

**Orange Southwest School District (OSSD)
Wednesday- June 19, 2024
Braintree Elementary School 6:00 p.m.**

Item	Related Board Policy	Presenter	Time Allotted	Action(s)
I 6:00 Opening: Board Attendance: Ensuring a Quorum Meeting Purpose: Ends Report, Review of Ends	GP 4.2 Board Job Description	Arias	5 min	
II 6:05 Board Education and Ownership Linkage Public comment: <i>Board welcomes comment but is not able to take any action. Comments limited to three minutes per speaker</i> Committee Reports: Bus Negotiation Committee (Board discussion, Invite Bus Staff to Comment), Possible Executive Session ENDS Committee (discussion of mission statement proposal, next steps including July retreat scheduling) Ownership Linkage Committee (discussion of any responses to Community Letter, discuss possible student non-voting representation on board) Discuss Update Board Section of OSSD Website Board Review and Adoption of Orientation Document and OSSD Meeting Rules of Procedure	GP 4.2 Board Job Description	Arias & Anderson	6min 10 min 10 min 10 min 5 min 5 min	Listen Only Discuss Discuss & Possible Vote
III 6:51 Monitoring: Organization Introduction of newly hired HR Director Quarterly Facilities Report (enclosed) Administration of Grants Report		Audsley Lawler	5 min 5 min 5 min	Discuss Review
IV 7:06 Monitoring: Board Board Self Evaluation - BMD 3.2, BMD 3.4	GP 4.2 Board Job Description	Arias	5 min	

V	Policy Decisions: District Governance		Lawler	5 min.	Review Note
7:11	Second Review/Approval of EL 2.7 Compensation and Benefits (enclosed)				Review Review
	Second Read of D3 Responsible Computer and Internet Use & AUP				
VI	Advocacy	GP 4.2 Board Job Description	Lawler	10 min	Listen
7:16	Legislative Update				
VII	Consent Agenda	GP 4.2 Board Job Description	Arias	10 min	Discuss Note
7:26	Approve Minutes from regular meeting on 5/8/2024 (enclosed)				
	Approve Minutes from special meeting on 5/21/24 (enclosed)				
	Professional Contracts for 2024-2025 (new hire list enclosed)				
VIII	Closing				
7:36	Approve Facilities Reserve Funds Requests (forms enclosed)				
	Approve Operational Reserve Funds Transfer to Subsidize 2024-2025 Budget (form enclosed)				
	Superintendent's Report (enclosed)	EL 2.8 Communication to Board	Lawler	2 min	Listen
	Director & Principals reports (links sent separately)	GP 4.1 Governance Style	Arias	2 min	Listen
	Financials (enclosed with agenda)			2 min	Review
	Action Items Recap				
IX	Executive Session: Personnel, Real Estate & Student Personnel				
7:44					
	Future Meetings				
	Agenda Planning Meeting: TBD Regular Meeting: TBD				

Welcome to the OSSD School Board!!

Thank you for volunteering your time for this great organization. Your time on the OSSD School Board will be rewarding and educational and sometimes challenging. This packet contains lots of useful information and will help to answer some basic questions. In addition Governance Process Policy 4.2 Board Job Description outlines your responsibilities as a Board member. Of course, if you have further questions please reach out to the Board Chair or any OSSD Board member!

1. Time Commitment:

Monthly Meetings – 2-4 hours/month

Meeting Preparation – 1-2 hours/month to read through policies and agenda items

Committee Meetings – 1-2 hours/month (i.e. negotiations and policy work)

Special Meetings – (not every month but as they come up) 2-3 hours/month

Complaint Hearings - (not every month but as they come up) 2-3 hours/month

2. Board Make-Up and Duties:

The OSSD Board consists of four members from the Town of Randolph, two members from the Town of Brookfield, and two members from the Town of Braintree. Each member serves a 3-year term and can be re-elected each term with no limit.

- a. GP Policy 4.2 Board Job Description provides an outline of a Board member's responsibilities. In addition:
 - 1) Board members can participate on Board committees.
 - 2) Board members should come to Board meetings having read any materials necessary to the Board's work.
- b. GP Policy 4.4 Chair's Role provides an outline of the Chair's responsibilities. In addition to what's outlined, the Chair will:
 - 1) Meet 2 weeks prior to the monthly Board meetings to create the agenda with the Vice Chair and Superintendent and/or Assistant Superintendent. These meetings are on Mondays from 6-7pm.
 - 2) Sign the Accounts Payable (AP) Warrants for the district every 2 weeks.
 - 3) Respond to emailed Public Comments.
 - 4) Attend 8 hours of professional training with the Superintendent.
- c. The Vice Chair attends the above agenda meeting and in the absence of the Chair will serve as the Chair of the Board.
- d. The **OSSD Clerk (Changed for consistency)** takes minutes during any executive sessions of the Board and in the absence of the **OSSD Clerk Designee (Changed for clarification)**, who takes minutes for the OSSD Board meeting.

3. Policy Governance Overview

a. The Trust in Trusteeship

Simply put, a board governs on behalf of persons who aren't seated at the table. The primary relationship the board must establish, maintain, clarify, and protect is its relationship with its owners keeping in contact with them, and hearing their voices.

b. The Board Speaks with One Voice or Not at All

A board is a corporate entity entrusted by its owners with the authority to govern and lead the organization. If the board is to lead, then on each given issue, it must speak with a single voice. The strength of this voice arises from the diversity of viewpoints and intentions its members bring to the board, as well as from the way the board focuses this multiplicity into unity. This one-voice principle doesn't require or imply unanimity. On the contrary, the board must embrace all the diversity it can on behalf of the ownership. Differences among board members are not only respected, but encouraged. Rarely will a vote be unanimous. Those board members who lose a vote, however, must accept that the board has spoken and that its decision is now to be implemented. The board should not present conflicting messages to its ownership or its staff.

c. Board Decisions Are Predominantly Policy Decisions

Policy is defined as the value or perspective that underlies action. Board policies express the board's soul; embody the board's beliefs, commitments, values, and visions; and express its wisdom. The board decides what to have policies about, and to what level of detail it will develop them. Its policies fit into four categories:

- **ENDS** — The board defines which human needs are to be met, for whom, and at what cost. Written with a long-term perspective, these mission-related policies embody the board's vision and the organization's reason for being.
- **EXECUTIVE LIMITATIONS** —The board establishes the boundaries of acceptability within which staff methods and activities can responsibly be left. These policies limit the means by which Ends shall be achieved.
- **BOARD-STAFF LINKAGE** —The board clarifies the manner in which it delegates authority and how it evaluates performance relative to ends and limitations.
- **GOVERNANCE PROCESS** —The board determines its philosophy, its accountability, and the specifics of its own job. Except for what belongs in bylaws, these categories of board policy contain everything the board has to say about values and perspectives that underlie all organizational decisions, activities, practices, budgets, and goals.

d. The Board Formulates Policy by Determining the Broadest Values Before Progressing to More Narrow Ones

Values come in sizes; large values contain ranges within which smaller ones occur, like a nested set. A board establishes control over large issues with broad policies, and subsequently decides how much further to detail them. Then it delegates further definition to someone else, fully empowering them to do so, and accepting any reasonable interpretation of its policies.

e. The Board Defines and Delegates, rather than Reacting and Ratifying

Boards are accustomed to approving plans brought to them by staff. This obstructs staff creativity and agility and weighs down the board with detail. Having board policies in place ahead of time allows board and staff alike to know whether a staff plan is approvable, since all the criteria by which approval is given are clear for everyone to see. The board does need to be assured that staff plans are within the limits of the board policies — and that reassurance is achieved by policy-focused monitoring through periodic reporting by the staff.

f. Ends Determination is the Pivotal Duty of Governance

The justification for any body lies in what difference it can make. The board will become more of a think tank for vision than a reviewer of staff decisions and activities. It will focus on outcomes; focus on the reasons for which the organization exists.

An issue is an Ends issue if—and only if—it directly describes what good, for whom, and at what cost. Ends language is never about what the organization will be doing; it is always about what will be different for those it serves. Distinguishing ends from means will enable the board to free itself from trivia, to delegate clearly and powerfully, and to turn its attention to large issues.

g. The Board Controls Staff Means by Limiting, rather than Prescribing

The organization's conduct, activities, methods, and practices are its "means" rather than its ends. Board means relate to how the board will organize, structure, and conduct itself in order to accomplish its job. Staff means are the various arrangements and actions needed to accomplish the ends or to safeguard the operations that produce them.

The board's role is one of boundary-setting—specifying in writing which staff means would be unacceptable, not approvable, or off limits. By establishing clear boundaries, the board provides an environment which facilitates staff creativity and encourages action. This key method of means constraint enables a board to govern with fewer pages of pronouncements, less dabbling in details of implementation, and greater accountability.

h. The Board Explicitly Designs Its Own Products and Process

The board states what it expects of itself, its code of conduct, the way it will plan and control its agenda, and the nature of its linkage with the ownership. The board commits itself to use internal committees only when they are necessary to help the board get its own job done.

i. The Board Forges a Linkage with Management That is Empowering and Safe

The Board and Administration constitute a leadership team. Clear differentiation in their roles and responsibilities enable them to fulfill and excel in them, mutually support each other, and influence each other toward ever greater integrity and capability for leadership. The board has the right to expect performance, honesty, and straightforwardness from its staff. Boards may be understanding about performance, but should never bend an inch on integrity. In turn, the staff expects the board to be clear about the rules and then play by them, to fulfill its own job, and to speak with one voice.

j. Performance is Monitored Rigorously, but Only Against Policy Criteria

In Policy Governance, monitoring is conducted only against criteria currently stated in ends and limitations policies. When a board adopts the discipline of monitoring only what it has already addressed in policy, it becomes driven to develop all the policies needed. The board will require information that directly addresses existing criteria, and receive relevant monitoring data without having to digest enormous amounts of unnecessary information. (Enumerations a-j taken from VSBA Policy Governance Overview on the VSBA website)

Orange Southwest School District Board Rules of Procedure

A. PURPOSE.

The Orange Southwest School District (OSSD) Board is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the OSSD Board must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

These rules shall apply to all regular, special, and emergency meetings of the OSSD Board.

C. ORGANIZATION.

1. The OSSD Board shall annually elect a chair and a vice-chair. The chair of the OSSD Board or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the OSSD Board shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and Robert's Rules for small boards (P.76 of Essential Work of Boards outlines rules and recommends official adoption of small board rules. Note: these procedures are written in accordance with Robert's Rules for Small Boards.) in making determinations about all questions of order or procedure. In addition, the Chair of the OSSD Board must comply with the OSSD Board's Governance Policy 4.4 Chair's Role.
3. A majority of the members of the OSSD Board (5) shall constitute a quorum. If a quorum of the members of the OSSD Board is not present at a meeting, no meeting shall take place.
4. Motions made by members of the OSSD Board do require a second. The chair of the OSSD Board may make motions and may vote on all questions before the OSSD Board. A motion will only pass if it receives the votes of a majority of the OSSD Board members present at the school board meeting.
5. There is no limit to the number of times a member of the OSSD Board may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
6. Any member of the OSSD Board may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
7. Meetings may be recessed to a time and place certain.
8. These rules may be amended by two thirds/majority (Which one?) vote of the OSSD Board, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the OSSD Board. An OSSD Board member may recommend or request an item for Board discussion by submitting the item to the Chair no later than five (5) days before the agenda is to be warned. (Governance Policy 4.3.3 Agenda Planning)
2. At least 48 hours in advance of a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda will be sent by the OSSD Clerk or their designee to the following locations for posting: the OSSD Central Office, the OSSD Schools and the OSSD Website.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by two-thirds/majority (Which one?) vote of the OSSD Board.

E. MEETINGS.

1. Regular meetings shall take place on the 2nd Wednesday of the month at 6pm at an OSSD school on a rotating basis. See the meeting schedule on the OSSD website. 48 hours prior to the Regular meetings the OSSD Clerk or their designee will send out warnings to the following: the OSSD Schools, the Brookfield, Braintree, and Randolph Town Clerk's Offices, the OSSD Website, The Herald or WCVR, and to OSSD Board members.
2. The OSSD Clerk or their designee will send out warnings for Special meetings to those listed in E1 at least 24 hours in advance.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the OSSD Board.
4. A member of the OSSD Board may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the OSSD Board attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the OSSD Board, or at least one staff or designee of the OSSD Board, shall be physically present at the designated meeting location.

F. PUBLIC PARTICIPATION.

1. All meetings of the OSSD Board are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the OSSD Board, so long as order is maintained according to these rules. (Remove reference to A21 Policy. The content of it has been added to the procedures below. Remove from OSSD website. Not a required policy.)
2. The following persons may address the Board during Public Comment:
 - a. Any district resident
 - b. School staff members, students and parents
 - c. Individuals who have been requested by the superintendent or the board to present a given subject
 - d. Persons who are directly affected by matters on the board agenda
 - e. Others at the discretion of the board
3. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
4. The chair shall rule out of order any comment/presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with the Board procedure for complaints.
5. The chair will ask for comments on agenda items before action is taken by the board. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
6. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed. By two-thirds majority vote, the OSSD Board may increase the time for open public comment and its place on the agenda.
7. Comments by the public or members of the OSSD Board (Remove?) must be addressed to the chair or to the OSSD Board as a whole, and not to any individual member of the OSSD Board or the public.
8. Members of the public must be acknowledged by the chair before speaking and must identify themselves by their first and last name and their town of residence.
9. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
10. Order and decorum shall be observed by all persons present at the meeting. Neither members of the OSSD Board, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any OSSD Board member while speaking. Members

of the OSSD Board and members of the public are prohibited from shouting, using profanity, and repeating comments that have already been expressed.

11. Members of the OSSD Board and members of the public shall obey the orders of the chair or other presiding OSSD Board member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable to remove disorderly person(s) from the meeting.

G. MINUTES (Adapted from Essential Work of School Boards Spring 2022 version)

1. Minutes of Board meetings are a matter of public record and shall include at least:
 - a. All members of the public body present
 - b. All other active participants in the meeting
 - c. All motions, proposals, and resolutions made, offered, and considered.
 - d. The results of any votes, with a record of the individual vote of each member if a roll call is taken.
2. The OSSD Clerk or their designee (Changed for consistency?) is charged with ensuring minutes are taken.
3. Minutes must be made available for inspection by any person upon request after 5 days from the date of any meeting.
4. Meeting minutes must be posted no later than 5 days from the date of the meeting to the website that the district has designated as its official website.

H. COMMITTEES (Adapted from VT School Board Assoc. Open Meeting Law Webinar 5/7/2020)

1. OSSD Board Committees are governed by (Add) and the Vermont Open Meeting Law, 1 V.S.A. §§ 310-314. Thus, all committees must follow the meeting procedures outlined above with the following changes:
 - a. A quorum will consist of a majority of the Committee Members present.
 - b. The Chair of the Committee will run the meeting, be responsible for setting the agenda, and providing the OSSD Clerk or their designee (Changed for consistency?) with the necessary information to warn the meeting.
 - c. A Committee Member will be assigned by the Committee to take minutes and will be responsible for sending the minutes to the OSSD Clerk or their designee (Changed for consistency?) so they may be posted to the district's official website no later than 5 days from the date of the meeting.
 - d. Committees that meet multiple times, will approve their minutes at their next meeting and notify the OSSD Clerk or their designee (Changed for consistency?) that they have been approved and note if any changes need to be made to the minutes.

Email Communications to Board Members From the General Public

1. Treat as Public Comment
 - a. If the person has an operational question, direct them to the appropriate staff member or to the Superintendent/Assistant Superintendent if you are unsure.
 - b. If the person has a complaint, direct them to OSSD Complaint Procedure.
 - c. If it is a general comment, respond by letting them know that the email was received.
 - d. Thank all people for communicating with the OSSD Board.
2. The Board Chair will be responsible for responding to emails to the OSSD Board.
3. When in doubt about what to do with an email, forward it to the OSSD Board Chair and Vice Chair and to the Superintendent and Assistant Superintendent.

In Person Communications to Board Members From the General Public

1. Treat as Public Comment
 - a. If the person has an operational question, direct them to the appropriate staff member or to the Superintendent/Assistant Superintendent if you are unsure.
 - b. If the person has a complaint, direct them to OSSD Complaint Procedure.
 - c. If it is a general comment, listen, and let them know that you will share the comment with the entire OSSD Board at the next meeting.
 - d. Thank all people for communicating with the OSSD Board.
2. When in doubt, let the person know that you are unsure how to respond, but that you will get back to them after connecting with the OSSD Chair, Vice Chair, Superintendent, and/or Assistant Superintendent.

ADOPTED: 10/12/2022

This is not a required Board policy. We can use parts of it to add clarity to our meeting rules of procedure. I have already added the content from this policy to our rules of procedure. This policy should be removed from this section of the Board binder and from the OSSD website

POLICY A21: PARTICIPATION AT BOARD MEETINGS

It is the policy of the board to encourage public participation at its meetings. Public participation is very important to the successful function of the OSSD. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up to date on what is happening in the community's schools.

Implementation: Reasonable rules of participation may be used to ensure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board:

1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items:

1. The chair will ask for comments on agenda items before action is taken by the board. 2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda:

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.

Date Warned: March 9th 2020

Date Adopted: April 13th 2020

Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)

16 V.S.A. §554 (b) (School board meetings)

OSSD Facilities Report June, 2024

Priority Level	Building	Description	Vendor	Estimate	Status	Final Cost	Date Complete Received	Inspection Initials	Notes
Work Orders									
302 new work orders									
1	BRK	Pre-K Shed prep work	W/B Rogers	\$10,500	In-Progress				
1	RUHS	Emergency Lighting	Harmony Electric	\$30,440	In-Progress				
1	RUHS	Transfer Switch replacement	Harmony Electric	\$19,900	On-Order				
1	RUHS	Electrical Transfer Switch failure	Harmony Electric	\$70,000	In-Progress				
1	RTCC	RTCC Green Shed Renovations	Lajeunesse	\$9,696	Complete	\$9,696.00			
1	OSSD	Green Space near OSSD Office	Thad Gilles Services	\$26,468	Complete	\$26,458.00			
1	RTCC	PA system update to include strobes where needed	MinuteMan Security and Life Safety	\$22,710	Complete	\$22,709.97			
1	RTCC	Replace Heat Source Sugar House	TBD	\$30,000	Planned				Making decision on best options.
1	OSSD	Security Equipment (floor locks, go buckets)	TBD	\$80,000	In-Progress				
1	RES	Install New Generator	TBD	\$270,000	In-Progress				Waiver has been approved
1	BRNT	Braintree Trail	Apex Trailworks	\$19,450	Planned				Planned for summer 2024.
1	RES	New Playground equipment	TBD	Getting quotes	Planned				
1	RES	New Bleachers	Robert H Lord Co.	\$75,000	Planned				
1	OSSD	Feasibility study for potential of new school	Lindberg Architect	\$150,000	In-Progress				
1	RUHS	Renovion of space for Tech Dept move	TBD	Getting Quotes	Planned				
1	RUHS	Renovation of Media Center	TBD	Getting Quotes	Planned				
1	RTCC	Renovation of current PBL for RTCC	TBD	Getting Quotes	Planned				
2	RUHS	Renovation of RUHS Auditorium	TBD	Getting Quotes	Awaiting Inspection				
2	OSSD	Restriping of pavement RES/RTCC/RUHS	\$20,000.00	Valley Line	Planned				
3	Fields	Aeration, fertilization and safety renovation		\$30,000	Planned				
1(1)	RES	remodel: ovens, faucets, stove, drains need	TBD	Quotes pending	Planned				
1	BRK	Fire suppression hood in kitchen			Planned				
1	RES	Boiler Chimney Repair	Chimney Savers	\$17,000	Planned				
1	BRT	climbing tree in the Pre-K area			Planned				
2(3)	Braintree	water booster. Remove wood from serving		Quotes Pending	Planned				
2(4)	Brookfield	components. Replace three bay sink.		Quotes Pending	Planned				
1(2)	RUHS	sink, faucets, walls, ceiling, sewing-three-		Quotes Pending	Planned				
3(5)	RUHS	Cafeteria - ceiling, lighting, tables.		Quotes Pending	In-Progress				
3	RTCC	replace ceiling ductwork, update electricity,			In-Progress				Waiting on Schematics/Drawing
1	Raven	Air Filtration or Outdoor Air Exchange System			Planned				
3	Raven	Upstairs Planning: Technology (Raven will Sell).			In-Progress				
1	RUHS	support a dedicated middle school wing.			Planned				Under investigation
2	RUHS	stall Unisex will violate occupancy code			In-Progress				

0 declined

253 completed.

Administration of Grants Report FY 24

Consolidated Federal Programs (AKA Title) - \$677,300

Funded:

- District Math Coach (1)
- Randolph Elementary School Academic Interventionist (2)
- Randolph Elementary STEM Teacher (0.6)
- Brookfield Elementary STEM Teacher (0.2)
- Braintree Elementary STEM Teacher (0.4)
- Homeless Transportation
- STEM Supplies across the district
- 2 Laser Cutters
- 2 Canvas & Poster Printers
- Responsive Classroom Professional Development for all staff on June 18, 2024

Stronger Connections Grant - \$80,000

Funded:

- Significant increase (0.5 FTE) of physical education, health, and wellness programming at the district elementary schools.
- World music performance, Balaklava Blues from Ukraine performed at RUHS on 9/14/2023 to promote cultural awareness
- Provided Dinner (made by RTCC students) for the Brookfield Open house on 9/21 to promote a schoolwide sense of belonging
- World music performance, Bab'l Bluz from Morocco / France performed for OSSD students at Chandler on 10/12 (Check out this short [student made video](#) of the event!) to promote cultural awareness
- World music performance, Sayon Camara, Guinean drummer and storyteller performed at Braintree on 11/01/2023 to promote cultural awareness
- World music performance, Sweden at RES
- World music performance, Inca Son at Brookfield
- World music performance, Villobos Brothers at Randolph Union High School
- District wide distribution of picture book [Keepunuwuk](#) to all elementary classrooms to promote cultural awareness
- Food for several OSSD Community Dinners at RUHS to promote community connection
- Supplies to support RTCC Bonfire event to promote a schoolwide sense of belonging
- SkyLab at RES on 2/28 & 2/29 to promote a schoolwide sense of belonging and inclusion
- Esther Charlestin Diversity and Inclusion Professional Development on 3/4/2024

Act 112 Mental Health Grant - \$141,040

Funded:

- Behavior Intervention staff (1) at Braintree Elementary
- Student behavior consultations with Joelle Van Lent
- Outdoor Learning equipment and supplies for instruction at RU

SHARE Grant - \$250,000

Funded:

- HVAC improvement at Braintree Elementary to install schoolwide heat pumps for heating and cooling.

Worksheet for Board Self-Evaluation of Governance Process Policy

Policy Number 3.4 Monitoring Superintendent Performance

Time period being monitored: FY 23-24

Date Completed: //23

Performance Ratings: always, most of the time, some of the time, never

<p align="center">Policy Wording</p>	<p align="center">Have we acted consistently with this item of the policy</p>	<p align="center">Specific representative examples to support your response</p>
<p>Systematic and rigorous monitoring of superintendent job performance will be solely against the expected superintendent job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations. Accordingly:</p>		
<p>1. Monitoring is simply to determine the degree to which board policies are being met. Information that does not do this will not be considered to be monitoring information.</p>		
<p>2. The Board will acquire monitoring information by one or more of three methods: (a) by internal report, in which the Superintendent discloses measurable interpretations including a</p>		

<p>rationale and compliance information to the board; (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with board policies; or (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.</p>		
<p>3. In every case, the Board will judge (a) the reasonableness of the Superintendent's interpretation and (b) whether data demonstrate accomplishment of the interpretation.</p>		
<p>4. In every case, the standard for compliance shall be any reasonable Superintendent interpretation of the board policy being monitored. The Board is the final arbiter of reasonableness but will always judge with a "reasonable person" test rather than with interpretations favored by board members or by the Board as a whole.</p>		
<p>5. All policies that instruct the Superintendent will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method but will ordinarily depend on a routine schedule.</p>		
<p>6. Superintendent remuneration will be decided by the school board at the</p>		

onset of each contract cycle.		
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Which areas were rated as “some of the time,” “rarely,” or “never?”

Select ONE area of this policy for improvement over the next year.

What actions will we COMMIT to taking in the next year to improve our application of this policy?

Who will be accountable for the leadership to ensure it happens?

WHEN will we reassess our progress?

Worksheet for Board Self-Evaluation of Governance Process Policy

Policy Number 3.2 Accountability of the Superintendent

Time period being monitored: FY 22-23

Date Completed: 5/10/23

Performance Ratings: always, most of the time, some of the time, never

Policy Wording	Have we acted consistently with this item of the policy	Specific representative examples to support your response
<p>The Superintendent is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Superintendent. Accordingly:</p> <ol style="list-style-type: none"> 1. The Board will never give instructions to persons who report directly or indirectly to the Superintendent. 		
<ol style="list-style-type: none"> 2. The Board will not evaluate, either formally or informally, any staff other than the Superintendent. 		
<ol style="list-style-type: none"> 3. The Board will view successful Superintendent performance as demonstrated by accomplishment of board-stated Ends and avoidance of board-proscribed means. 		

Which areas were rated as “some of the time,” “rarely,” or “never?”

Select ONE area of this policy for improvement over the next year.

What actions will we COMMIT to taking in the next year to improve our application of this policy?


Who will be accountable for the leadership to ensure it happens?

WHEN will we reassess our progress?

MONITORING REPORT

POLICY 2.7: COMPENSATION AND BENEFITS

I certify that the information contained in this report is true and that any assertions made are reasonably based on available evidence.



Superintendent

5/8/24

Date

With respect to employment, compensation, and benefits to non-unionized employees, consultants, contract workers, the Superintendent shall not cause or allow jeopardy to financial integrity or to public image.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

- 1. Change the Superintendent's own compensation and benefits;*
- 2. Promise or imply permanent or guaranteed employment;*
- 3. Establish or change compensation and benefits that deviate materially from the geographical or professional market for the skills employed;*
- 4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue; or,*
- 5. Establish or change pension benefits so as to cause unpredictable or inequitable situations.*

Policy Preamble: *With respect to employment, compensation, and benefits to non-unionized employees, consultants, contract workers, the Superintendent shall not cause or allow jeopardy to financial integrity or to public image.*

Interpretation: Since the overall policy wording is a general statement that encapsulates the enumerations, I interpret that the overall policy is in compliance if each of its component provisions are in compliance.

Rationale: For a public institution to operate effectively, it must garner public trust. Fairness and just actions regarding the treatment of employees, especially when it comes to compensation, is a vital component of earning that trust. Salaries and benefits therefore must strike a balance between being competitive to attract talent without being

excessive. New employees sharing similar levels of education and work histories should be compensated equally. Veteran employees exhibiting equivalent efficacy in similar positions should also be compensated equally. Not doing so would harm the image of the organization by shadowing it under a pall of favoritism, cronyism, and capriciousness.

Evidence: Since all provisions are in compliance, I report that the overall policy is therefore in compliance.

Provision # 1: *Change the Superintendent's own compensation and benefits*

Interpretation: The requirements of the provision are explicit and self-evident.

Rationale: Engaging in behaviors that are rampant with self-interest is abhorrent in any organization, but especially so in an organization whose purpose is to serve the greater public good. It is therefore appropriate that the School Board 1) be the agent that sets the superintendent's salary and benefits, and 2) that it does so based upon a review of the salaries and benefits of superintendents across the state to ensure fairness and competitiveness.

Evidence: the superintendent's contract is filed in the central office and can be reviewed by the Board at any time to ensure accuracy. Moreover, payroll data is provided to the Board on a monthly basis (green accounts payable sheets) which show that the actual compensation of the superintendent matches the contract. Finally, a statement from the Business Manager is attached confirming the superintendent has not altered his/her compensation or benefits.

I report compliance.

Provision # 2: *Promise or imply permanent or guaranteed employment*

Interpretation: The superintendent will not engage in negotiations nor sign contracts with employees outside of the CBA which provide for permanent employment.

Rationale: It is best practice not to encumber the financial resources of the district for longer than necessary; however, a balance must be met between protecting the financial integrity of the district given the uncertainty of yearly budgets and providing reasonable and comparable job security to employees. Further, engaging in the practice of contracting for permanent employment complicates and compromises the district's ability to remove poor performers, a necessary element in maintaining the overall performance of the organization.

Evidence: None of the OSSD's non-unionized employee contracts imply or guarantee permanent employment. A statement from the Business Manager is attached confirming that the superintendent has neither negotiated nor executed any permanent employment contracts.

I report compliance.

Provision # 3: *Establish or change compensation and benefits that deviate materially from the geographical or professional market for the skills employed*

Interpretation: The superintendent will use statewide compensation data (when available) to negotiate and establish salaries and benefits for all non-unionized employees. When this data is not available, the superintendent will use the salary and benefits of comparable district positions as a basis for determining overall compensation.

Rationale: Creating an environment that attracts highly qualified employees and contracted service providers while maintaining fiscal responsibility requires competitive remuneration for employees that is not excessive given local markets. Further, using normative data, where applicable and available, puts the district in a better position to publicly defend its employment practices which not only enhances public trust, but also preserves the district's public image.

Evidence: All non-unionized employment contracts are in the comparable range when education, work history and efficacy are considered. The business manager reviews and signs all new hire paperwork; her signature indicates that a contract meets the interpretation of this provision and that the district has the funds available to support the position. The business manager has provided a signed affirmation that this provision is in compliance and a spreadsheet has been included showing the benefits and salaries of non-unionized personnel in other district that is used to determine pay and benefits for equivalent positions in the OSSD.

I report compliance.

Provision # 4: *Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue*

Interpretation: The superintendent shall not commit the district to non-union employment or consultant contracts whose terms extend beyond one year without Board approval unless it is to provide reasonable, comparable job security for employees (see provision 2 rationale). When negotiating non-union contracts, the superintendent shall not commit the district to financial obligations that exceed what is reasonably projected to be provided by revenue streams.

Rationale: Since the lion's share of the district budget is expended on employee compensation and benefits, it is essential to maintain a high level of control over employment and consultant contracts as a small mistake in these areas may have a dramatic impact on the budget as a whole. Further, limiting these contracts to a year or less when appropriate ensures that if the services provided are deficient, their impact will be limited in time.

Evidence: No non-unionized employee has a contract whose term is longer than one year except for the Student Assistance Program Counselor (SAPC). The contract for this position was created in line with provision two of this document – it was required to ensure reasonable and equitable job security. All employment contracts are available for board review and can be accessed through central office. Audit reports annually confirm that employment contracts fall within budgeted expenditures and are covered by projected revenues. A statement from the Business Manager is enclosed confirming no inappropriate financial/employment obligations have been made by the superintendent.

I report compliance.

Provision # 5: *Establish or change pension benefits so as to cause unpredictable or inequitable situations.*

Interpretation: The superintendent shall not establish or change pension benefits unless those changes are equitable across an employee category; nor shall they be changed without prior notification to the Board.

Rationale: The establishment or change of pension benefits may be required to ensure compliance with provision three of this policy – the superintendent will use statewide compensation data (when available) to negotiate and establish salaries and benefits for all non-unionized employees. That said, such changes shall fall within the range of comparable benefits provided to equivalent staff in other districts.

Evidence: All employment contracts are available for board review and can be accessed through central office. A statement is attached from the Business Manager confirming all pension benefits are within what is comparable for our geographic region and professional market; further, that the superintendent has made no adjustments to pension benefits this monitoring cycle.

I report compliance.

POLICY 2.7: COMPENSATION AND BENEFITS

Provision #1: I confirm that the superintendent has not changed his own compensation or benefits.

Provision #2: I confirm that the superintendent has not promised or implied permanent or guaranteed employment.

Provision #3: I confirm that the superintendent has not established or changed compensation and benefits that deviate materially from the geographical or professional market for the skills employed.

Provision #4: I confirm that no inappropriate financial/employment obligations have been made by the superintendent.

Provision #5: I confirm that all pension benefits are within Board approved limits.



**Robin Pembroke
Business Manager**



Date

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

I. Statement of Policy

The Orange Southwest School District recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and employees communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between employees and students. However, the Orange Southwest School District recognizes employees and students can be vulnerable in electronic communications.

In accordance with Act 5 of 2018 this model policy is adopted to provide guidance and direction to Orange Southwest School District employees to prevent improper electronic communications between employees and students.

II. Definitions. For purposes of this policy, the following definitions apply:

A. **Electronic communication.** Electronic communication is any computer-mediated communication in which individuals exchange messages with others, either individually or in groups. Examples of electronic communication include, but are not limited to, email, text messages, instant messaging, voicemail, and image sharing and communications made by means of an internet site, including social media and social networking websites.

B. **Social media.** Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, websites and internet forums. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, and Google+.

C. **Employee.** Employee includes any person employed directly by or retained through a contract of employment the district, an agent of the school, a school board member, and including supervisory union employees.

D. **Student.** Student means any person who attends school in any of the grades Prekindergarten through 12 operated by the district.

III. Policy on Electronic Communication Between Students and Employees

All communication between employees and students shall be professional and appropriate. The use of electronic communication that is inappropriate in content is prohibited.

A. **Inappropriate content of an electronic communication.** Inappropriate content of an electronic communication between an Employee and a Student includes, but is not limited to:

1. Communications of a sexual nature, sexual oriented humor or language, sexual advances, or content with a sexual overtone;

2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the employees' or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or demeaning;
6. Communications requesting or trying to establish a personal relationship with a student beyond the employees' professional responsibilities;
7. Communications related to personal or confidential information regarding employee or student that isn't academically focused; and
8. Communications between an employee and a student between the hours of 10 p.m. and 6 a.m. An Employee may, however, make public posts to a social network site, blog or similar application at any time.

B. Procedures. The superintendent shall develop procedures for both the receipt and handling of reports filed under this policy (see IV.A. and B. below).

IV. Enforcement Responsibilities

A. Student communications violation of this policy. In the event a student sends an electronic communication, that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to an employee, the employee shall submit a written report of the inappropriate communication ("Report") to the principal or designee by the end of the next school day following actual receipt by the Employee of such communication. The principal or designee will take appropriate action to have the student discontinue such improper electronic communications.

While the school district will seek to use such improper electronic communications by a student as a teaching and learning opportunity, student communications violation of this policy may subject a student to discipline. Any discipline imposed shall take into account the relevant surrounding facts and circumstances.

B. Employee communications violation of this policy. In the event an employee sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to a student, the student shall or the student's parent or guardian may submit a written report of the inappropriate communication ("Report") to the principal and/or the person designated by the principal to receive complaints under this policy promptly. The report shall specify what type of inappropriate communication was sent by the employee with a copy of the communication, if possible.

Inappropriate electronic communications by an employee may result in appropriate disciplinary action.

C. Applicability. The provisions of this policy shall be applicable at all times while the employee is employed by the district and at all times the student is enrolled in the school district, including holiday and summer breaks. An employee is not subject to these provisions to the extent the employee has a family relationship with a student (i.e. parent/child, nieces, nephews, grandchildren, etc.).

D. Other district policies. Improper electronic communications that may also constitute violations of other policies of the district, i.e. unwelcome sexual conduct may also constitute a violation of the school's separate policy on the Prevention of Harassment, Hazing and Bullying of Students. Complaints regarding

such behavior should be directed as set forth in the school's Procedures on the Prevention of Harassment, Hazing and Bullying of Students.

V. Reporting to Other Agencies

A. Reports to the Department of Children and Families [DCF]. When behaviors violative of this policy include allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., must report the allegations to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

B. Reports to Vermont Agency of Education [AOE]. Accordingly, if behaviors violative of this policy in a public school involve conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the superintendent and the superintendent shall report the alleged conduct to the AOE.

C. Reporting Incidents to the Police. Nothing in this policy shall preclude persons from reporting to law enforcement any incidents and/or conduct that may be a criminal act.

D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this or any other policy, such as the Policy on the Prevention of Harassment, Hazing and Bullying, to pursue and complete an investigation upon receipt of notice of conduct which may constitute a policy violation.

ACCEPTABLE USE POLICY FOR DIGITAL INFORMATION, COMMUNICATION, AND TECHNOLOGY RESOURCES

1. PURPOSE

The purpose of this policy is to set forth requirements, prohibitions, and guidelines related to acceptable and safe use of Orange Southwest School District's technology and internet access, including but not limited to electronic communications. Orange Southwest School District personnel are to use district information technology as authorized in the course of their job responsibilities at the district. Inappropriate use, and disregard for this policy, expose the district to risks, including compromise of network systems and services; possible damage to the network; and legal issues. Failure to adhere to this policy may result in legal and/or disciplinary action.

2. GENERAL STATEMENT OF POLICY

- A. Orange Southwest School District provides students and employees with access to district technology, including internet access, to further advance educational and professional goals consistent with the policies and mission of the district. District personnel are to use Orange Southwest School District information technology as authorized in the course of their job responsibilities at the district.
- B. To access the network/internet through the Orange Southwest School District's computers/network, employees, contractors, consultants, temporary employees, authorized guests, students (and parents, if students are minors), and other workers must sign and return the appropriate form(s) to the technology director. The signed agreement is to be archived at the user's local site and filed with Human Resources and with the district IT Department.
- C. Use of Orange Southwest School District technology and internet resources must support the curriculum and enhance student learning opportunities, support accurate and appropriate communication of district information, or increase efficiency and effectiveness of district work.
- D. All electronic communication that is sent or received via Orange Southwest School District's technology and network is considered the property of the district and could be subject to a public record's request.
- E. Orange Southwest School District monitors all online activities and employs measures that protect against access to unacceptable material through district technology, including computers and internet access.
- F. All Orange Southwest School District personnel shall be made aware of these guidelines upon employment, and annually thereafter.

- G. Use of the Orange Southwest School District Wi-Fi service is entirely at your own risk, and Orange Southwest School District is not liable for any loss of any kind.
- H. By signing an acknowledgement certifying that you have read and understand the provisions of this policy, you agree to hold Orange Southwest School District harmless for any damages that may result from access to the Internet or inappropriate usage.

3. SCOPE

This policy applies to all Orange Southwest School District information systems, including those managed for Orange Southwest School District customers; and to students, employees, contractors, consultants, temporary employees, authorized guests, and other workers at Orange Southwest School District, including all personnel affiliated with third parties.

4. ACCEPTABLE USE

- A. Orange Southwest School District faculty will provide guidance and instruction to students in the use of the internet and other electronic resources for educational and informational purposes that enhance student learning. These purposes include research, instruction, collaboration, and educational and other projects in support of the curriculum.
- B. Orange Southwest School District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- C. Orange Southwest School District faculty will use the internet and other electronic resources for professional development, instruction, collaborative educational projects, and dissemination of district information.
- D. Orange Southwest School District employees may employ district technology for incidental personal use. Employees should note, however, that all technology and internet access are assets of the district.
- E. The users at Orange Southwest School District are solely responsible for the usage and activity of their assigned user credentials (account ID and password) for any and all systems for which they are provided by the district. It is expected that users at Orange Southwest School District will only access educational records in which they have a legitimate educational interest.
- F. Orange Southwest School District reserves the right to revise these policies and procedures at any time to ensure the operability and safety of the network and its

users. The district also reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

G. Orange Southwest School District assumes no responsibility for costs associated with loss of or damage to devices not owned by the district.

H. Orange Southwest School District users should be aware that the data they create on the network remain the property of the district. Users should have no expectations of expressed or implied privacy.

I. Orange Southwest School District users are obligated to report any suspected data breaches or system vulnerabilities.

5. PROHIBITED USE

Prohibited Use: General

Orange Southwest School District students and employees may not use district technology and internet resources while on or off district property for any of the following purposes:

1. access, disclosure, use, and dissemination of personal unauthorized personally identifiable information of students;
2. Use, copy, or otherwise access anyone else's files without authorization.
3. Personal gain or profit;
4. Use of Orange Southwest School District's information technology infrastructure for activities that contravene the law, any existing School District policies, or regulations;
5. Damage files, equipment, software, or data belonging to others;
6. Compromise the privacy or personal data of any member of the Orange Southwest School District;
7. Damage the integrity of a computer system, or the data or programs stores on a computer system;
8. Disrupt the intended use of system or network resources;
9. Facilitate unauthorized access attempts on other computer systems;
10. Uploading, downloading, modification, or removal of files on the network for which such action is not authorized;
11. Unauthorized downloading of anything that requires a fee for any service or program. Persons doing so are liable for any and all charges;
12. Use the computer to annoy or harass others;
13. Perform personal tasks on your school-issued computer or other devices located on school grounds (including, but not limited to cell phones, tablets,

laptops, and personal computers) during the school day hours (except break times) which may include mandatory meeting times before or after the school day;

14. Have or use any virtual assistant technology (such as Alexa, Siri, and Google Assistant) in Orange Southwest School District's Schools or programs;
15. Access, review, uploading, downloading, creating, storing, printing, posting, receiving, transmitting, or distributing any visual depictions or materials that are obscene or sexually explicit, or constitute child pornography or are harmful to minors;
16. accessing, reviewing, uploading downloading, creating, storing, printing, posting, receiving, transmitting, or distributing materials that use language or images that advocate violence or discrimination toward other people that may constitute harassment or discrimination;
17. Unauthorized access (hacking); violation of copyright-protected material, trademark, or other laws protecting intellectual property; or other activities online that violate state or federal law;
18. The deliberate introduction of malicious programs, applications, files, or unknown sources into any Orange Southwest School District computers, networks, or servers (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.);
19. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Orange Southwest School District;
20. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Orange Southwest School District or the end user does not have an active license;
21. Accessing data, a server, or an account for any purpose other than conducting Orange Southwest School District business, even if the user has authorized access;
22. Revealing of user account passwords, or allowing unauthorized individuals to use the account of an authorized user (this includes family and other household members when work is being done at home);
23. Using a Orange Southwest School District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction;

24. making fraudulent offers of products, items, or services originating from any Orange Southwest School District account;
25. effecting security breaches or disruptions of network communication or failure to notify the District of the same;^[1]
26. executing any form of network monitoring that will intercept data not intended for the employee's host, unless part of the employee's normal job/duty;
27. circumventing user authentication or security of any host, network, or account;
28. introducing honeypots, honeynets, or similar technology on the Orange Southwest School District network;
29. interfering with or denying service to any user other than the employee's host (for example, denial of service attack);
30. using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the internet/intranet/extranet;
31. providing information about, or lists of, Orange Southwest School District employees to parties outside Orange Southwest School District;
32. Infringement of copyright or proprietary rights;
33. Unauthorized alteration of software or hardware configurations;
34. No software or hardware shall be installed and/or connected to any device owned by Orange Southwest School District without the prior authorization of the District's Technology Department.
35. No Orange South West School District employee or student shall install or connect any personal hardware, software, or other device (including, but not limited to, cell phones, tablets, routers, wi-fi extenders/mesh devices, and video game consoles); and
36. No modifications shall be made to any school devices. This includes software/hardware installations, changes to device settings, and/or alterations to the physical device such as etching, with any instrument, marks into devices, drawing/writing on such devices, placing stickers/decals on devices, or any other method of defacement.

Prohibited Use: Email and Communication Activities

When using district resources to access and use the internet, users must realize that they represent the district. Whenever employees state an affiliation to the district and are also expressing an opinion, they must clearly indicate that "the opinions expressed are my own, and not necessarily those of the district."

Orange Southwest School District students and employees may not use district technology and internet resources while on or off district property for any of the following purposes:

1. any form of harassment via electronic communication, whether through language, frequency, or size of messages;
2. unauthorized use, or forging, of email header information;
3. solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies;
4. use of unsolicited email originating from within Orange Southwest School District's networks or other internet/intranet/extranet service providers on behalf of, or to advertise, any service hosted by Orange Southwest School District or connected via Orange Southwest School District's network; or
5. posting the same or similar non-business related messages to large numbers of forums, chat groups, or other, similar communication forums.

6. DEFINITIONS

Hacking: Use of a computer to gain unauthorized access to data in a system with the intent to harm the information system or steal the data.

Information technology: Computer systems, software, hardware, and networks used for the processing and distribution of data; "information technology" also refers to anything related to computing technology, such as networking, hardware, software, the internet, or the people that work with these technologies.

Internet access: Activities through which individuals and organizations connect to the internet using computer terminals, computers, and mobile devices, sometimes via computer networks; once connected to the internet, users can access internet services, such as email and the World Wide Web.

Electronic communication or e-communication: The transfer of writing, signals, data, sounds, images, signs, or intelligence via an electronic device; some examples of e-communication are email, text messages, social media messaging, and image sharing.

7. INDEMNITY

By signing an acknowledgement certifying that you have read and understand the provisions of this policy, you agree to indemnify and hold harmless Orange Southwest School District, its officers, directors, employees, agents and affiliates from any claim, liability, loss, damage, cost, or expense arising out of or related to your use of the

District's internet and/or information technology services, or any breach of this agreement. This section will not be construed to limit or exclude any other claims or remedies that Orange Southwest School District may assert under this Agreement or by law.

8. POLICY COMPLIANCE

Orange Southwest School District employees, contractors, students, and affiliates who use district technology or internet resources in violation of this policy are subject to discipline, up to and including termination of employment, or other legal action. Also, district employees, contractors, and students are required to report any suspicions of misuse of District data and technology resources and unauthorized access to information technology to the Orange Southwest School District Technology Director.

The superintendent, or designee, is responsible for determining what unauthorized or inappropriate use is. The superintendent may deny, revoke, or suspend access to the network/internet to individuals who violate the Orange Southwest School District's Acceptable Use Policy and related procedures, and take such other disciplinary action as is appropriate.

Effective Date:

Signature

[1] Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient, or logging into a server or account that the employee is not expressly authorized to access, unless within the scope of regular duties. Disruptions include, but are not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

SUPERINTENDENT'S REPORT

June 17, 2024

Prepared by Heather Lawler

OSSD Updates

Randolph Union High School

56 High School graduates - Class of 2024 celebrated Graduation on Friday June 14
342 students (includes students who attend RTCC)

Randolph Technical Career Center (RTCC)

116 program completers celebrated Recognition Night on Thursday, June 13

Agriculture - 14

Auto - 11

Construction - 7

Criminal Justice - 11

Culinary - 5

Dental - 5

Diesel - 12

Education - 4

Electrical - 10

Health Careers - 6

Manufacturing - 10

Pretech - 7

Video and Film - 14

2024-2025 = 124 students currently accepted and applications are still being received and reviewed - open enrollment.

Braintree Elementary School

96 students

6th Grade Culminations = 18 students

Brookfield

78 students

6th Grade Culminations = 4 students

RES

300 students

6th Grade Culminations = 38 students

OSSD Summer Program 2024

Summer Programming will run 7/8-8/2 from 7:45am-12:00pm at Braintree Elementary for grades K-6. We are looking for teachers to plan and run programming, as well as support staff and camp counselors to provide student support and to assist teachers. 80 Students from grades PreK-6 from comprised of students from all three elementary schools.

Legislative Updates - Open Meeting Law and Yield Bill

Open Meeting Law Changes Affect School Board and School Board Committee Meetings

The COVID-era temporary alternative procedures for annual municipal meetings and electronic meetings of public bodies are set to expire on June 30. These temporary procedures allowed school boards to meet remotely without the need to designate and staff a physical location for public participation. If the legislature had done nothing this session, Vermont's Open Meeting Law would have returned to the pre-Covid requirements. Legislators wanted to take this opportunity to modernize Vermont's Open Meeting Law in an effort to make meetings of public bodies in Vermont more accessible and inclusive.

When the session started, the Senate was entertaining a bill that would have required all meetings of all public bodies to be held in a hybrid fashion. After a lot of testimony opposing that mandate, the Senate scaled back, and, ultimately, only public bodies of the State are subject to the hybrid meeting requirement. School boards are not subject to the hybrid meeting requirement. The House then tried to make the law easier to follow and created different categories of public bodies and subcommittees, which may cause confusion. We now have several categories of public bodies and all are subject to different meeting requirements. We hope that the following summary helps to clarify the requirements.

Section 2 - Adds three new definitions:

Advisory body: Public bodies without control over legislative, quasi-judicial, tax, or budgetary matters (e.g., school board subcommittees).

Hybrid meeting: Meetings with both a physical location and an electronic platform.

Undue hardship: Significant difficulty or expense in compliance due to factors like entity size, staffing, budget, and compliance costs.

Section 3 - Amends meeting requirements:

Advisory bodies: Can meet electronically without a physical location, must provide public access via an electronic platform, including telephone access. This means that

school board subcommittees may meet electronically as long as the public can access the meeting.

State nonadvisory public bodies: Must hold hybrid meetings (school boards exempt because they are local nonadvisory public bodies, not State nonadvisory bodies).

Emergency meetings: All public body members can attend electronically without a physical location.

Local nonadvisory public bodies: School boards are local nonadvisory public bodies. Must record meetings (audio/video) and post recordings for 30 days unless proving undue hardship.

Public access requests: Residents, public body members, or the press can request physical or electronic access to regular meetings, to be granted unless impeded by emergency or undue hardship.

Section 5 - Annual training requirement for certain officers:

School board chairs: Must participate in Vermont's Open Meeting Law training. Note already required under 16 V.S.A. § 561.

Section 6 - Emergency or local incident meetings:

New definitions: "Local incident" includes various emergencies directly impeding meeting feasibility.

Meeting flexibility: Allows electronic meetings during local incidents or a state of emergency without a staffed, physical location, following a formal finding by the highest-ranking officer (school board chair).

Section 7 - Requires municipalities (including school boards) to post Open Meeting Law violation notice procedures on their websites by July 1, 2024. The VSBA is currently working on language that school boards can use to satisfy this requirement.

Section 10 - Working group:

Study and recommendations: A group, including the Vermont School Boards Association, will meet and report on improving public meeting participation and accessibility by November 1, 2025.

Effective Dates: Law effective July 1, 2024. Training requirements effective January 1, 2025.

Yield Bill

Governor Scott vetoed the yield bill (H.887) on June 6. With no yield set, the property tax impacts of school budgets are unknown. The uncertainty created by this situation is destabilizing for Vermont's school districts and taxpayers.

The yield bill as passed by the House and Senate (H.887) will require purposeful, collaborative work to achieve affordability, greater quality and more equity in our education system and sets a yield that reflects a thoughtful, deliberative process by the General Assembly. The yield bill as passed added revenue to the Education Fund to reduce property taxes in fiscal year 2025.

On June 17, by action on the Senate floor, the House message: "Bill passed, the veto of the Governor notwithstanding"

This bill is an expanded version of the annual yield bill which sets FY2025 property tax rates at the following:

- The non-homestead property tax rate will be \$1.391 per \$100.00 of equalized education property value (flat from FY2024).
- The homestead property yield rate is set at \$9,893 which is expected to result in an average property tax rate of \$1.311 per \$100 of property value (flat from FY2024).
- The homestead income sensitized yield is set at \$10,110, which is expected to result in an income tax rate of 2.56% (up from 2.33% in 2024).
- The average bill change across all three groups is projected at 13.8% due to a 10.7% increase in spending and a 14.3% increase in the statewide grand list values.

A new short-term rental surcharge is created by the bill at the rate of 3% of the rent of each rental unit. The \$11.8M this new tax is projected to generate in FY2025 will go directly to the Education Fund to buy down tax rates. Another tax buy down mechanism included in the bill for FY2025 is a one-time \$25M transfer from the General Fund. The bill also uses \$20.6M from the Education Fund to increase the property tax credit (PTC) for FY2025 to attempt to hold income-sensitized property tax payers harmless for the spike in spending. The PTC lags by a year so taxpayers would not recover the costs for the increased property tax bills until the following year when they go to pay their income taxes.

Orange Southwest Unified Union School District (Orange Southwest School District) OSSD

Wednesday – May 8, 2024

Randolph Union Middle and High School

6 p.m.

Opening: meeting called to order at 6:11 pm by Chair, Hannah Arias
Board attendance, ensuring a quorum – Hannah Arias, Katja Evans, Aimil Parmelee, Ryan Anderson, Sarah Haupt, Anne Kaplan, Rachel Gaidys
Virtual – Daisy, Ron Smith, Christopher Matte, Bob Worley
Guests – Layne Millington, Heather Lawler, Cara Houston, Lisa Floyd, ORCA, Kyle Southworth

Prior to business, Katja Evans moves to add items to the consent agenda for approval. Sarah Haupt seconds, the vote is unanimous.

Ryan Anderson recognizes the school and community response to the recent emergency at Brookfield School and commends Cara Houston's actions.

Board Education and Ownership Linkage

Public Comment: No public comment

Message from Board re Superintendent Transition – Hannah Arias speaks on behalf of the Board to wish Layne Millington luck and fortune in the next step of his career.

Retirees and Resignations – Heather Lawler reads the list of retirees and resignations and invites comments. Lisa Floyd speaks briefly about Karen Johnson, Lisa Matz, Jason Finley and Andrew Glynn. Cara Houston speaks of Jennifer Wellman, Heather Lawler speaks of Pat Miller, Danny Bellavance, Jim Barry, Lance Madzey and Layne Millington. Nika Oakes speaks of Cristi Arguin and Lance Madzey.

Ownership Linkage Committee Report/Plan – Committee sent out a letter for the Board to review. Anne Kaplan moves to accept the letter to be sent out to the community, Sarah Haupt seconds that motion and it passes unanimously.

ENDS Sub-committee Report – Hannah Arias proposes this be tabled until Rachel Gaidys is able to attend. It is agreed this be revisited in June.

Review and adopt meeting Rules of Procedure and Policy Governance Overview in Bd Binder – these documents were not available in the Board packet, Anne Kaplan suggests this gets tabled until hard copies of the documents are available.

Review of VSBA Webinar: Open Meeting Law and Executive Session – discussion. Katja Evans comments that the electronic board packets need to be available more quickly.

Monitoring: Organization

Aimil Parmelee moves to change the order of presentation, Sarah Haupt seconds and the motion passes unanimously. The Auditors' presentation is moved ahead of school presentations.

Auditor's Report – Ron Smith presents, says the district is financially sound and is making excellent decisions. Budgetary control is good, credits are coming in, the tech center is healthy. The audit found no flaws but did do a clean-up of processes.

Presentation from Brookfield Elementary – Cara Houston presents, highlighting winter assessments, testing, community variety show and bridge building activities with the 5th graders. Discussion of fund-raising efforts, farm to school program, and the value of community members coming into the school for presentations on bees, wool and syrup, among other things. Katja Evans comments on the reinvigoration of the parent committee.

Presentation from RTCC – Nika Oakes presents work-based learning, college credit received for some programs and the range of benefits to students. While students are not currently meeting benchmarks, many surveys have provided data and programs changes are planned – with increased math and ELA being integrated into next year's programming.

Presentation from RU Middle and High School – Lisa Floyd presents a handout, discussion about more competitive schools preferring students with AP class credits over early college credits. Nick Bent would like to see 85% of students participating next year, planning and creating more rigorous activities for younger students as well as late busses. The production of "Matilda" was a hit, Anne Kaplan commented on the play. Katja Evans questions if there are plans to hire another assistant principal. Lisa Floyd responds that position has been re-branded as a Dean of Student Experiences. Presentation continues with discussion of increasing graduation rate, graduation plans and supporting students in that process by arranging college/university tours, starting in 7th grade. World travel has increased, with trips to Peru and the Bahamas as well as Japan, and hosting students from other countries as well. Discussion o senior project.

Second Review of ENDS Report -- Layne Millington presents, while the report is complete it is still looking at last year's data. Testing was done 6 weeks earlier, and the state has not yet caught up with attendance and graduation data. Board questions if students on IEPs are included in data and clarifies the timeframe of the data release.

Monitoring: Board

Board Self-Evaluation – BMD 3.1 – Discussion about how the Board can stay in its own lane, some issues with the website and how board members can use One Voice.

Policy Decisions: District Governance

First Review of EL 2.7 Compensation and Benefits – discussion of how this relates to bus drivers specifically. Hannah Arias proposes assignment of negotiation team. Ryan Anderson volunteers for the team, Hannah Arias joins. Katja Evans moves to see if school bus drivers would be interested in entering into negotiations. Sarah Haupt seconds and the motion passes unanimously.

First Read of D3 Responsible Computer and Internet Use– This is a required policy and needs to be updated and adopted.

First Read of C13 Students who are Homeless & First Read of C15 Student Conduct and Discipline – Heather Lawler requests these be removed from review as they were amended in 2023 and so do not need to be done again.

Advocacy

Legislative Update – Layne Millington speaks about legislation to cut education funding by “right-sizing” staff, schools, districts, etc.

Consent Agenda

Approve Minutes from regular meeting 4/10;

Approve minutes from special meeting 4/15;

Approve Ownership linkage minutes;

Approve minutes from committee meeting 4/29 –Katja Evans moves to approve all meeting minutes, Ryan Anderson seconds. All minutes approved unanimously

Approve Professional/Administrative Contracts for 2024-2025;

Signing authority for new hires to be with the acting superintendent until the Board meeting in August;

District Calendar – Set last day, operational decisions, required board approval (CBA allows 2 days w/no makeup, Union agrees. Currently Tuesday June 18 except RES, which is June 19th. Proposed that all students end Monday June 17th, staff final day on the 18th;

Approve CLNA from RTCC for Perkins Funding – Katja Evans moves to approve calendar, CLNA, contracts and signing authority. Aimil Parmelee seconds, motion passes unanimously.

Closing

Superintendent's Report

Director and Principal's Reports

Financials – Layne Millington reviewed surplus of Financials, typically the budget would be spent at 83%, this year at only 63%

Staff Appreciation Update –Sarah Haupt advises gift cards were procured from 7 local businesses, checks have been cut for those purchases and cards will be distributed by end of week.

Action Items Recap – committees are to keep meeting, letter may go out to community and up on website, as well as in school newsletters and maybe an email blast. Hannah Arias reminds Board that a special meeting will be scheduled.

Executive Session

If Needed/Purpose – Personnel Issue

VOTE – Motion by Aimil Parmelee to move into executive session (VSA§313A.4 inviting Layne Millington and Heather Lawler. Seconded by Sarah Haupt, passed by unanimously and Board enters executive session at 8:46 p.m.

Respectfully Submitted,



Kyle Southworth, OSSD Clerk

Name of Board: OSSD

Date of Meeting: 5/8/24

Continuation of minutes provided by _____

Executive Session

8:46 p.m. A motion was made (Aimil Parvate) & seconded
(Sarah Hapt) to enter Executive Session to discuss
§ 313(a)(4) (with the superintendent present*).

Passed unanimously (or vote: yes; no; abs.).

*cross out this section if supt. is excused from Exec. Session.

9:05 p.m. The board exited Executive Session.

As a result of the executive session:

No action taken

With no further business to discuss, a motion was made by Katja and
seconded by ~~Hannah~~ to adjourn the meeting at 9:06 p.m.

Respectfully submitted,

**ORANGE SOUTHWEST SCHOOL DISTRICT
ENDS COMMITTEE MEETING**

Tuesday May 28, 2024
OSSD Conference Room

To be approved at the (Date) Committee meeting (If Meeting Again)

MINUTES

BOARD MEMBERS PRESENT: Hannah Arias, Rachel Gaidys, Aimil Parmelee

ADMINISTRATORS PRESENT: None

GUESTS: None

I. Opening

Committee Attendance: A quorum was present

Assigned Roles: Hannah will act as chair, Aimil will take notes

The meeting was called to order by Chair, Hannah at 5:35 p.m.

Meeting Purpose: Update Ends Policies to reflect Ownership/Stakeholder input from the Portrait of a Graduate created last May/June 2023.

Public Comment: None

II. Committee Work

Reviewed Mission statement draft. The draft will be sent out with the board packet for the June Meeting.

Reviewed Drafted Ends Policy. Chair will request this be sent out with the board packet for review and feedback from the full board in the June meeting.

IV. Future Meetings

Ends Committee Meeting: To Be Determined

IV. Closing

The meeting adjourned at 6:24 pm.

Ends Committee Minutes
Respectfully submitted,



Aimil Parmelee, Committee Notetaker

New Hires, May-June 2024

Tom Zani, 7-12 Teacher

William Floyd, Custodian

Jennifer Engel, Math Teacher

Rachel Drury, Pre-K

Allison Grubbs, Admin Assistant

Mark Belisle, Bus Driver

Amy Audsley, Human Resources

Heidi Kidder, SPED Paraprofessional

Lauren Blanchard-Geno, Admin Assistant

Cass Bath, Registrar

Sirena Anair, Paraprofessional

Graidi Ainsworth, SPED Paraprofessional

Ernesto Villalobos, 1-6 Teacher

Jodi Carman, substitute

Meltem Deniz, Vocational Teacher

Nathaniel Schwartz, 1-6 Teacher

Michael Porzio, Vocational Teacher

Nichole White, SPED Para

Cassandra Desranleau, Social Worker, PreK-12

Kristin Morrison, Behavior Specialist

Samuel LaPointe, Vocational Teacher

Brent Pearson, Student Services Coordinator

Lisa Richard, Paraprofessional

Abigail Lambert, Nurse

**ORANGE SOUTHWEST SCHOOL DISTRICT
2023-24 SUMMARY**

	2022-23 ACTUAL	MAY 2023 YTD	2023-24 BUDGET	MAY 2024 YTD	DIFFERENCE
GENERAL FUND					
REVENUE:					
LOCAL REVENUE	1,229,985	1,112,011	1,165,277	647,823	-517,454
SPECIAL PROGRAMS	1,890,513	1,873,242	2,377,539	2,110,841	-266,698
STATE REVENUES	17,354,421	13,263,882	18,895,649	18,328,235	-567,414
BEGINNING BALANCE:	746,171	746,171	1,096,503	1,096,503	0
TOTAL REVENUE	21,221,090	16,995,306	23,534,968	22,183,402	-1,351,566
EXPENDITURES:					
INSTRUCTION	7,481,302	5,637,020	8,531,955	6,063,076	2,468,879
SPECIAL EDUCATION	3,485,915	2,826,747	4,554,839	3,024,566	1,530,273
ADMINISTRATION	1,276,848	1,094,998	1,429,672	1,191,377	238,295
CENTRAL OFFICE	851,400	775,005	949,273	850,245	99,028
SUPPORT SERVICES	1,764,064	1,349,581	2,096,351	1,359,167	737,184
MAINTENANCE	2,655,228	1,954,349	2,545,420	2,257,943	287,477
TECHNOLOGY	623,899	447,430	768,715	671,120	97,595
TRANSPORTATION	645,588	402,691	779,306	483,188	296,118
OTHER EXPENSES	950,907	76,171	148,989	53,228	95,761
TECHNICAL EDUCATION	937,927	937,927	1,216,132	627,276	588,856
PRE-SCHOOL	471,603	371,975	514,316	425,780	88,536
SCHOOL TOTAL:	21,144,683	15,873,893	23,534,968	17,006,967	6,528,001
SURPLUS/DEFICIT	0	0	0	0	0
TOTAL EXPENDITURES	21,144,683	15,873,893	23,534,968	17,006,967	6,528,001

7/1/2023

OTHER FUNDS	BEG BAL	REVENUE	EXPENDED	BALANCE
TRANSFER FUND	420,704	2,683,382	749,961	2,354,125
TITLE 1	0	247,469	98,569	148,900
EPSDT FUNDS	85,524	23,101	28,377	80,248
FOOD SERVICE	120,684	413,276	721,551	-187,590
FRESH FRUITS & VEGS	0	21,612	20,588	1,024
MEDICAID FUNDS	719,451	179,359	148,053	750,757
R.A.V.E.N.	35,050	98,132	139,760	-6,578
IDEA-B - FLOW-THROUGH	0	169,441	238,811	-69,369
IDEA-B - PRE-SCHOOL	0	3,790	5,155	-1,365
VEHICLE/BUS FUND	971,524	3,000	156,500	818,024
BUILDING MAINT FUND	2,441,242	0	600,091	1,841,150
LEGAL FUND	140,000	0	0	140,000
SPECIAL EDUCATION FUND	515,697	0	0	515,697
OPERATIONAL RESERVE	2,476,193	0	32,985	2,443,208
TECHNOLOGY RESERVE	108,500	0	0	108,500
ESSENTIAL EARLY ED	43,426	0	0	43,426
AFTER SCHOOL PROGRAM	21,133	74,863	56,039	39,957
STANDARDS BOARD	0	0	0	0
SUMMER FEEDING	-210	28,059	13,544	14,305
SCHOOL WIDE PROGRAMS	-4	170,899	273,565	-102,670
TITLE II	0	69,507	90,798	-21,290
TITLE IV	0	58,614	59,309	-694
CONSOLIDATED ADMIN	0	0	3,250	-3,250
CRF - LEA GRANT	10,348	0	0	10,348
ARP - ESSER	133,981	837,490	970,141	1,331
ARP - AFTERSCHOOL	159	0	0	159
ARP - PRESCHOOL	3,547	0	0	3,547
ARP ESSER AFTERSCHOOL	0	3,153	14,043	-10,890
ARP - ESSER SUMMER	0	0	1,955	-1,955
TOTAL OTHER FUNDS	8,246,950	5,085,149	4,423,043	8,909,055

**RANDOLPH TECHNICAL CAREER CENTER
EXPENDITURES**

<u>Account Name</u>						
<u>D. INSTRUCTION:</u>						
Salaries	884,720	668,348	1,065,318	827,242	0	238,076
Benefits	330,824	255,745	511,839	264,047	0	247,792
Staff Development	3,801	1,164	15,500	4,463	1,855	9,182
Computer Network	78,435	78,435	82,400	41,200	41,200	0
Co/Extra Curricular	44,125	20,434	61,440	11,589	3,623	46,227
Overhead Tuition	0	0	55,000	0	0	55,000
Carl Perkins	0	0	0	0	0	0
Travel/Field Trips	10,872	6,098	33,680	5,843	1,808	26,029
Supplies/Textbooks/Equip	343,359	216,208	316,260	164,394	107,011	44,855
Total Instruction	1,696,137	1,246,431	2,141,437	1,318,779	155,496	667,162
<u>E. ADMINISTRATION:</u>						
Salaries	191,614	169,098	199,575	176,942	0	22,633
Benefits	64,806	54,477	105,281	32,533	0	72,748
Contracted Svcs	0	0	1,000	0	0	1,000
Overhead Tuition	0	0	0	0	0	0
Repairs/Maintenance	19,156	17,656	21,025	10,307	885	9,832
Travel	1,142	1,115	3,000	832	630	1,538
Supplies/Equipment	60,400	48,433	54,700	34,125	19,205	1,370
Total Administration	337,118	290,779	384,581	254,739	20,720	109,121
<u>F. SUPPORT SERVICES:</u>						
Assessment Coordinator	124,584	92,782	128,322	84,072	0	44,250
Cooperative Education	77,195	60,474	91,910	57,937	698	33,275
Guidance	60,815	48,740	151,185	65,551	2,949	82,685
School Nurse	36,144	852	57,640	1,028	504	56,108
Board of Education	13,555	5,759	15,600	4,885	6,000	4,715
Legal Fees	5,133	3,276	4,000	11,088	8,000	-15,088
Fiscal Services	6,073	0	26,000	0	0	26,000
Total Support Services	323,499	211,882	474,657	224,560	18,151	231,946
<u>G. MAINTENANCE OF PLANT:</u>						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contracted Svcs	5,965	5,965	0	0	0	0
General Liability Insurance	25,113	25,113	27,000	33,457	0	-6,457
Utilities	146,298	124,794	157,500	104,545	0	52,955
Repairs & Maintenance	78,562	3,730	9,000	261	0	8,739
Supplies/Equipment	27,372	0	0	0	0	0
Total Maintenance	283,310	159,602	193,500	138,263	0	55,237
<u>SCHOOL TOTAL</u>	2,640,064	1,908,695	3,194,175	1,936,341	194,367	1,063,466
H. OSSU/ADMIN/SP ED	104,325	104,325	135,000	67,500	67,500	0
OSSU MAINTENANCE	305,000	305,000	345,000	172,500	172,500	0
<u>I. ADULT ED:</u>						
Salaries	0	0	2,000	0	0	2,000
Benefits	0	0	175	0	0	175
Travel	0	0	0	0	0	0
Supplies/Textbooks/Equip	0	0	0	0	0	0
Total Adult Ed	0	0	2,175	0	0	2,175
<u>J. DEBT SERVICE:</u>						
K. TUITION REFUND	-189	-189	0	0	0	0
<u>SURPLUS/DEFICIT</u>						
TOTAL	3,049,200	2,317,832	3,676,350	2,176,341	434,367	1,065,641