

**ORANGE SOUTHWEST UNIFIED UNION SCHOOL DISTRICT
(ORANGE SOUTHWEST SCHOOL DISTRICT)**

SPECIAL BOARD MEETING

Friday, January 12, 2024

5:00 pm (remote only)

Draft Minutes

Agenda

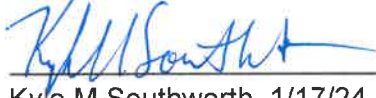
- i. **Call to Order:** *called to order by chair Hannah Arias at 5 p.m.*
- ii. **Ensure a Quorum:** *attending remotely were Hannah Arias, Sarah Haupt, Katja Evans, Anne Kaplan, Chelsea Sprague, Rachel Gaidys with Layne Millington, Heather Lawler and Kyle Southworth*
- iii. **Public Comment:** *no comments*
- iv. **Approve Letter for Annual Report:** *short discussion before Sarah Haupt makes motion to approve letter for the annual report, Anne Kaplan seconds, motion passes unanimously.*
- v. **Approve Annual Warning:** *Board discusses if further review by Robin Pembroke is needed. Katja Evans makes a motion to table the annual warning pending such review and plan a special meeting for the approval of this single item. Anne Kaplan seconds the motion, passes unanimously.*
- vi. **Approve Operational Reserve Fund Request, Taxpayer Subsidy:** *Hannah Arias moves to approve operational reserve fund request, Sarah Haupt seconds. Motion is passed unanimously.*
- vii. **Approve Recommendation from Sabbatical Committee:** *Katja Evans moves to accept the committee's recommendation of Brian Kennedy as he applied for sabbatical leave first. Chelsea Sprague seconds. The motion passes unanimously.*
- viii. **Discuss/Form Screening Committee for Superintendent Search:** *Discussion about the formation of the committee, the narrowness of the time frame and the consideration that all campuses be represented if possible.*
- ix. **Approve Travel/Accommodations Reimbursement for Superintendent Search:** *brief discussion of potential expenses. Anne moves to approve payment for travel and accommodations reimbursement as presented in memo, Sarah Haupt seconds and motion passes unanimously.*
- x. **Approve Board members' Request for VSBA training:** *Discussion of the manner in which the training is delivered and if there is a virtual option. Katja Evans moves to approve payment for up to 2 Board members to attend the training, Sarah Haupt seconds and the motion passes unanimously.*
Katja Evans moves to enter executive session at 5:24 pm to review personnel matter. Sarah Haupt seconds, motion passes unanimously.

xi. Executive Session

Back to public session at 6:13 pm. Members of screening committee are announced to be Emma Janicki, Chris Armstrong, Sean Robinson, Brenda Caswell, Anne Kaplan, Sam Hooper, Katja Evans, Jenny Engel, Julie Hinman, Cara Houston and Bev Taft. Kyle Southworth is charged with sharing contact information with Jackie Wilson to facilitate the setup of the committee.

xii. Adjourn: *Katja Evans moves to adjourn at 6:17 p.m., Anne Kalan seconds, motion passes unanimously.*

Respectfully submitted,



Kyle M Southworth, 1/17/24

To the Randolph, Braintree and Brookfield Community

Greetings. It has been another busy year here at the Orange Southwest School District. We hope you will take a few minutes to read through this year's report to learn more about the good work that is going on in our district and in our five schools.

One of the phrases you may have heard on more than one occasion this past year is 'Ownership Linkage.' It is not a common phrase, but it has guided much of our work during the course of the year. Ownership Linkage essentially involves gathering information from different constituencies (parents, students, staff, community members, business leaders) to better understand what they believe we should be teaching in our schools; how we should approach the various challenges facing our schools; and what our district's "Ends" (student outcomes) ought to be. Guided by the information we gathered last winter and spring through our Ownership Linkage efforts - we created an OSSD "Portrait of a Graduate". It outlines what a student should know and be able to do by the time they are ready to graduate. It is organized under the following seven categories: Problem Solver, Resilient, Skilled, Community Member, Lifelong Learner, Communicator, and Critical Thinker. While Ends tend to be more general goals, the Portrait of a Graduate is a more specific description of the skills and abilities students will demonstrate upon graduation. Given that difference, our goal is to use the Portrait to update our Ends so district leaders have more clarity on the outcomes the community would like for its students to achieve.

One of our highest priorities this year has been to make our meetings more accessible and our decision making more transparent. To accomplish this work, we created four community-facing committees: An Ends Committee, tasked with the update to our Ends as described above; an Ownership Linkage Committee, tasked with fostering and improving communication with our various constituencies (via the Herald, Front Porch Forum, letters to families, etc.); a Superintendent Evaluation Committee, tasked with working with the Vermont School Boards Association to improve an evaluation process; and a Facilities Committee tasked with looking into the costs and possibilities of remodeling or reconstructing buildings that are reaching the end of their useful life.

According to an analysis done by the State of Vermont, the RUHS / RTCC building, which is now nearly 60 years old - is one of the oldest and most in-need-of-updating in the state. Whether this eventually involves extensive remodeling or constructing a new building will depend in large part on the availability of state funding. Unfortunately, the state is not making these types of funds available at the current time. Testing for environmental concerns (e.g. PCBs) will be done this spring. As we consider the various options available to us, we will be seeking input and participation from the greater community.

Our three communities truly represent a diverse cross section of our State, with some students seeking preparation for college; others seeking skills that will lead them to success in the trades; and still others working towards careers in healthcare, digital filmmaking, criminal justice and more. Our focus has been on creating a learning environment that is sensitive to everyone's needs and conducive to helping them achieve their goals. We continue to endeavor to make decisions based on equity, fairness, and best practices.

Our school district has much to offer, and we were pleased this fall to learn that two of our schools - Braintree Elementary and Randolph Union Middle School - received some of the highest marks in the state. According to US News and World Report, Braintree placed fifth overall among all Vermont elementary schools and RUMS was ranked at #20 among Vermont middle schools. While it is no secret that schools across Vermont and the country lost both academic and social ground during the pandemic years, we have made solid progress here not only in regaining much of that lost ground, but in showing significant gains and improvements in both our test scores and other measures that track and monitor learning.

We are profoundly grateful to our administrators, teachers, support staff, coaches, volunteers, and everyone connected with our schools, who go above and beyond the call of duty day after day in their efforts to provide a safe and healthy learning environment. We would especially like to thank Layne Millington, our departing superintendent, for his leadership through the challenges that the district faced over his tenure as superintendent. We appreciate his persistent vision and support for improving student academic outcomes.

Serving on your school board is a privilege and responsibility that each of us takes very seriously, and we will continue to do all we can to live up to the trust you have placed in us to govern and oversee your schools.

Thank you,

WARNING

Orange Southwest Unified Union School District
(Orange Southwest School District)
For Braintree, Brookfield, and Randolph
ANNUAL SCHOOL DISTRICT MEETING
Monday, March 4, 2024

TO THE LEGAL VOTERS OF RANDOLPH, BRAINTREE, and BROOKFIELD:

You are hereby notified that the Annual Meeting of the voters of Randolph, Braintree & Brookfield will be held in the Auditorium at the Randolph Union High School in the Town of Randolph on Monday, March 4, 2024 commencing at 6:00 p.m. Following updated guidance from state agencies and in order to comply with those directives, this meeting will be available remotely. Members of the public wishing to join the meeting remotely, please use the following link:

Meeting ID
meet.google.com/yhw-hpba-say
Phone Numbers
(US)+1 419-945-6075
PIN: 360 692 067#

NOTICE TO VOTERS: ARTICLES I, II, III, IV, V, and VI will be voted on the Floor on Monday, March 4, 2024.

Polls for voting on Articles VII, VIII, IX, X & XI will be open on Town Meeting Day, Tuesday, March 5, 2024 at the following locations and at the following times in each town:

Braintree: Braintree Town Clerk's Office from 9 a.m. to 7 p.m.
Brookfield: Brookfield Elementary School from 9 a.m. to 7 p.m.
Randolph: Randolph Town Hall from 7 a.m. to 7 p.m.

- ARTICLE I: To elect a Moderator for a one year term beginning July 1, 2024.
- ARTICLE II: To elect a Clerk for a one year term beginning July 1, 2024.
- ARTICLE III: To elect a School District Treasurer for a one year term beginning July 1, 2024.
- ARTICLE IV: To fill any vacancies existing or occurring on March 6, 2024.
- ARTICLE V: To hear and act upon recommendations contained in the reports of the officers of the school district.
- ARTICLE VI: To see whether the school district will authorize the School Board to borrow money pending receipt of payments from the member towns, by the issuance of notes or orders payable not later than one year from the date thereof.
- ARTICLE VII: To vote by Australian ballot on the following Orange Southwest School District Officer:
1. - One School Director from the residents of Randolph, VT for a term of three years.
- ARTICLE VIII: To vote by Australian ballot on the following Orange Southwest School District Officer:
1. - One School Director from the residents of Braintree, VT for a term of three years.
- ARTICLE IX: To vote by Australian ballot on the following Orange Southwest School District Officer:
1. - One School Director from the residents of Brookfield, VT for a term of three years.

ARTICLE X:

To vote by Australian ballot on the following monetary item:

1. Shall the voters of the Orange Southwest School District approve the school board to expend \$26,728.789, which is the amount the school board has determined to be necessary for the ensuing fiscal year. It is estimated that this proposed budget, if approved, will result in education spending of \$12,847.18 per equalized pupil. This projected spending per equalized pupil is -9.92% lower than spending for the current year.

ARTICLE XI:

To vote by Australian ballot on the following monetary item:

1. Shall the voters of the Orange Southwest School District approve the transfer of \$1,111,283.00 in surplus funds from the 2022-2023 school year to the Operational Reserve Fund?

DATED at Randolph in the County of Orange and State of Vermont, this 12th day of January 2024.

Hannah Arias, Chair

Sarah Haupt

Chelsea Sprague, Vice-Chair

Rachel Gaidys

Sam Hooper, Clerk

Anne Kaplan

Megan Sault

Katja Evans
OSSD School Board Directors

Received and recorded in the office of the Clerk of the Orange Southwest School District, in Randolph on January 29, 2024 before being posted.

ATTEST: _____
Linda Lubold, Clerk

NOTICE TO VOTERS

Attached is some basic information about the Orange Southwest School District meeting warned. If you have any questions, please contact your Town Clerk.

- Braintree Town Clerk - 728-9787
- Brookfield Town Clerk - 276-3352
- Randolph Town Clerk - 728-5682

Orange Southwest School District

Consent Agenda Form – January 2024

Description of the item requiring Board approval:

1. Operational Reserve Fund Request:
Taxpayer Subsidy

Reason for required approval including applicable policies:

1. Superintendent shall not use any long-term reserves (2.3 Financial Condition and Activities) without Board approval (4.2 Board Job Description)

Evidence demonstrating policy compliance (attach any necessary documents):

1. 2022-23 Operational Reserve is \$683,333

Signed:

Date:
Jan 12, 2024

To: Orange Southwest School Board

From: The District Sabbatical Committee

CC: Layne Millington, Superintendent
Heather Lawler, Assistant Superintendent

Date: January 11, 2024

The district sabbatical committee met in December, including Hannah Arias, board member, Melinda Robinson, administrator, Rebbie Carleton and Collin Chicoine, teachers. The committee determined that the candidate for a sabbatical that would be moved forward to the school board will be Brian Kennedy. This decision was made due to his applying first for this sabbatical.

OSSD Screening Committee Charge

Screening Committee Mission

The OSSD Board charges the Superintendent Candidate Screening Committee with the authority and responsibility to conduct the initial superintendent screening process. This process shall start following the receipt of the Secretary of Education's permission to begin the search process and shall conclude with recommending finalist candidates to the full board. The Screening Committee shall work with the VSBA Consultant, Jackie Wilson, to complete the screening process. The Screening Committee shall strive to present up to three licensable candidates to the full board that meet the search criteria established by the board. The Screening Committee shall provide information on the finalist candidates' experience, specific skills, and related background details to the Board following completion of the initial screening process but shall not rank order the candidate list. The full OSSD Board retains authority to hire the new superintendent.

Committee Membership

The Screening Committee shall be constituted as follows:

- 3 Board Members (1 from each of the member towns)
- 2 Building Administrators
- 2 Central Office Staff
- 2 Teachers
- 1 Support Staff

for a total of 10 members.

The Board will select members of the Screening Committee based on prioritization that includes stakeholder roles, background and experience from the list outlined above.

Committee Process

The Screening Committee is authorized to work with the VSBA consultant to prepare, distribute, and review candidate materials using electronic resources, and to conduct first-round applicant interviews.

Each Screening Committee member will be expected to review all candidates applying for the Superintendent position and assess and rate each applicant. It is important that each Committee member complete their own assessment of each candidate, and that Committee members not discuss the candidates with one another, or others, before a full group discussion to ensure fairness and confidentiality for the candidates.

The Committee members' individual ratings and comments will be put together by the VSBA Consultant, possibly together with other information gathered by the VSBA Consultant, to inform the group's decision of what candidates the Committee will interview as semi-finalists. The Committee will interview semi-finalists and then choose up to 3 finalist candidates to recommend for interviews by the WSESU Board.

Screening Committee members shall agree to keep all applicant information confidential. The Board will publicly announce the list of finalist candidates once references have been completed

following the first round of interviews. The Screening Committee Chair is responsible for communications between the Consultant and the SU Board Chair.

All Screening Committee meetings shall be warned and open to the public. However, the Screening Committee shall review candidate materials and deliberate in executive session, complying with Vermont Open Meeting Law requirements. The Screening Committee shall keep meeting minutes and send a copy to the Board Clerk within five days following each Screening Committee meeting.

Approved by OSSD Board on

TO: Hannah Arias, OSSD Chair
FROM: Jackie Wilson, VSBA Search Consultant
RE: Travel & Lodging Reimbursement
DATE: January 5, 2024

Per the VSBA Superintendent Search Service Agreement, the VSBA does not coordinate reimbursement for mileage, meals, and/or overnight accommodations required to complete this work, instead it is the direct responsibility of the district to provide reimbursement.

I suggest the following:

- OSSD shall reimburse the Consultant for mileage at the current IRS rate (65.5 per mile).
- OSSD shall reimburse the Consultant for lodging and meals if necessary during the interview rounds at a maximum rate of \$200.00 per day.

If you have any questions/concerns please contact me, otherwise I will use the above approach for invoicing.



Kyle Southworth <ksouthworth@orangesouthwest.org>

Re: Policy Governance Training

1 message

Hannah Arias <haarias@orangesouthwest.org>

Thu, Jan 11, 2024 at 12:41 PM

To: Anne Kaplan <akaplan@orangesouthwest.org>

Cc: Kyle Southworth <ksouthworth@orangesouthwest.org>, Layne Millington <lmillington@orangesouthwest.org>, Heather Lawler <hlawler@orangesouthwest.org>

Absolutely. Thank you for the reminder, Anne!

On Thu, Jan 11, 2024, 12:35 PM Anne Kaplan <akaplan@orangesouthwest.org> wrote:

Hi Hannah,

Would you be willing to add to the agenda for this Friday's meeting my request to attend the VSBA's Policy Governance Training that starts Jan 27th and costs \$250. Thanks, Anne

--

Anne Kaplan She/Her
OSSD Board Member
802-355-0955