham, and UMS Principal Colleen Birner. 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. Fall Principal Reports: MBS, PPS, UMS

Informational

MBS Principal Jordan Burke, PPS Principal Carolyn Millham, and UMS Principal Colleen Birner each gave a brief presentation on their school's opening, how they're building community, and their professional and academic goals for the year. The board asked some questions about the principal's biggest challenges and ways they are engaging students.

IV. Approval of Merger Study Committee Appointee

Action

Superintendent Amy Minor provided the board with information about the announcement of John Everitt being named the Regional Facilitator for the Champlain Valley North Region Merger Study Committee. Colchester has been placed in this merger study group along with the Grand Isle Supervisory Union and the Milton Town School District. The board had a brief discussion about which board member will serve on the committee.

Director Yousey-Hindes moved that the Board appoint the School Board Chair, Lindsey Cox, to represent Colchester on the Merger Study Committee. The motion passed unanimously.

V. Hear Year End Financial Report

Informational

Chief Financial and Operations Officer George Trieb presented an overview of the total budget, revenue, and expenses for the fiscal year ending in June 2026. The district ended the year with a \$1,577,821 surplus. He shared details about revenue and expenditures and offered a list of accounts with budgeted versus actual spending amounts.

VI. Approval of Consent Agenda

Action

The board reviewed the following items on the consent agenda.

CONSENT AGENDA Revised

Board Meeting Date 9/15/2026

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 provided. The motion passed unanimously.

VII. Approval of Meeting Minutes

Action

Director Yousey-Hindes moved to approve the minutes from September 1, 2026. The motion passed unanimously.

VIII. Board/Administration Communication, Correspondence, Committee Reports

Informational

- An update on the Cooperative Education Service Area (CESA) Board. There is now a CESA button on the CSD Board Meeting web page linking to the meeting announcements, agendas and minutes.
- An update with photos was given for construction projects at PPS and UMS. The oldest wing of PPS began removal on September 14. The waterproofing of the basement walls is taking place and they are adding stone to level out the basement floor at UMS.
- A reminder for the Board Retreat on October 12th.

IX. Future Agenda Items

Informational

- FY'28 Budget Timeline
- Policy and Board Work Plan
- CSD VTCAP Results Presentation
- Principal Reports
- Quarterly Financial Report
- CSD Food Service Report

X. Adjournment

Director Kigonya moved to adjourn at 8:11 p.m. The motion passed unanimously.

Gabrielle Brooks

Recording Secretary

Ben Yousey-Hindes

Board Clerk