

Orange Southwest School District (OSSD)
Regular Board Meeting on Wednesday September 11, 2024
Randolph Union High School Media Center
6pm

I. Opening (6:00 - 6:05)

- Board Attendance: *Ensuring a quorum*
- Meeting Purpose: Financial and Facilities Monitoring, Negotiations
- Review and Accept Agenda

II. Ownership Linkage (6:05 - 6:15)

- Public Comment: *Board welcomes comment but is not able to take any action. Comments limited to 3 minutes per speaker.*
- Welcome Rachel Fish

III. Board Process (6:15 – 6:25)

- Approval of Annual Agenda
- Reminder to sub committees to schedule meetings

IV. Board Education (6:25 – 6:35)

- Report on VSBA Regional Meeting
- VSBA Annual Conference
- Report from Michael re Policy Governance training opportunities

V. Monitoring the Organization (6:35 – 7:00)

- Financial Update from Robin Pembroke
- Quarterly Facilities Monitoring Report, including report from Facilities Staff
- Review, Discuss, *and possible Vote to Approve* Executive Limitation 2.0 (3.4) – 2nd read
- Executive Limitation 2.1 (3.4) – 1st read

VI. Policy Decisions for District Governance (7:00 – 7:15)

- First read of Revised ENDS Policy (enclosed)
- First read of Video Surveillance Policy (enclosed)

VII. Monitoring the Board (7:15 – 7:25)

- Board Self-Evaluation: GP 4.2 (enclosed)
- Board Self-Evaluation: GP 4.3 (enclosed)

VIII. Consent Agenda (7:25 – 7:35)

- OSEA Side Agreement – discussion and vote
- Approve minutes from August 14 board meeting
- Approve New Hires (enclosed)

IX. Closing/Incidental Information (7:35 – 7:50)

- Superintendent's Report
- Intro to Parent Square
- Action Item Recap

X. Executive Session *If needed*

Future Meetings

- Agenda Planning Meeting: Monday September 30, 2024 @ remote
- Regular Board Meeting: Wednesday October 9, 2024 @ Brookfield Elementary

OSSD Annual Agenda 2024-2025

	Board Governance and Processes	Ownership Linkage	Board Education	Policy Review	ENDS Monitoring	EL Monitoring	Other	Advocacy	Consent Agenda/ Incidentals
August 14, 2024 @RES	Approve Annual Agenda & Goals (4.3.2)	Approve Ownership Linkage Plan (4.2.1)	Receive State Mandated Training (2.9.3) Assess Board Education Needs	Self-Evaluate GP 4.2 Ends Development & Review EL Policy Review?		Review EL Reports 2.0, 2.8, 2.9 (3.4)	Review Negotiation Committee Membership		
September 11, 2024 @RUHS (and RTCC mtg)	Superintendent Evaluation - EL Compliance & Ends Accomplishment (3.4) & (4.2)		VSBA Webinar Training	Self-Evaluate GP 4.3 Ends Development & Review EL Policy Review?	Central Office Admin Attend & Report	Accept EL Reports 2.0, 2.8, 2.9 (3.4) Quarterly Facilities Monitoring Report incl report from Facilities Staff	Discuss Negotiations with Unions (4.2.10)	VSBA Regional Meeting	
October 9, 2024 @ Brookfield Elementary			VSBA Webinar Training	Self-Evaluate GP 4.0 Ends Development & Review EL Policy Review?	Review & Discuss OSSD Ends Monitoring Report K-12 (3.4) Central Office Admin Attend & Report	Review EL Reports 2.1, 2.2 (3.4)	Discuss Negotiations with Unions (4.2.10)	Report on VSBA Regional Meeting (4.2.5) VEHI/VSBIT Proxy (2.9.2) VSBA Fall Conference	

MEETING	Board Governance and Processes	Ownership Linkage	Board Education	Policy Review	ENDS Monitoring	EL Monitoring	Other	Advocacy	Consent Agenda/ Incidentals
November 13, 2024 @RUHS (and RTCC mtg)		Discuss Annual Report to Voters (4.2)	VSBA Webinar Training	Self-Evaluate GP 4.7 Ends Development & Review EL Policy Review?	Accept OSSD Ends Monitoring Report K-12 (3.4) RUHS Attend & Report	Accept EL Reports 2.1, 2.2 (3.4)	Discuss Negotiations with Unions (4.2.10)	Report on VSBA Annual Meeting & Conference (4.2.5)	
December 11, 2024 @ Braintree Elementary		Review Annual Report to Voters (4.2)	VSBA Webinar Training	Self-Evaluate GP 4.5 Ends Development & Review EL Policy Review?	Braintree Attend & Report	Review EL Reports 2.4,2.5 (3.4) Quarterly Facilities Monitoring Report incl report from Facilities Staff	Discuss Negotiations with Unions (4.2.10)	Plan Meeting with Legislators (4.2.5)	Approve RAVEN & RTCC Budgets (2.4)
January 8, 2025 @ RES		Approve Annual Report to Voters (4.2)	VSBA Webinar Training	Self-Evaluate GP 4.6 Ends Development & Review EL Policy Review?	RES Attend & Report	Accept EL Reports 2.4,2.5 (3.4)			Approve Budget & Warning (4.1) Approval of AOE Financial Mgmt Questionnaire (2.4) Approve Announced Tuitions (2.4) Set HS Choice Capacity Limits (2.8.9)

MEETING	Board Governance and Processes	Ownership Linkage	Board Education	Policy Review	ENDS Monitoring	EL Monitoring	Other	Advocacy	Consent Agenda/ Incidentals
February 12, 2025 @ RUHS (& RTCC mtg)		Budget Information Meetings (4.2.1)	VSBA Webinar Training	Self-Evaluate GP 4.4 Ends Development & Review EL Policy Review?	RTCC Attend & Report	Review EL Reports 2.3, 2.6 (3.4)		Meet with Legislators (4.2.5)	
March 12, 2025 @ Brookfield Elementary		Report on Town Meetings (4.2.1)	VSBA Webinar Training	Self-Evaluate BMD 3.0 Ends Development & Review EL Policy Review?	Brookfield Attend & Report	Accept EL Reports 2.3,2.6 (3.4) Quarterly Facilities Monitoring Report incl report from Facilities Staff		Legislative Update (4.2.5)	Plan Staff Appreciation
April 9, 2025 @ Braintree Elementary			VSBA Webinar Training	Self-Evaluate GP 4.1 Ends Development & Review EL Policy Review?			Form Evaluation Committee and send out eval survey	Legislative Update (4.2.5)	Facilities Plans Update (2.6) Professional Staff Contracts (2.4)
May 14, 2025 @ RUHS (& RTCC mtg)			VSBA Webinar Training	Self-Evaluate BMD 3.1 Ends Development & Review EL Policy Review?		Review EL Reports 2.7 (3.4) Meet with Auditor (3.4.2)		Legislative Update (4.2.5)	Teacher Appreciation 1st wk. of May Administrative Staff Contracts (2.4)

MEETING	Board Governance and Processes	Ownership Linkage	Board Education	Policy Review	ENDS Monitoring	EL Monitoring	Other	Advocacy	Consent Agenda/ Incidentals
June 11, 2025 @ RES			VSBA Webinar Training	Self-Evaluate BMD 3.2 BMD 3.4 Ends Development & Review EL Policy Review?		Accept EL Reports 2.7 (3.4) Quarterly Facilities Monitoring Report incl report from Facilities Staff		Legislative Update (4.2.5)	Approve SPED Contracts (2.4) Approve Administration of Grants (2.8.9) Approve Arbitrage Review & Accept District Continuous Improvement Plan
July (Retreat?)		Create Ownership Linkage Plan (4.2.1)	VSBA Webinar Training	Self-Evaluate BMD 3.3 Ends Development & Review EL Policy Review?					

ORANGE SOUTHWEST SCHOOL DISTRICT - REVENUE

Account Name	2023-24 Actual	August 2023 Revenue	2024-25 Budget	August 2024 Revenue	Under (Over)
<u>LOCAL REVENUES:</u>					
Tuition	401,994	0	385,000	0	-385,000
Overhead Tuition	0	0	40,000	0	-40,000
Transportation	43,768	0	40,000	0	-40,000
Interest	321,826	17,960	78,000	30,251	-47,749
Early Ed Receipts	9,258	0	0	0	0
Lease Land - Brookfield	0	0	5	0	-5
Secretary of State - Town Meeting	0	0	0	0	0
Contracted Services	56,840	0	0	0	0
OSSU - Maint & Tech Contracted Svc	0	0	0	0	0
RTCC - Shared Services	562,400	0	626,995	0	-626,995
Admin Svcs - EPSDT	0	0	0	0	0
Admin Svcs - VIP	0	0	0	0	0
Admin Svcs - RAVEN	29,097	0	47,650	0	-47,650
Rental Income	0	0	0	0	0
SWP - Salary Reimb	0	0	0	0	0
Prior Year Refunds	0	0	0	0	0
Total Other Revenues:	1,425,183	17,960	1,217,650	30,251	-1,187,399
<u>SPECIAL ED:</u>					
Core Block Grant	0	0	0	0	0
Special Ed Reimbursement	1,743,537	581,179	1,798,682	599,561	-1,199,121
State Placed Students	39,069	0	0	0	0
Extraordinary Reimbursement	543,449	0	794,600	0	-794,600
Essential Early Ed	103,674	51,837	95,353	47,677	-47,676
IDEA-B - Pre-School	0	0	0	0	0
IDEA-B	0	0	0	0	0
Excess Costs Reimbursement	11,230	0	15,000	0	-15,000
Total Special Ed	2,440,959	633,016	2,703,635	647,238	-2,056,397
<u>STATE REVENUES:</u>					
State Technical Centers	573,600	0	604,280	0	-604,280
State Education Fund	17,885,408	0	19,551,025	0	-19,551,025
Health Care Recapture	0	0	0	0	0
State Unenrolled Residents at Tech	7,287	0	0	0	0
State Transportation	261,781	0	255,000	0	-255,000
Small Schools Grant	177,706	0	177,706	0	-177,706
Driver Education	5,816	0	3,500	0	-3,500
Total State Revenues	18,911,598	0	20,591,511	0	-20,591,511
BEGINNING BALANCE:	1,096,503	0	1,033,333	0	1,033,333
SCHOOL TOTAL:	23,874,243	650,976	25,546,129	677,489	-23,835,307
<u>FEDERAL FUNDS:</u>					
IDEA - B	0	0	329,400	0	329,400
IDEA - B - PreSchool	0	0	6,800	0	6,800
Title I and II - School Wide	0	0	680,960	0	680,960
Medicaid	0	0	155,000	0	155,000
EPSDT	0	0	10,500	0	10,500
Total Federal Funds	0	0	1,182,660	0	1,182,660
TOTAL VOTER APPROVAL:	23,874,243	650,976	26,728,789	677,489	-22,652,647

**RANDOLPH TECHNICAL CAREER CENTER
EXPENDITURES**

Account Name	2023-24 Actual	August 2023 Expenditure	2024-25 Budget	August 2024 Expenditure	Encumb	Difference
<u>D. INSTRUCTION:</u>						
Salaries	1,004,147	1,525	1,061,600	45,111	0	1,016,489
Benefits	323,599	4,641	500,279	9,431	0	490,848
Staff Development	13,578	500	16,800	0	1,851	14,949
Computer Network	82,400	0	88,995	0	0	88,995
Co/Extra Curricular	35,509	0	61,440	210	0	61,230
Overhead Tuition	3,900	0	55,000	0	0	55,000
Carl Perkins	0	0	0	0	0	0
Travel/Field Trips	13,479	504	32,230	1,150	151	30,929
Supplies/Textbooks/Equip	455,209	8,967	298,570	8,013	18,687	271,869
Total Instruction	1,931,821	16,137	2,114,914	63,915	20,689	2,030,309
<u>E. ADMINISTRATION:</u>						
Salaries	184,179	28,521	293,010	37,891	0	255,119
Benefits	58,181	3,817	102,484	4,202	0	98,282
Contracted Svcs	0	0	1,000	0	0	1,000
Overhead Tuition	0	0	0	0	0	0
Repairs/Maintenance	9,208	10,242	22,525	1,342	3,756	17,426
Travel	832	832	3,000	0	1,746	1,254
Supplies/Equipment	47,308	1,560	56,700	3,255	3,859	49,586
Total Administration	299,709	44,973	478,719	46,690	9,361	422,667
<u>F. SUPPORT SERVICES:</u>						
Assessment Coordinator	112,758	3,105	143,837	3,748	0	140,089
Cooperative Education	77,524	0	136,557	5,024	0	131,533
Guidance	73,784	7,140	147,416	5,723	1,050	140,643
School Nurse	54,402	0	62,040	2,169	0	59,871
Board of Education	10,885	0	15,600	0	7,000	8,600
Legal Fees	18,666	371	4,000	0	0	4,000
Fiscal Services	13,166	0	26,000	0	0	26,000
Total Support Services	361,186	10,615	535,450	16,663	8,050	510,737
<u>G. MAINTENANCE OF PLANT:</u>						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contracted Svcs	0	0	0	0	0	0
General Liability Insurance	33,457	0	28,000	0	0	28,000
Utilities	118,475	0	188,800	10,234	0	178,566
Repairs & Maintenance	406	0	9,000	0	0	9,000
Supplies/Equipment	0	0	0	0	0	0
Total Maintenance	152,337	0	225,800	10,234	0	215,566
<u>SCHOOL TOTAL</u>	<u>2,745,053</u>	<u>71,726</u>	<u>3,354,883</u>	<u>137,503</u>	<u>38,101</u>	<u>3,179,279</u>
H. OSSU/ADMIN/SP ED	135,000	0	153,000	0	0	153,000
OSSU MAINTENANCE	345,000	0	385,000	0	0	385,000
<u>I. ADULT ED:</u>						
Salaries	0	0	2,000	0	0	2,000
Benefits	0	0	184	0	0	184
Travel	0	0	0	0	0	0
Supplies/Textbooks/Equip	0	0	0	0	0	0
Total Adult Ed	0	0	2,184	0	0	2,184
<u>J. DEBT SERVICE:</u>						
	0	0	0	0	0	0
<u>K. TUITION REFUND</u>						
	0	0	0	0	0	0
<u>SURPLUS/DEFICIT</u>						
	0	0	0	0	0	0
<u>TOTAL</u>	<u>3,225,053</u>	<u>71,726</u>	<u>3,895,067</u>	<u>137,503</u>	<u>38,101</u>	<u>3,719,463</u>

Monitoring Report

Policy 2.0 Global Constraints

The superintendent shall not cause or allow any practice, activity, decision organizational circumstance that is unlawful, unsafe, imprudent or in violation of commonly accepted educational and professional ethics and practices.

Interpretation

The statement is broken down into three main parts

1. **"Shall not cause or allow"**: The superintendent is responsible for ensuring that certain negative conditions do not occur. They must take action to prevent these situations from happening.
2. **"Any practice, activity, decision, organizational circumstance"**: This refers to all aspects of the superintendent's role, including how they run the organization, the decisions they make, and the activities they oversee.
3. **"That is unlawful, unsafe, imprudent or in violation of commonly accepted educational and professional ethics and practices"**: The superintendent must avoid practices that:
 - o **Unlawful**: Break the law.
 - o **Unsafe**: Pose risks to safety, whether physical or otherwise.
 - o **Imprudent**: Show poor judgment or lack of foresight.
 - o **Violation of ethics**: Disregard widely accepted standards of professional behavior and educational practices.

Rationale

The superintendent serves as the leader and role model for the organization. As such, their behavior sets a standard for others to follow. The Global Constraints establish the minimum acceptable standard for the superintendent's conduct. Failure to meet these standards can lead to a loss of trust and respect from faculty, staff, the board, and the community. This erosion of trust and support can undermine the effectiveness of the Orange Southwest School District, negatively impacting its ability to provide quality education to students. Maintaining adherence to these standards is crucial for sustaining organizational integrity and operational success.

Evidence

Given the short tenure of superintendent, evidence available is limited.

All complaints filed under Board Policy B27 have been fairly addressed and have not needed to advance to the board level.

No complaints have been filed with the Vermont Agency of Education

Revised ENDS policy

First Read 8/14/2024

At OSSD, we develop lifelong learners who are creative problem-solvers, critical thinkers, and effective communicators. Students who are empowered to be resilient, healthy, and self-directed. We inspire a generation of citizens who embrace challenges, innovations, and cultivate a culture of care to positively impact our society. We invest the entrusted community resources to maximize each individual's potential.

1.1 Academic Foundation

- 1.1.1 ELA (Reading, writing, listening, communicating)
- 1.1.2 Mathematics
- 1.1.3 Science
- 1.1.4 Social Studies (history and Civics)

1.2 Life Skills

- 1.2.1 Communication
- 1.2.2. Global awareness including world languages
- 1.2.3 Creative expressions (the arts)
- 1.2.4 Financial literacy
- 1.2.5 Digital literacy
- 1.2.6 Vocational skills

1.3 Critical thinking

1.4 Personal integrity/wellness and responsibility

1.5 Community engagement and global citizenship

SECURITY CAMERAS

Policy

It is the policy of the Orange Southwest School District to allow the use of security cameras to monitor and record activity in public areas of District-owned buildings and property to promote the safety and security of students, staff and property, and to assist school administrators in investigating misconduct on the premises.

This policy applies to staff, faculty, students, vendors, contractors, visitors, and property of the OSSD.

Administrative Responsibilities

The superintendent or designee shall ensure the following:

1. The use of security camera equipment on school grounds and on other OSSD property are supervised and controlled by the superintendent or designee.
2. Annual notice is provided to students, staff, and parents/guardians that security cameras may be in use on any district-owned property.
3. Signs are posted at all district-owned properties with security cameras, notifying occupants that security cameras may be in use.
4. Security cameras shall not make audio recordings without prior approval from the superintendent.
5. Only authorized staff use security cameras for live, day, and night viewing of buildings and grounds.
6. The use of video recordings from security camera equipment is subject to the other policies of the district, including policies concerning the confidentiality of student records. Video monitoring for security purposes will be conducted in a manner consistent with this policy, labor master agreements, and any applicable federal, state, and local law. Violations of this policy may result in disciplinary action.
7. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing OSSD policies, including the Nondiscrimination Policy, the Harassment, Hazing and Bullying Policy and other relevant policies. This policy prohibits monitoring based on legally protected bases outlined in the OSSD Policies on Non-Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability, etc.).
8. Security cameras are only placed in areas where there is not a reasonable expectation of privacy, such as building entrances, exits and perimeters, parking lots, cafeterias, and common areas. Security cameras shall not be placed in restrooms, changing rooms, staff rooms, locker rooms, and other areas where there is a reasonable expectation of privacy.
9. Security recordings shall be maintained by the OSSD for at least 30 days, after which time the recordings may be purged. If the OSSD becomes aware that a recording is evidence in any kind of disciplinary proceeding, investigation or litigation, the recording must be retained until the matter has been resolved.
10. The OSSD keeps a log of any persons accessing video images from cameras.
11. For districts using cloud-based security surveillance, procedures are developed that control access, address password management, provide for employee training, and establish minimum requirements that vendors must meet before the district enters a contract for cloud-based security surveillance.

VSBA Version *January 12, 2024*
Date Warned: *September 11, 2024*
Date Adopted:
Legal Reference(s): *Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.*
 §§ 1232g et seq.
Cross Reference: *Fire and Emergency Preparedness Drills*
 Access Control and Visitor Management

Worksheet for Board Self-Evaluation of Governance Process Policy 4.2: OSSD

Policy Number 4.2

Time period being monitored: FY 25

Date Completed:

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>Specific job products of the board, as an informed agent of the ownership, are those that ensure appropriate organizational performance. The Board shall hire, negotiate a contract with and set compensation for the Superintendent. The Board shall have direct responsibility to:</p>		
<ol style="list-style-type: none"> 1. Create and maintain the linkage between the ownership and the operational organization to represent the informed voice of the owners. This linkage will include: <ol style="list-style-type: none"> 1) Seeking input regarding owner values on issues of Ends and ethics 2) Educating owners on issues impacting the organization 3) Reporting to the owners on organizational performance 4) Ensuring owners and other stakeholders that bring non-governing issues to the Board 		

<p>understand the process for getting their issue addressed by the system in a courteous and respectful manner.</p>		
<p>2. Create and maintain written governing policies that realistically address the broadest levels of all organizational decisions and situations</p> <p>1) Ends: organizational outcomes, impacts, benefits, recipients, and their relative worth (what good for which recipients at what cost)</p> <p>2) Executive limitations: constraints on executive authority that establish the ethics boundaries within which all executive activity and decisions must take place</p> <p>3) Governance process: specification of how the board conceives, carries out, and monitors its own task</p> <p>4) Board-management delegation: how power is delegated and its proper use; the Superintendent's role, authority, and accountability</p>		
<p>3. Be familiar with all required policies in effect</p>		
<p>4. Gain assurance of successful organizational performance on Ends and Executive Limitations.</p>		
<p>5. Advocate for legislative change which positively impacts public education.</p>		
<p>6. Determine any closing of buildings as public schools.</p>		
<p>7. Determine the expenditure of surplus funds.</p>		
<p>8. Determine the expenditure of long-term reserves.</p>		

9. Appoint the external auditor.		
10. Negotiating union contracts.		
11. Conduct fair hearings in its role as a quasi-judicial body.		

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 Policies

Policy Number 4.3 Agenda Planning
Time period being monitored: FY 25
Date Completed:

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>To accomplish its job description with a governance style consistent with board policies, the Board will follow an annual agenda that:</p> <ul style="list-style-type: none"> a. completes a review of Ends policies annually b. continually improves board performance through board education and enriched input and deliberation c. provides a mechanism to record and save opportunities for improvements and d. allows the board to meet its legal obligations 		
<ul style="list-style-type: none"> 1. The cycle will conclude each year on the last day of June, coinciding with the end of the school fiscal year, so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends. 		

<p>2. The cycle will start with the Board's development of its agenda for the next year. The Chair will provide a report of the Board's work from the previous cycle and, in consultation with other board members and the Superintendent, will create an annual agenda. These will be presented to the Board for review no later than the last scheduled meeting of the planning year. The annual agenda and report will be approved at the first board meeting of the new cycle.</p> <p>The annual agenda shall include:</p> <ul style="list-style-type: none"> o Consultations with selected groups in the ownership, or other methods of gaining ownership input. o Governance education and education related to Ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on). 		
<p>3. A board member may recommend or request an item for board discussion by submitting the item to the Chair no later than five days before the agenda is to be warned.</p>		
<p>4. Throughout the year, the Board will attend to consent agenda items as expeditiously as possible. Only the majority of the board can remove an item from the consent agenda for discussion.</p>		
<p>5. Superintendent monitoring will be included on the agenda in accordance with the Board's schedule.</p>		

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?



Orange Southwest School District

24 Central Street Randolph Vermont 05060

Telephone (802) 728-5052

Michael J. Clark, Superintendent

Heather Lawler, Assistant Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

Proudly Serving the Towns of Braintree, Brookfield, and Randolph

Proposed Language for Side Letter Contracting for Speech Language Services

The Orange Southwest School District (OSSD) and the Orange Southwest Education Association (OSEA) agree to the following terms in order to ensure student access to speech-language services. This agreement is effective beginning on _____ following approval by both parties and expires at the end of this school year or by mutual agreement of the signatories. The agreement applies **only** to speech-language pathologists at the middle school and high school.

1. OSSD may contract with an outside agency without violation of the collective bargaining agreement.
2. OSSD shall continue to advertise the position until a qualified, permanent candidate can be hired.
3. OSSD will make a good faith effort to contract services that can be delivered in person rather than virtually.
4. Contracted speech-language services shall be on a month-to-month basis, and as soon as a qualified, permanent speech-language pathologist can be hired, the outside contract shall be terminated.
5. None of these provisions shall be construed as precedent-setting in future negotiations between the parties.

Agreed to on behalf of the Orange Southwest Education Association by

Printed Name

Signature

Agreed to on behalf of the Orange Southwest School District Board by

Printed Name

Signature

Orange Southwest School District (OSSD)
Regular Board Meeting on Wednesday August 14, 2024
Randolph Elementary School
6pm

I. Opening (6:00 - 6:05)

Meeting called to order by chair, Hannah Arias, 6:02 p.m.

- Board Attendance: *Ensuring a quorum*
Board attending: Hannah Arias, Sam Hooper, Aimil Parmelee, Sarah Haupt, Ryan Anderson, Rachel Gaidys, Anne Kaplan. Other attendees: Michael Clark, Kyle Southworth, ORCA Media, Cory Scoppe. Virtual attendees: Heather Lawler.
Aimil Parmelee moves to add items to agenda, Ryan Anderson seconds. Motion passes unanimously. Items added are letter of interest from Rachel Fish, letter regarding student representation on Board and request for funding from RTCC.
- Meeting Purpose: Approve Annual Agenda, ENDS Policy, Board Vacancy
- Review and Accept Agenda

II. Ownership Linkage (6:05 - 6:20)

- Public Comment: *Board welcomes comments but is not able to take any action. Comments limited to 3 minutes per speaker. There are no comments.*
- Katja Evans Resignation – *Although Katja Evans announced their resignation at the last meeting, the letter of resignation was submitted to the Board for consideration as well as a letter of interest submitted to the superintendent by Rachel Fish. Discussion of the mechanics of selecting a replacement for the Braintree representative seat. Selectboard must be consulted. Decision to hold a special meeting Thursday, August 22. Hannah Arias will reach out to Rachel Fish to invite them to speak. Ad regarding the vacancy will not run in the Herald August 22. Committee vacancies due to Katja Evans' resignation are resolved as follows: Anne Kaplan will take Evans' seat on the support staff negotiations committee and the new board member will take Kaplan's vacated seat on the ownership linkage committee.*
- Discuss Ownership Linkage Plan – *Ryan Anderson introduces a draft letter describing an initiative to have student representation on the Board. Discussion includes VSBA's direction that this inclusion should be best practice, equity in education and while the Board thinks the idea could have a positive impact there is concern about how the representative(s) would be chosen, what kind of responsibility would they have, and the difference between "reporting" and "engaging" with the members. More investigation will be done, and the discussion will be picked up at a later date.*

III. Board Process (6:20 – 6:30)

- Approve Annual Agenda & Goals (4.3.2) – *Discussion of agenda timeline, Michael Clark will invite central office staff to report in rotation with principals and other parties. This is the first read, decision to edit and then vote to approve at September meeting.*
- VSBIT Proxy Votes – *Michael Clark leads discussion; Anne Kaplan shares their experience attending last year. Hannah makes motion to appoint Michael Clark as proxy for this year's VSBIT vote. Rachel Gaidys seconds, motion passes unanimously.*

IV. Board Education (6:30 – 6:40)

- Assess Board Education Needs – *Anne Kaplan suggests Policy Governance Maintenance Training as a relatively inexpensive option for consideration. Training is one Saturday plus a series of 1 hour trainings over several months. Cost for superintendent plus Board would be \$1750, chair requests budget report for decision to be made in September.*

V. Monitoring the Organization (6:40 – 7:00)

- Review and Discuss Executive Limitation 2.0 (3.4)
Discussion of function and definition of executive limitations, Michael Clark discusses how to balance board and superintendent definitions. Conversation around proactive vs. reactive, and candid discussion rather than reporting compliance. Hannah Arias suggests the EL is a living document, not a final grade. Proposes the Board review 2.0 and revisit on September agenda.

VI. Policy Decisions for District Governance (7:00 – 7:15)

- First read of Revised ENDS Policy (enclosed) – *Discussion about the difference between an ENDS statement and a mission statement,*
- First read of Video Surveillance Policy (enclosed) – *Discussion about the policy in general, while it's not required, it is recommended. As a policy, it would have the weight of the Board behind it. As a process, it would be at the discretion of the superintendent. The decision is made to clarify the policy, then bring it back in September for first read.*

VII. Monitoring the Board (7:15 – 7:25)

- Board Self-Evaluation: GP 4.2 (enclosed) –
Hannah Arias moves to accept the self-evaluation

VIII. Consent Agenda (7:25 – 7:30)

- Move and approve updated signers for Northfield Savings Bank and Bar Harbor Bank
- Approve minutes from June 12 and July 10 board meetings – *Board requests correction to June 12 minutes Hannah Arias moves to approve bank signers and minutes with edits, Sam Hooper seconds. Motion passes unanimously.*
- RTCC Request for funding – *RTCC requests surplus funding for hiring of a health careers instructor. Michael Clark speaks to enrollment at RTCC, currently 123 students which tracks in a place the tech center was 6 semesters ago. Institutional knowledge is limited, and classes will be small. Heather Lawler details the qualifications of the educators for the dentistry and health careers classes and explains what certification would be available for students. Ryan Anderson moves to approve, Sarah Haupt seconds and the board votes unanimously to approve the request.*

IX. Closing/Incidental Information (7:30 – 7:45)

- Superintendent's Report (to include financial report) – *Michael Clark speaks on the Cabinet Retreat, completion of the power project and changes in the district's cybersecurity processes, as well as necessary changes to the afterschool programming. Discussion surrounded the district-wide surplus, and an \$82,000 deficit in food service that will be reviewed more thoroughly.*
- Bus Driver Employment Policy/Procedure/Guidelines – *the Board asks if de-escalation and other training is available for bus drivers. Michael Clark responds that the district allows non-union employees to attend but does not make it mandatory. Proposed changes to the pay grid for drivers are reviewed.*
- Cyber Security – *discussion about how cyber threats impact the school district and its use of technology.*
- After School Programming Staffing – *thorough discussion of changes to the afterschool programming, the necessity of bussing Braintree kids to RES, as well as the challenges of hiring for the needed 5 positions for maximum 60 kids. Michael Clark credits Cory Scoppe and Heather Lawler for their hard work on this*
- Action Item Recap – quick review of meeting actions by chair Hannah Arias.
- With no further business, Aimil Parmelee moves to adjourn the meeting. Sarah Haupt seconds the motion which passes unanimously.

X. Executive Session *If needed*

Future Meetings

- Agenda Planning Meeting: Tuesday September 3, 2024 @ remote
- Regular Board Meeting: Wednesday September 11, 2024 @ RUHS (RTCC mtg before)

Respectfully submitted,



Kyle Southworth, Administrative Assistant

Special Board Meeting
Thursday August 22, 2024

Attendance

Sarah Haupt, Hannah Arias, Aimil Parmelee, Sam Hooper, Heather Lawler, Michael Clark, Rachel Fish

Call meeting to order at 6:03PM

Meeting regarding a Vacant seat for school board representative from Braintree.

Dr. Rachel Fish introduction

Board members introductions

Superintendents introductions

Motion made by Sam to vote to appoint Rachel as the representative from Braintree.

Seconded by Aimil.

All those in favor say aye:

Sarah Haupt: aye

Hannah Arias: aye

Aimil Parmelee: aye

Sam Hooper: aye

Passes unanimously

Adjourned 6:19PM

Minutes respectfully submitted by Sam Hooper

Name	PAR Type	Description	DAC
Fullam, Laurina	New Hire Assignment	Multiple Positions	OSSD
Gorman, Chelsea L	New Hire Assignment	Administrative Assistant	RUHS
Sprague, Todd	New Hire Assignment	Vocational Teacher	RTCC
Keyes, Michelle	New Hire Assignment	Administrative Assistant	OSSD
Andrzejczyk, Colin	New Hire Assignment	Administrator	RUHS
Steinfeld, Ezra	New Hire Assignment	Paraeducator Regular	BRT
Ainsworth, Graid	New Hire Assignment	Paraeducator Special Education	RUHS
Gifford, Catherine	New Hire Assignment	Summer School	OSSD
Best, Grace	New Hire Assignment	Summer School	OSSD
Reyes, Antonio	New Hire Assignment	Summer School	OSSD
Grimes, Casey	New Hire Assignment	Coach-RUHS	RUHS
Wood, Lana	New Hire Assignment	Paraeducator Preschool	BRK
Rusu, George P	New Hire Assignment	High School Teacher 7-12	RUHS
Kuhn, Sadie	New Hire Assignment	Summer School	OSSD
Celley, Nora	New Hire Assignment	Summer School	OSSD
Carman, Jodi	New Hire Assignment	Substitute	BRK
Crowe, Ashen	New Hire Assignment	Paraeducator Special Education	OSSD
Kill, Joseph	New Hire Assignment	Coach-RUHS	RUHS
Ku, Min	New Hire Assignment	Vocational Teacher	RTCC
Easton, Alex	New Hire Assignment	Administrative Assistant	RUHS
Engel, Jennifer M	New Hire Assignment	High School Teacher 7-12	RUHS
Foden, Kathleen	New Hire Assignment	Special Ed. Teacher	RES
Smith, Melissa	New Hire Assignment	Paraeducator Special Education	RES
McGalliard, Rebecca	New Hire Assignment	Paraeducator Special Education	RUHS
Anair, Sirena	New Hire Assignment	Paraeducator Preschool	BRK
Huff, Emily	New Hire Assignment	Paraeducator Special Education	OSSD
White, Nichole	New Hire Assignment	Paraeducator Regular	BRT
Gonzales, Dakota	New Hire Assignment	Paraeducator Special Education	RES
Kottenbach, Colleen A	New Hire Assignment	Vocational Teacher	RTCC
Dowsey, Abigail S	New Hire Assignment	Paraeducator Special Education	RES
Payette, Allison H	New Hire Assignment	Special Ed. Teacher	OSSD
Laprade, Deserre C	New Hire Assignment	Paraeducator Regular	RES
Whitmore, Zachary	Current Employee Assignment	High School Teacher 7-12	RUHS
Covey, Moriah	Current Employee Assignment	SEL Support	BRT
Smith, Richard T	New Hire Assignment	Special Ed. Teacher	OSSD
Nuite, Zyla	Current Employee Assignment	Paraeducator Special Education	BRK

Dear RTCC Director, Nika Oakes and Superintendent Clark ,

I wanted to let you know that I have decided to resign from my position as Culinary Arts Teacher due to personal circumstances. I will continue to work with you until December 20, 2024 . Unfortunately, this means I won't be able to teach in VT next year.

Best regards,

Clinton Wild



Orange Southwest School District

24 Central Street Randolph Vermont 05060

Telephone (802) 728-5052

Michael J. Clark, Superintendent

Heather Lawler, Assistant Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

Proudly Serving the Towns of Braintree, Brookfield, and Randolph

September Board Report

Prepared by Michael J. Clark

6 September 2024

Opening Inservice

The recent inservice was highly successful. The focus was on proactively fostering a positive school culture through our Positive Behavioral Interventions and Supports (PBIS) systems. PBIS is a comprehensive approach that helps school teams create a proactive, school-wide system aimed at enhancing social and academic competence for all students. Schools that implement PBIS with fidelity and integrity often see a significant reduction in behavioral issues and offer greater support and inclusion compared to schools without such systems.

A substantial portion of the inservice was dedicated to school safety. We reviewed our safety and security protocols, developed specific plans for teaching students about school safety in a trauma-informed manner, and discussed the OSSD Access Control and Visitor Management Policy and expectations. Additionally, the inservice included components for introducing new faculty and staff and starting the year with positive energy.

All faculty and staff members were invited to provide feedback through a Google Form, which allowed for responses on a Likert scale as well as open-ended narrative feedback. The feedback was overwhelmingly positive. I would like to extend my congratulations and gratitude to the Leadership Team (Cabinet) for their hard work in planning, preparing, and delivering the inservice. I particularly appreciated a participant's feedback: "Not only was the first day of inservice the best first day ever (14 years), but it was also the best overall. Admin did a great job, and it wasn't nearly as stressful as inservice usually is. Well done! Keep it up!" I also want to thank all faculty and staff for their fantastic participation and support of one another.

Start of School

The start of the school year has been smooth and positive. The energy as students, faculty, and staff return is truly remarkable. I extend my thanks to our facilities and maintenance staff for their excellent work in preparing our buildings and grounds for the new year. On the first day, I visited all six campuses (Braintree, Brookfield, RES, RU, RTCC, and Raven) and briefly visited each classroom. It was gratifying to see the establishment of new routines, the building of new



Orange Southwest School District

24 Central Street Randolph Vermont 05060

Telephone (802) 728-5052

Michael J. Clark, Superintendent

Heather Lawler, Assistant Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

Proudly Serving the Towns of Braintree, Brookfield, and Randolph

relationships, and the renewal of old friendships. I have continued to visit different campuses throughout the second week and am pleased to report that the positive energy remains strong.

Bussing

Thank you to the board for supporting the revised Non-Union Agreement for Bus Drivers at last month's meeting. We currently have three bus driver positions open, and one additional driver is on leave. Craig Russell, our Transportation Director, and the transportation team have done exceptional work in adjusting routes to cover the current shortfall. We look forward to filling the open positions and returning to a more regular transportation schedule. We appreciate the community's patience during this time.

First Monthly Voluntary Superintendent/Faculty and Staff Google Meet

On Wednesday, September 4, we held our first Monthly Voluntary Superintendent/Faculty and Staff Google Meet. These meetings will occur on the first Wednesday of each month at 5:00 p.m. and are open to all faculty and staff members. The general format includes a brief review of a topic introduced by the superintendent, followed by an opportunity for attendees to provide feedback. Additionally, these meetings provide a platform for faculty and staff to bring celebrations, concerns, questions, or information directly to the superintendent. This month, I discussed the revised Acceptable Use Procedures, which received positive support from those in attendance. We will proceed with the proposed changes.

After School Programing

We are pleased to announce that our after-school program, which combines students from the RES and Braintree campuses at the RES Campus, has been approved for a child care program license by the Department of Children and Families. To ensure compliance with licensing regulations (including training and fingerprinting), we have delayed the opening of the combined after-school program until September 16. We are also excited to introduce our new site coordinator, Cynthia McPhetres, who brings extensive experience as an art and school librarian to our program. The existing After School Program at the Brookfield Campus began on September 3 and is already full and running smoothly.



Orange Southwest School District

24 Central Street Randolph Vermont 05060

Telephone (802) 728-5052

Michael J. Clark, Superintendent

Heather Lawler, Assistant Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

Proudly Serving the Towns of Braintree, Brookfield, and Randolph

Policy Governance Board Opportunities

As a Superintendent new to operating with a board that has adopted a Policy Governance Framework I am working to engage in two significant (one short and one long term) trainings in Policy Governance. In preparing to enroll there are discounts when there are multiple people from a district who enroll together. With this in mind I wanted to make sure the board was also aware of these opportunities:

The first opportunity is an asynchronous self directed learning opportunity which I think the board could choose to do and might consider a schedule that reviewed a module that corresponded to a principle of policy governance during the board development section of the board meeting each month. The VSBA (Vermont School Boards Association) Description is below

The Policy Governance Board EXCEerator

Created by Brown Dog Consulting, an international Policy Governance® organization, the Board EXCEerator's main offering: *Govern with Confidence: 10 Key Principles for Effective Board Leadership*, features eight engaging modules designed to develop understanding about Policy Governance® principles both in theory and in practice. Click [here](#) for more information about the course.

Each module includes a combination of explanatory slides, images, videos, audio clips, discussion questions, links and mini-quizzes, and takes 20 - 40 minutes to complete (about four - five hours in total).

To ensure comprehension with the key learning points covered, each module concludes with a 10-question multiple choice quiz, for which a passing grade of 80% is required to proceed to the next module, plus each participant may opt for a 30-minute coaching conversation upon completion of the online modules.

The VSBA is excited to offer the Board EXCEerator to Vermont school board members at a special member price!

- \$350/per person w/30-minute optional coaching call
- \$300/ per person for 5 people or more



Orange Southwest School District

24 Central Street Randolph Vermont 05060

Telephone (802) 728-5052

Michael J. Clark, Superintendent

Heather Lawler, Assistant Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

Proudly Serving the Towns of Braintree, Brookfield, and Randolph

The Second opportunity is also sponsored by the VSBA and is offered in a synchronous format. The first meeting is in person and the remaining meetings are virtual meetings. The program is optimally designed for the superintendent and board members to attend together. The cost is \$350 per person or \$1,750 for the full superintendent/board team regardless of size. The VSBA description is below.

9/28/24

Policy Governance® Maintenance Program

9:00am - 1:00pm

Has your board formally adopted the trademarked system of Policy Governance® and been actively using it for at least two years? Are you seeking technical support to address specific aspects of Policy Governance® implementation? Or, is your board wanting to advance its understanding and application of the PG principles?

If you answered 'yes' to at least one of these questions, then we invite your district to join the VSBA's 2024-2025 Policy Governance® Maintenance Program.

Designed with boards such as yours in mind, the program has two components.

1. An in-person half-day workshop for governance teams (superintendents and board members).
2. Five virtual drop-in sessions for continued learning with a space to ask questions and share lessons across districts.

Topics to be covered are: development and implementation of policies, policy monitoring and superintendent evaluation process, agenda planning and annual work plan creation, ongoing board-self evaluation. Please visit our [website](#) for more information.