

Orange Southwest School District (OSSD)
Regular Board Meeting on Wednesday October 9, 2024
Brookfield Elementary School
6pm

Google Meet joining info
meet.google.com/upd-xcaz-qno
Phone Numbers
[\(US\)+1 513-472-0826](tel:(US)15134720826)
PIN: 499 934 387#

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

- Board Attendance: *Ensuring a quorum*
Board members present: Hannah Arias, Rachel Gaidys, Ryan Anderson, Aimil Parmelee, Anne Kaplan, Rachel Fish, Sarah Haupt. Absent: Sam Hooper.
Also present: Michael Clark, Heather Lawler, Wes Gibbs, Kayla Link, Bob Worley, Kyle Southworth, ORCA Media.
- Meeting Purpose: Monitoring, Negotiations, Sub-committee Reports
- Review and Accept Agenda

VOTE – Motion: Hannah Arias moves to add a reserve fund request to the consent agenda. Seconded: Sarah Haupt. Motion passed, unanimously

II. Ownership Linkage (6:05 - 6:10)

- Public Comment: *Board welcomes comment but is not able to take any action. Comments limited to 3 minutes per speaker.*
- *Kyle Obenauer, Brookfield resident, introduces himself and indicates interest in getting involved with the school board. Discusses agenda being available for review, 5 year capital plan, asset management plan.*

III. Board Process (6:10 – 6:25)

- Report out from sub-committees: ENDS, Ownership Linkage
Aimil Parmelee reports on ENDS meeting, stated committee looked at the draft, portrait of a graduate and state standards as they work to re-structure ENDS.
Ryan Anderson reports out on Ownership Linkage and having student representation at board meetings. Further research is needed.
- VEHI Proxy Votes
Michael Clark informs the Board he will be attending the VEHI meeting this month and would be amenable to being the proxy. VEHI provided insurance benefits for employees.

VOTE – Motion: Anne Kaplan moves to have the Board select a representative to VEHI. Seconded: Sarah Haupt. Motion denied, unanimously

VOTE – Motion: Anne Kaplan moves to elect Michael Clark as the Board's proxy. Seconded: Sarah Haupt. Motion passed, unanimously

IV. Board Education (6:25 – 6:35)

- VSBA Annual Conference

Board discusses who will be attending, and which days. Michael Clark will contact the VSBA to confirm registration.

- Update from Michael re Policy Governance training
Michael Clark registered all board members, himself and Heather Lawler. Information regarding the training should be emailed from the Xcelerator program and/or Brown Dog Consulting directly to each registrant.

V. Monitoring the Organization (6:35 – 7:05)

- Quarterly Facilities Monitoring Report, including report from Facilities Staff
Rachel Gaidys requests update on the green space behind the Central Office. Bob Worley reports project came in under budget, and once the use of that space is determined, the space will be dressed as needed. A third-party feasibility study has been presented to the administration and the commission is completing data collection. The report will be released publicly. The State School Facilities report, which is available on their website, shows areas of need for all district schools. Rachel Gaidys asks what keeps Facilities awake at night -- Bob Worley addresses electrical and water main concerns at the high school, among other things. Discussion about what the Board envisions as the future of the district schools, options for the district and how best to get community input. Further discussion about waiting to see where the state pushes the district or using that as an excuse to not act, using money as a band-aid for problems that need a real fix. Michael Clark notes that the Commission on the Future of Public Education will be meeting in Murray Auditorium at RUMHS on Oct 21 at 5 p.m. and encourages board members, teachers, staff and community to attend.
- Special Education Update from Kayla Link
Kayla Link presents an overview of 504, IEP and IDA – explaining the differences in the eligibility process and defines “least restrictive environment”. States that while the SPED department is short-staffed, they are in a good place, lacking a .5 Early Ed educator, and one each at the elementary and high school levels. Speech services are being provided virtually by an outside vendor until a suitable hire can be found. Discussion about how the housing shortage affects ability to hire. Sarah Haupt inquires about the RISE program, Heather Lawler and Kayla Link clarify that RISE is solely at the Randolph Elementary School, and the two smaller schools have increased nursing, paraprofessional and interventionist staff to accommodate.
- Budget timeline
Michael Clark addresses this, using his superintendent’s report to outline the process of developing the budget.
- ESSER Late Liquidation
Heather Lawler explains the concept of late liquidation of unspent federal grant monies, which allowed the school to purchase \$488,097 of supplies and experiences for students. A list of purchases was provided, Aimil Parmelee commented that the After School Program has rolled out nicely and is receiving “thumbs up” from young attendees. Heather Lawler commends the hard work of the finance team at the OSSD for making these purchases happen in a very short period of time.
- Review, Discuss, and possible Vote to Approve Executive Limitation 2.1 (3.4) – 2nd read

*VOTE – Motion: Sarah Haupt moves to approve EL 2.1 Treatment of Students, Parents/Guardians and Community. Seconded: Aimil Parmelee.
Motion passed, unanimously.*
- Executive Limitation 2.2 (3.4) – 1st read
The Board communicates approval of the format of the report, will schedule vote on content for the November 2024 meeting.

VI. Policy Decisions for District Governance (7:05 – 7:10)

- Video Surveillance Policy – 2nd read
Brief discussion of signage.

VOTE – Motion: Sarah Haupt moves to approve the Video Surveillance Policy. Seconded: Ryan Anderson.
Motion passed, unanimously.

VII. Monitoring the Board (7:10 – 7:15)

- Board Self-Evaluation: GP 4.0 (enclosed)
Board reviews.

VIII. Consent Agenda (7:15 – 7:20)

- Approve minutes from September 11 board meeting
Ryan Anderson asks about voting at Brookfield school, Michael Clark responds he is in discussion about how best to assure the security of the students and building while allowing public in the facility.
- Approve minutes from sub-committee meetings
ENDS minutes should say minutes, not agenda.
- Approve New Hires (enclosed), Update on resignations
- Approve use of Transportation Reserve funds for purchase of “repeater” for bus communication system.
Purchase not to exceed \$18,000.
- Negotiation letter
Conversation about negotiations, both professional and support staff. Schedule for meetings, appointing a speaker, and how heavily the board will rely on the superintendent and business manager during the process.

VOTE – Motion: Hannah Arias moves to approve all items on consent agenda with corrections and limits as noted. Seconded: Ryan Anderson.
Motion passed, unanimously.

IX. Closing/Incidental Information (7:20 – 7:30)

- Superintendent’s Report
Michael Clark reviews his report, discussing rates for substitute pay, the faculty/staff voluntary monthly Google meetings, and the importance of educator and community involvement in the Commission on the Future of Public Education meeting to be held at Murray Auditorium, RUMHS, on Oct. 21st at 5 p.m.

VOTE – Motion: Aimil Parmelee moves to authorize Hannah Arias to post information about the Commission on the Future of Public Education on Front Porch Forum and other digital platforms. Seconded: Sarah Haupt.
Motion passed, unanimously.

- School Newsletters/Principal Reports
Discussion about resuming reports from building administrators.
- Action Item Recap
Upcoming ENDS Committee meeting will need to be warned, as will any Ownership Linkage meetings.

X. Executive Session If needed

With no further business, meeting adjourned by chair at 7:54 p.m.

Future Meetings

- Agenda Planning Meeting: Monday November 4, 2024 @ remote, 6pm

- Regular Board Meeting: Wednesday November 13, 2024 @ RUHS (and RTCC mtg), 6pm (5pm)
- ENDS Committee Meeting: October 30, 2024 @ Conference Room and remote, 5pm

Respectfully submitted,



10-10-24

Kyle Southworth, Administrative Assistant



Vermont Education Health Initiative
52 Pike Drive
Berlin, VT 05602
802/223-5040

MEMO

To: VEHI Member School Board Chairs, Superintendents and Business Officials
From: Bobby-Jo Salls, Director of VEHI Programs
Date: September 11, 2024
Re: **VEHI Annual Meeting Notice**

The Vermont Education Health Initiative (VEHI) will hold its Annual Meeting on Friday, **October 25, 2024, at 8:15 AM** at the Lake Morey Inn in Fairlee, Vermont. Included with this Memo are **Exhibit A: Notice of the 2024 Annual Meeting** and a copy of the Minutes of the 2023 Annual Meeting.

A school district is a member of VEHI, and therefore eligible to vote at the upcoming meeting if it has a signed Health and/or Dental Member Agreement on file with VEHI by October 15, 2024. The membership list is posted online at www.vehi.org, and will close at 4 PM on October 15th. Members of both the Health and Dental programs have two votes. Members may vote in-person by designating an authorized representative to attend the meeting or may vote via proxy by appointing the VEHI Board to cast the vote(s). We ask each member to complete **Exhibit B: Proxy/Certificate of Authority**, enclosed, and **send it ahead** of the meeting to the following address. This will allow authorized representatives to receive their voting cards in an expedited manner at the meeting on the 25th.

Vermont Education Health Initiative
Attention: Bobby-Jo Salls/Michelle Broderick
52 Pike Drive
Berlin, VT 05602

You may submit Proxy/Certificate of Authority forms on the day of the meeting; however, it may take longer to sign in and receive voting cards. **Please note, there is no action item requiring a vote of the membership on the enclosed Agenda.**

We hope you will attend the Annual Member Meeting where we share the accomplishments of the Trust over the past year and answer any questions regarding the upcoming year.

Our Annual Report will soon be available online. At least two years of financial audits are also available online. Our most recent audit is posted. All documents can be found on our website at www.vehi.org.

We look forward to seeing you at the Lake Morey Inn on October 25th.

Enclosures



VERMONT EDUCATION HEALTH INITIATIVE

ANNUAL MEETING LAKE MOREY INN FAIRLEE, VT

**October 25, 2024
8:15 AM**

AGENDA

- 1. Roll Call of Members**
- 2. Proof of Notice of Meeting or Waiver of Notice**
- 3. Reading of Prior Annual Meeting Minutes**
- 4. Reports of Officers and Directors**
- 5. Information Exchange**
- 6. Adjournment**



EXHIBIT A

NOTICE OF MEETING

The Board of Directors of the Vermont Education Health Initiative approved at the June 11, 2024 board meeting that the 2024 Annual Meeting of the Corporation will be held at the following date, time, and place:

DATE: October 25, 2024

TIME: 8:15 A.M.

PLACE: Lake Morey Inn, Fairlee, Vermont

The agenda for said Annual Meeting is as follows:

1. Roll Call of Members
2. Proof of Notice of Meeting or Waiver of Notice
3. Reading of Prior Annual Meeting Minutes
4. Reports of Officers and Directors
5. Information Exchange
6. Adjournment

The Board of Directors of the Corporation on June 11, 2024, determined that the Membership Books would be closed as of October 15, 2024, for the purpose of determining members entitled to vote at the October 25, 2024, meeting.

A list of voting members of the Corporation entitled to vote at said Annual Meeting is posted online at www.vehi.org and available for inspection by any member at the principal office of the Corporation located at 52 Pike Drive, Berlin, Vermont. Telephone: (802) 223-5040.



INSTRUCTIONS FOR EXHIBIT B VEHI PROXY OR CERTIFICATE OF AUTHORITY

- **In order to vote at the VEHI Annual Meeting on October 25, 2024, Exhibit B must be completed prior to the meeting.**
- If you will be sending a person to the Annual Meeting to represent you, complete the first selection, option **(a)**, by checking the box and listing the name of your representative, their title. **This person must be present, with a copy of this form, in order to vote.**
- If you will not be attending or sending a representative to the Annual Meeting but wish to cast a vote, complete the second selection, option **(b)**, by checking the box and in doing so, naming the VEHI Board as a proxy to cast a vote on your behalf.
- If your school district is a participating member of **both** the VEHI Health Program **and** VEHI Dental Program, a separate Exhibit B form must be filled out for each program.
- **In either case, sign and date the bottom of the form and either bring it to the meeting or mail it ahead to:**

**VEHI
Annual Meeting
52 Pike Drive
Berlin, Vermont 05602**



EXHIBIT B

VEHI PROXY OR CERTIFICATE OF AUTHORITY

LET IT BE KNOWN THAT: Orange Southwest Unified SD, member of
(Name of Member School District/Supervisory Union)
the VEHI Health Program, a body corporate and politic, created and existing under the laws of
the State of Vermont, does hereby:

Certificate of Authority

☐ (a) appoint as its authorized representative to appear and vote on its behalf at any and all meetings of the members of the Vermont Education Health Initiative, or any adjournment thereof, the following person:

Name

Title

Email: _____

Note: If option (a) is selected, the person listed above must attend in-person to vote.

OR

Proxy

☐ (b) appoint as its true and lawful attorney, the Board of Directors of the Vermont Education Health Initiative, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont Education Health Initiative, to be held on the 25th day of October, 2024 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

Please sign and date this section once you have chosen (a) or (b):

Dated at _____, Vermont, this ____ day of _____, 20____.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

Name of Member Supervisory District/Supervisory Union

BY: _____

TITLE: _____



The VEHI Board of Directors are appointed by the Vermont School Boards Association (VSBA) and the Vermont-National Education Association (VT-NEA). Each organization has three appointees. The following directors have been appointed and are serving as of August 2024:

By the VSBA: Michael B. Fisher, Vice Chair
Cheryl Scarzello
Andrew Haas

By the VT-NEA: Suzanne Dirmaier, Chair
Lisa Grout
Lance Mills

VEHI's Annual Report contains a historical listing of all the VEHI Directors since the inception of the organization in 1996.

Bobby-Jo Salls
Director of VEHI Programs
802-223-5040 ext. 7033
bobbyjo@vsbit.org
www.vehi.org

VERMONT EDUCATION HEALTH INITIATIVE

ANNUAL MEETING

October 27, 2023, 8:12 A.M.

LAKE MOREY INN

Fairlee, Vermont

Board and Staff Present: Tracy Wrend, Mark Hage, Jonathan Steiner, Ken Canning, Bobby-Jo Salls, Gillian Pieper, Michelle Broderick and Jessica Valler.

Others Present: Penny Chamberlin, Orleans Central SU, Richard Shanley, Lamoille South Supervisory Union, Bobbi Rood, Harwood Unified Union SD, Morgan Daybell, Franklin Northeast SU, Akua Smith, Franklin Northeast SU, Linda MW Smith, Greater Rutland County SU, Gaston Bathalon, North Country SU, Jack McCarthy, Maple Run Unified SD, James Peyton, Kingdom East SD, Robert Carpenter, Essex/Westford Educational Comm. UUSD, Michael Innes, Grand Isle SU, Julie Regimbal, Missisquoi Valley SD, John Tague, Franklin West, Eric Montbriand, Greater Rutland County SU, Sherri Nichols, Springfield SD, Ted Plemenos, Rutland City SD, Barabara Wilson, Addison Central SD, Jody L. Emerson, Central VT Career Center SD, Edye Graning, Mount Mansfield UUSD, Ryan Heraty, Lamoille South SU, Kamal Dahal, Winooski SD, Abigail Campbell, St. Johnsbury SD, Angela Arsenault, Champlain Valley SD, Will Biederman, Patricia Hannaford Career Center SD, Kristen Rodgers, Harwood UUSD, Collin Fingon, Greater Rutland County SU, Laura Williams, South Burlington SD, with 61 votes from the floor and 30 proxies held by the Board.

The Meeting was called to order by Chair, Tracy Wrend at 8:12 a.m. Tracy requested Mark Hage and VSBIT staff who were present introduce themselves.

Items 1-3

Readings of the Roll Call of Members, Proof of Notice of the 2023 Annual Meeting and the Minutes of the previous meeting were waived. Jack McCarthy, made a motion and Julie Regimbal, seconded the motion to waive the readings. The vote to waive was unanimous, the motion passed.

Item 4

Reports from the Officers and Directors were included in the VEHI 2022 Annual Report, which is posted on the VEHI website. Prior to the meeting, members were notified electronically how to access the report. Being there were no questions, Penny Chamberlin, made a motion and James Peyton, seconded the motion to accept the VEHI Annual Report. The vote to accept was approved, the motion passed.

Item 5

Tracy Wrend opened the meeting to questions concerning VEHI Programs. Discussion of PATH Data.

Item 6

As there was no further business, the meeting adjourned 8:22 a.m.

Respectfully submitted,
Bobby-Jo Salls
VEHI Trust Administrator

OSSD Facilities Report Sept, 2024

Priority Level	Building	Description	Vendor	Estimate	Status	Final Cost	Date Complete Received	Inspection Initials	Notes
451 new work orders									
Work Orders									
1	RUHS	Install AC Units Sr upstairs	Harmony	\$33,125	Complete	\$32,909.44	08/06/24		
1	RUHS	Install Poower loss protection	Harmony	\$13,540	Complete	\$13,540.00	8/13/24		
1	RUHS	Remove/replace concrete, side walk	WB Rogers	\$20,000	Complete	\$19,995.00	9/24/24		
1	RUHS	Purchase of Night Lock door barricade	Night Lock	\$33,000	In-Progress	\$33,000.00			
1	RUHS	Installation of Barricades	Night Lock	\$30,000	In-Progress	\$30,000.00			
1	RUHS	Install power and Data Criminal Justice Rm	Harmony	\$13,500	Complete	\$13,065.98	9/13/24		
1	RUHS	Removation TECH Hub/PBL	Lajeunesse	\$25,000	Complete	\$24,862.63	9/10/24		
1	RUHS	Replace Loading Doc door	Royal Group/LajCon	\$15,000	Complete	\$15,639.84	8/25/24		
1	RUHS	RES Dish room Booster replacement	Misc Vendors	\$11,000	In-Progress				
1	RUHS	Epoxy Flooring New Tech Hub/Painting	Lajeunesse	\$17,424	Complete	\$17,424.00	8/22/24		
1	RUHS	New FiberOptic run for Criminal Justice	Harmony	\$8,400	Complete	\$8,400.00	9/13/24		
1	RUHS	Install Emergency Lighting	Harmony	\$20,000	Complete	\$20,096.08	08/01/24		
1	RUHS	Install Emergency Lighting	Harmony	\$7,500	Complete	\$7,581.10	8/6/24		
1	RUHS	Pre-K Shed prep work	WB Rogers	\$10,500	Complete	\$10,500.00			
1	RUHS	Emergency Lighting	Harmony Electric	\$30,440	Complete	\$30,440.00	7/3/24		
1	RUHS	Transfer Switch replacement	Harmony Electric	\$19,900	Complete	\$19,900.00	8/6/24		
1	RUHS	Electrical Transfer Switch failure	Harmony Electric	\$70,000	Complete	\$70,000.00	8/6/24		
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				
1	BRNT	Braintree Trail	Apex Trailworks	\$19,450	Complete	\$19,450.00	8/29/24		Waiver has been approved
1	RES	New Playground equipment	TBD	Getting quotes	Planned				Planned for summer 2024.
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	Renovon 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	Champlain	Planned				
3	Athletic	Aeration, fertilization and safety renovation		\$30,000	Planned				
1(1)	RES	Repair Damaged Kitchen Floor: complete	TBD	Quotes pending	Planned				
1	BRK	Fire suppression hood in kitchen			Planned				
1	RES	Boiler Chimney Repair	Chimney Savers	\$17,000	Planned				
1	BRT	Add a layer of wood chips under the pine			Planned				
2(3)	Braintree	Overhead Unit for Range, Dishwasher with hot		Quotes Pending	Planned				
2(4)	Brookfield	Replace Serving Line to remove wood		Quotes Pending	Planned				
1(2)	RUHS	Steamer, Ovens (6), three bay sink, two bay		Quotes Pending	Planned				
3(5)	RUHS	Cafeteria - ceiling, lighting, tables.		Quotes Pending	In-Progress				
3	RTCC	Construction Trades - remove ceiling tiles,			In-Progress				Waiting on Schematics/Drawing
1	RUHS	Convert 217 and 219 back to bathrooms to			Planned				Under Investigation
2	RUHS	Determine if converting all bathrooms to single			In-Progress				



Special Education Update

OSSD Board Meeting 10/9/24

Section 504 of the Rehabilitation Act of 1973

(“Section 504”)

is a federal civil rights statute prohibiting discrimination on the basis of disability. It specifically prohibits discrimination against students with disabilities and guarantees them a free and appropriate public education (FAPE). Every entity, including public and independent schools, that receives federal funding, directly or indirectly is subject to the requirements of Section 504.

Section 504 Protections are provided to students who...

- Are determined to have a disability
- That substantially/significantly limits
- one or more major life activities

The Individuals with Disabilities Education Act

(“IDEA”)

is a federal law that entitles children to special education services if the disability significantly impacts access to education and requires a specially designed program.

Special Education eligibility is determined by..

- **Disability:** The student has a qualifying disability
- **Adverse Effect:** That disability has a negative impact on the student's academic or functional performance
- **Need:** The student requires specialized instruction that extends beyond the general education systems of support

Free and Appropriate Public Education ("FAPE")

Key Points of FAPE

- Free: At no cost to the family
- Appropriate: IEPs are reasonably calculated to enable a child to make progress appropriate in light of the child's circumstances, and those are created by a team of educators, parents, and other relevant team members
- LRE: the right to be educated alongside their non-disabled peers as much as possible, depending on their individual needs

General LRE Requirements (34 CFR § 300.114)

- (1) A student eligible for special education services shall be educated with his or her non-disabled chronological age peers, to the maximum extent appropriate in the school he or she would attend if he or she did not have a disability; and
- (2) Special classes, separate schooling or other removal of children with disabilities from the general educational environment shall occur only if the nature or severity of the child's disability is such that education in general classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Current State of Special Education in the OSSD

→ Staffing

→ 18.5%

→ Increase in initial referrals



Monitoring Report

Policy 2.1 Treatment of Students, Parents/Guardians, and Community

With respect to interactions with Students, Parents/Guardians Community or those applying to be Students, Parents/Guardians and Community, the Superintendent shall not cause or allow conditions, procedures, or decisions that are arbitrary or capricious, untimely, unclear, undignified, or unnecessarily intrusive. Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

- 1. Elicit information for which there is no clear necessity;*
- 2. Use methods of collecting, reviewing, transmitting, or storing student/ family information that fail to protect against improper access to the material elicited;*
- 3. Operate facilities without appropriate accessibility and privacy;*
- 4. Allow Students, Parents/Guardians and Community to be unaware of what may be expected and what may not be expected from the District; or,*
- 5. Leave Students, Parents/Guardians and Community uninformed in writing of this policy or without a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.*

Definitions:

Interactions refer to the ways in which people or entities communicate, engage, or influence each other. These can involve various forms of exchange, such as verbal communication, actions, feedback, or collaboration. The nature of interactions can vary widely depending on the context, but generally, they encompass:

Students are Individuals who are currently enrolled in the school or district. They are the primary recipients of educational services and are directly affected by policies, decisions, and procedures.

Parents/Guardians:are adults who are responsible for the care and education of students. This includes biological parents, adoptive parents, legal guardians, and sometimes other family members or caretakers who have a role in the child's education

The Community is the broader group of individuals and organizations that have an interest in or are impacted by the school or district. This includes local residents, businesses, community organizations, and other stakeholders who contribute to or are affected by the educational environment.

Interpretation: The preamble is broken into two parts:

"With respect to interactions with Students, Parents/Guardians, Community, or those applying to be Students, Parents/Guardians, and Community, the Superintendent shall not cause or allow conditions, procedures, or decisions that are arbitrary or capricious, untimely, unclear, undignified, or unnecessarily intrusive."

- **Arbitrary or Capricious:** The Superintendent must ensure that decisions and actions are based on rational and consistent criteria, not on whims or personal biases. This means that all procedures and decisions should be fair and reasoned.
- **Untimely:** Actions and decisions must be made in a timely manner. Delays should be minimized to avoid unnecessary waiting and to address issues promptly.
- **Unclear:** Communications and procedures should be clear and understandable. Ambiguity should be avoided so that all stakeholders are well-informed and know what to expect.
- **Undignified:** The Superintendent must ensure that interactions are respectful and preserve the dignity of all parties involved. No one should be treated disrespectfully or with a lack of consideration.
- **Unnecessarily Intrusive:** The Superintendent should avoid being overly invasive. This means respecting privacy and ensuring that actions or inquiries are relevant and necessary.

And

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

- This phrase indicates that the list provided is not exhaustive. While the mentioned conditions (arbitrary, untimely, unclear, undignified, unnecessarily intrusive) set specific standards, they are not the only standards the Superintendent must adhere to. The Superintendent is expected to avoid any other negative practices or conditions that are not explicitly listed but still align with the overall principle of fair and respectful interaction.

Rationale:

These standards are best practice for a healthy, respectful and effective educational environment.

Evidence:

Compliance with provisions 1-5 please see below

Provision #1 *Elicit information for which there is no clear necessity;*

Interpretation: I interpret this to mean that current, prospective and former students, families, and the community will only be asked for information that is required for the district or its schools to make informed decisions that support board established Ends, initiatives or mandatory regulations and statutes.

Rationale Collecting unnecessary information wastes resources and time. Doing so places the district in a position of increased liability due to the need to safeguard this information from improper access and use. It can damage the relationship between the district and its constituents who may feel that such data collection is overly intrusive and overreaching in terms of their private lives.

Evidence:

Unnecessary information is not requested please see what is required for enrollment.

Provision #2 *Use methods of collecting, reviewing, transmitting, or storing student/ family information that fail to protect against improper access to the material elicited;*

Interpretation: I Interpret this to mean that

- Student information will be safeguarded following all state and federal guidelines primarily the Family Education Rights and Privacy Act (FERPA)
- Access to this information is restricted to authorized personnel who have a legitimate need to know and who if appropriate have been provided properly obtained and completed release documents.

Rationale:

The Federal Education and Privacy Act requires this level of confidentiality of student records

Evidence:

School records are stored in our electronic student management system with the appropriate safeguards in place.

Personnel only have access to these records for students they have a need to know.

Provision #3: *Operate facilities without appropriate accessibility and privacy;*

Interpretation: I interpret this to mean that the district's facilities are in compliance with the Americans with Disabilities Acts' (ADA) standards for accessibility design and state law. Further that the districts will comply with the confidentiality requirements of the ADA when it comes to providing accommodations to students and employees who need assistance entering/exiting and/or moving about within the district's facilities.

Rationale:

Facilities that are in compliance with ADA standards help all students, staff, and community members feel welcome.

Evidence:

OSSD has not been cited for any ADA Violations. Conditions are such that they are to code for when the school was built and when work is done is a section of a school the requirement to bring that section up to code is met.

Provision 4 *Allow Students, Parents/Guardians and Community to be unaware of what may be expected and what may not be expected from the District;*

Interpretation: I interpret this to mean that students, parents/guardians, and community members will be provided with written and oral information (including electronic) about the services offered by the school district as well as the policies under which it operates

Rationale:

By providing information in multiple formats it ensures accessibility, promotes transparency, enhances engagement, supports compliance, builds a positive reputation, and facilitates efficient operations. These factors collectively contribute to a more effective, inclusive, and well-regarded school district.

Evidence:

Student handbooks and Policies on the www.orangesouthwest.org website

Provision #5 Leave Students, Parents/Guardians and Community uninformed in writing of this policy or without a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Interpretation: I interpret this to mean that the OSSD community will have access to the board's governance policies and how they can appeal decisions; especially policy B27 (Public Complaints about Personnel which describes the proper process to challenge decisions and actions made or conducted by district staff.

Rationale

Making governance policies and the appeal process accessible to the OSSD community enhances transparency, accountability, and stakeholder empowerment. It fosters trust and confidence in the district's operations while promoting a fair and effective approach to handling complaints and concerns.

Evidence:

[Policy B27 Public Complaints about Personnel](#)

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.

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

Worksheet for Board Self-Evaluation of Governance Process Policy

Policy Number 4.0 Global Governance Commitment

Time period being monitored: FY 24-25

Date Completed: 10/9/24

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
The purpose of the Board, on behalf of Braintree, Brookfield and Randolph is to see to it the Orange Southwest School District: (a) achieves appropriate results for students at an appropriate cost (as specified in board Ends policies);		
and, (b) avoids unacceptable actions and situations (as prohibited in board Executive Limitations policies).		

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 (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 called to order by chair Hannah Arias, 6:05
Board members attending – Hannah Arias, Anne Kaplan, Aimil Parmelee, Rachel Fish, Rachel Gaidys, Sarah Haupt. *Attending virtually* – Sam Hooper. *Other attendees* – Michael Clark, Heather Lawler, Robin Pembroke, ORCA Media, Kyle Southworth. *Public* – Curtis Koren.
- Meeting Purpose: Financial and Facilities Monitoring, Negotiations – Facilities report deferred to Oct '24
- 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.*
Curtis Koren spoke to express concern that voting for the upcoming presidential election will be moved from the school to the church in Brookfield. They stated the school is a good community location enjoyed by the town, and voting is a good lesson in civics for the students.
- Welcome Rachel Fish – official welcome to new board member Rachel Fish as they attend their first board meeting

III. Board Process (6:15 – 6:25)

- Approval of Annual Agenda – Hannah Arias notes that the board's annual agenda has a format change, ENDS has been moved, EL monitoring has been modified as discussed at last month's meeting.
Vote -- Motion to accept and approve new format and changes by Aimili Parmelee, seconded by Sarah Haupt, motion passes unanimously.
- Reminder to sub-committees to schedule meetings – Hannah Arias notes this will be a standard slot for report outs from various sub-committees, reminds committee members to warn meetings with a simple agenda.

IV. Board Education (6:25 – 6:35)

- Report on VSBA Regional Meeting – Anne Kaplan reports on their attendance at the meeting. The Agency of Education is adopting new district quality standards (DQS) in which they expect districts to be proficient and compliant as of July 1, 2025. Anne believes if the board's own policies are being followed, those quality standards will be met. Heather Lawler comments that the AoE is also revising educational quality standards (EQS) effective the same date that will include ethnic studies across the curriculum.
- VSBA Annual Conference – this meeting is to be held October 24 and 25 in Lake Morey, all board members are welcome and encouraged to attend. Heather Lawler will provide the link for registration to members, each member would register independently, applicable discounts would be applied by the VSBA to the district's invoice to reflect discounts – those savings range from 4150 for 4 attendees up to \$300 for a team of 7.
- Report from Michael Clark re Policy Governance training opportunities – Michael leads discussion of EXCEerator training offered by the VSBA and the Policy Governance Maintenance Program, also through the VSBA. Both training have savings for multiple attendees, but the EXCEerator training is designed to be taken as a group, while the Maintenance program is able to be worked through independently. Board discusses the need for education on policy governance, the number of new board members, and the importance of using their budget prudently.
Vote – Anne moves to use funds from the Board budget for training, requesting Michael Clark to register for such trainings, up to \$3,000. Motion is seconded by Aimil Parmelee, motion passes unanimously

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

- Financial Update from Robin Pembroke – OSSD Business Manager Robin Pembroke spoke about the surplus reported in the June financials, noting the district didn't spend as much as budgeted in several areas. Difficulty finding and hiring personnel and the impact less-experienced, lower paid professionals can have on the budget was explained, as well as the impact of grants and supplemental funding. Robin explains how the district budget is constructed using the previous year's data as a starting point, as well as how to read the financial reports and compare the current to the past. Discussion of the food service deficit and the effect the shifting of certain cleaning duties from custodial staff (and budget) to the food service staff (and budget).
- Quarterly Facilities Monitoring Report, including report from Facilities Staff – extension requested. Move to October 2024 OSSD meeting
- Review, Discuss, and possible *Vote to Approve* Executive Limitation 2.0 (3.4) – 2nd read – Much discussion surrounding proof of compliance, and the necessity of naming any policies that are referenced in the report. Michael says they feel the global report should actually be the *last* report, Anne says the policy should be revisited after all other policies have been reviewed.
Vote – Motion by Rachel Gaidys to approve 2.0, seconded by Sarah Haupt. Motion passes unanimously.
- Executive Limitation 2.1 (3.4) – 1st read – Michael Clark reviews definitions and interpretation of EL 2.1, Anne Kaplan questions how compliance will be proven, Heather Lawler comments that Provision #3, ADA Compliance is the best exemplar as the district is either adhering or not adhering to standards. Rachel Gaidys expresses concern that providing such robust reports may take time out from other necessary functions of the superintendent. Conversation about how the board wants/needs to see these reports, and how Michael can best calibrate them to those expectations.

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

- First read of Revised ENDS Policy (enclosed) – board agrees there is still work to be done, the ENDS committee will meet and continue revising the policy.
- First read of Video Surveillance Policy (enclosed) – Heather Lawler comments that there are still things to be addressed before adopting the policy – signage and log storage will require procedures to assure privacy and confidentiality are protected. Michael Clark states any procedures will be shared with the board.

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

- Board Self-Evaluation: GP 4.2 (enclosed) – Hannah Arias explains what Ownership Linkage is, and who the stakeholders are. Conversation about the board's responsibility for messaging budget decisions, education advocacy, meeting with legislators. Michael Clark suggests the board may move in a direction to advocate for the schools, for the community, at the state-level. Rachel Gaidys suggests consideration of forming a subcommittee to examine public policy.
- Board Self-Evaluation: GP 4.3 (enclosed) – No board comment

VIII. Consent Agenda (7:25 – 7:35)

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

Vote - Motion to approve all Consent Agenda items made by Sarah Haupt, seconded by Anne Kaplen. Motion passes, unanimously

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

- Superintendent's Report – Michael Clark requests the community letter following Monday's incident be included with minutes.

- Intro to Parent Square – Heather Lawler briefly presents the newly purchased communication platform that combines text, email and messenger as a way to communicate with students, parents and staff. Preferences may be set for each account, teachers and paras can receive communication without using their personal devices and maintain legal compliance.
- Action Item Recap – reminder to members to check calendars and register for the VSBA conference, Michael will advise on cost of training, sub-committees to schedule meetings
- Meeting adjourned by chair Hannah Arias at 8:09 p.m.

X. Executive Session *If needed*

Future Meetings

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kyle Southworth", written over a horizontal line.

Kyle Southworth, Admin. Ass't

**ORANGE SOUTHWEST SCHOOL DISTRICT
ENDS COMMITTEE MEETING
AGENDA**

**Wednesday September 25, 2024 5:00 PM
OSSD CONFERENCE ROOM**

I. Opening:

Meeting called to order at 5:04pm.

Committee Attendance: Rachel Fish, Rachel Gaidys, Anne Kaplan, Aimil Parmelee, Heather Lawler, and Michael Clark.

Meeting Purpose: Review and 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/Charge

Charge: Update Ends Policies to reflect Ownership/Stakeholder input from the Portrait of a Graduate created last May/June 2023. Bring back Ends Policies recommendations to the whole OSSD Board for discussion/approval.

Action: Looked at possible Ends Policies from other districts. Looked at what is being required by the state. Discussed process for creating and writing new Ends Policies.

Next steps: Each committee member will look at state content areas from 2120.6 and compare with the OSSD Portrait of a Graduate.

III. Closing

Adjournment 6:05

IV. Future Meetings

Ends Committee Meeting: October 30, 2024 and Conference Room/Google Meets

Submitted by Anne Kaplan, Clerk

Name	PAR Type	Description	DAC
Kidder, Jacklyn M	New Hire Assignment	Paraeducator Special Education	OSSD
McPhetres, Cynthia L	New Hire Assignment	ASP Hourly Employee	RES
Shahar, Llalla H	New Hire Assignment	ASP Hourly Employee	RES
Jarvis, Lacey E	New Hire Assignment	ASP Hourly Employee	RES
Ukasick, Mia K	New Hire Assignment	Food Service Hourly	OSSD
St Amour, Andrea	New Hire Assignment	ASP Hourly Employee	RES
Bowlen, Anna M	New Hire Assignment	Substitute Teacher	BRK
Blanchard-Utton, Michelle L	New Hire Assignment	Substitute-RES	RES
Boone, Amy J	New Hire Assignment	Substitute	BRK
Herring, Makayla J	New Hire Assignment	ASP Hourly Employee	RES
Mayberry, Rachel	Current Employee Assignment	ASP Hourly Employee	RES
Eaton, Cannon C	Current Employee Assignment	Videographer	RUHS
Bradley, Teresa J	New Hire Assignment	RES Teacher Substitute	RES
Evans, Andrew B	New Hire Assignment	Substitute	BRK
Lopez, April A	New Hire Assignment	Substitute	BRK
Holland, Jade	Current Employee Assignment	RES Teacher Substitute	RES
Kuhn, Sadie	Current Employee Assignment	RES Teacher Substitute	RES
Blodgett, Christie	New Hire Assignment	Substitute	BRK
Fontanella, Wayne V	Current Employee Assignment	Substitute-RUHS	RUHS
Slocum, Noah W	New Hire Assignment	Substitute-RUHS	RUHS
McLaughlin, Andrea L	Current Employee Assignment	RES Teacher Substitute	RES
Moyer-Perez, Amelia L	New Hire Assignment	Paraeducator Special Education	RES
Karg, James D	New Hire Assignment	Substitute Teacher	BRK
Smith, Melissa	Current Employee Assignment	RES Teacher Substitute	RES
Jandric, Emma	New Hire Assignment	Paraeducator Special Education	BRK
Lucchina, Sarah L	New Hire Assignment	RES Teacher Substitute	RES
Bonnell, Marlene	Current Employee Assignment	Substitute Teacher	BRT



ORANGE SOUTHWEST SCHOOL DISTRICT

Date: September 23, 2024

To: Melissa Smith

From: Office of the Superintendent

Re: Acceptance of Your Resignation

Dear Melissa Smith,

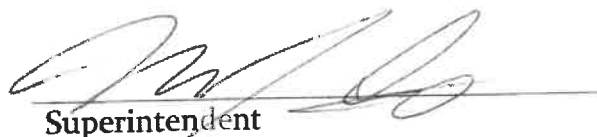
We received your notification of resignation effective September 3, 2024. In accordance with OSSD policy and Title 16, Section 242, I am accepting your resignation, with your final day of employment being September 3, 2024.

HR will be in touch with you regarding your final paycheck, benefits, and the return of any district property.

By signing this letter, your resignation is officially accepted, releasing both you and the Orange Southwest School District from all further contractual obligations as of the effective date. This acceptance also makes your resignation final and irrevocable.

Should you have any questions please do not hesitate to contact me.

I wish you good luck in your future endeavors,


Superintendent

Michael J. Clark
Orange Southwest School District

23 Sep 2024
Date

**OSEA
Randolph, VT 05060**

Affiliated With

Vermont-NEA

National Education Association

Don Tinney
President

September 23, 2024

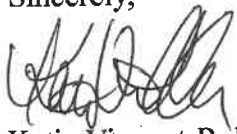
Katie Vincent-Roller, Licensed Staff Lead Negotiator
Lisa Wright, Support Staff Lead Negotiator
OSSD Board of School Directors
c/o Anne Kaplan
Office of the Superintendent
24 Central Street
Randolph, VT 05060

Dear OSSD negotiations team,

In accordance with the 2023 - 2025 Collective Bargaining Agreements for the OSSD support staff and the licensed staff, the Orange Southwest Education Association is writing to inform you of its intent to negotiate a successor Agreement.

We have already communicated by email and are interested in meeting to set up a schedule and plan for negotiations.

Sincerely,



Katie Vincent-Roller, Licensed Staff lead negotiator
OSEA

Cc: Michael Clark, Superintendent



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

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October Board Report

Prepared by Michael J. Clark

3 October 2024

Policy Governance Board Opportunities Update

At last month's board meeting, I presented two Policy Governance professional development opportunities that may be of interest to the board:

1. **Policy Governance Board EXCEerator**
2. **Policy Governance® Maintenance Program**

The board requested that I reach out to the Vermont School Boards Association (VSBA) to inquire about a deeper discount for the EXCEerator program, given that our group exceeds five participants and the VSBA had already offered a \$50 discount per participant. Unfortunately, the VSBA was unable to provide a larger discount. I will proceed with registering the board, Assistant Superintendent Lawler, and myself for this program.

Additionally, the Policy Governance Maintenance Program was canceled for the fall due to insufficient enrollment. The VSBA is hopeful to offer this program starting in January, contingent upon sufficient interest.

The Commission on the Future of Public Education in Vermont

During the 2024 legislative session, a commission was established to study the future of public education in Vermont. Its purpose is to assess and recommend improvements for the state's public education system, ensuring that it meets the evolving needs of students in a rapidly changing world. The Commission will conduct a comprehensive review of Vermont's educational landscape, focusing on several key areas:

1. **Identifying Challenges:** The Commission aims to pinpoint significant issues facing public education, including funding disparities, access to resources, and the impact of socio-economic factors on educational outcomes.



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2. **Engaging Stakeholders:** The Commission actively seeks input from a wide range of stakeholders, including educators, parents, students, and community members, to gather diverse perspectives and insights on necessary improvements.
3. **Exploring Innovative Solutions:** The Commission will examine successful models and best practices from other states and countries, considering how innovative approaches can be adapted to Vermont's unique context.
4. **Equity and Inclusion:** A central focus will be on promoting equity and inclusion within the education system, ensuring that all students have access to high-quality education regardless of their background.
5. **Long-Term Vision:** The Commission is dedicated to creating a sustainable and adaptable education system that prepares students for the demands of the 21st century, emphasizing critical thinking, collaboration, and digital literacy.

I am pleased to share that I have collaborated with the Vermont Agency of Education and the Commission to arrange for the Orange Southwest School District to host the Commission's meeting and public input session on October 21, 2024. The public meeting will take place from 1:00 to 4:00 p.m. at the Regional Technical Career Center (RTCC), followed by a public input session at 5:00 p.m. in the RU Auditorium.

This presents an important opportunity for the Orange Southwest School District community, as well as other communities in Orange County, to share their perspectives with the Commission.

WCAX Weather October 11, 2024

WCAX will be live streaming their morning weather announcements from Randolph Elementary on Friday, October 11th. Our students are excited to have a television station broadcasting from our grounds throughout the morning, from approximately 6:30 a.m. to 8:00 a.m.

Bussing

We continue to face a shortage of drivers, but we are actively taking steps to ensure that students are transported to and from their schools and programs. The positive news is that we have received interest from several community members who wish to become licensed drivers. We are currently working on facilitating their training.



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Monthly Voluntary Superintendent/Faculty and Staff Google Meet

On Wednesday, October 2, we held our monthly voluntary Superintendent/Faculty and Staff Google Meet. During this meeting, I informed staff about the rollout of multi-factor authentication (MFA) as part of our cybersecurity portfolio. We began implementing MFA this summer with a small group to identify and resolve any issues. The rollout will continue gradually to ensure we can address challenges as this becomes the new standard throughout OSSD.

I also discussed the upcoming hosting of the Commission on the Future of Public Education in Vermont and encouraged faculty and staff to attend and provide their input. Several faculty and staff members participated in the meeting and raised two areas of concern: a shortage of substitutes and the needs of a small number of students. I mentioned that I am surveying other Superintendents in the Winooski Valley Region to better understand the compensation provided to substitutes in those districts (please see the Substitute Section later in this report).

Additionally, we addressed the requirement for public schools to provide a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). We discussed how Kayla Link, Brandy Kolling, the principals, and I are collaborating to ensure compliance with the laws, rules, regulations, policies, and best practices required in Vermont. The discussion underscored some of the challenges facing education in Vermont today and emphasized the importance of providing feedback to the Commission.

Substitutes

The Orange Southwest School District (OSSD) is currently experiencing a shortage of substitutes. While this issue is not uncommon in Vermont's educational landscape, I felt it was important to investigate the compensation rates of nearby districts. Currently, OSSD's substitute rate is \$100 per day, which is significantly lower than the rates offered by surrounding districts.

Here is a breakdown of the compensation rates from the eight other Winooski Valley districts that responded to my request for information:

- 2 districts offer \$120 per day
- 3 districts offer \$125 per day



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- 1 district offers \$135 per day
- 1 district offers \$140 per day
- 1 district offers \$150 per day

Given this information and the ongoing shortage of substitutes, it is crucial for OSSD to increase and promote our substitute rate to attract more candidates.

Budget Timeline

The Leadership Team has already begun discussions regarding this year's budgets. The Vermont School Boards Association (VSBA), the Vermont Superintendents Association (VSA), and the Vermont Association of School Business Officials (VASBO) have shared a [budgeting information memo](#) with school board members statewide. In response, Governor Scott released a [memo on September 9, 2024](#), indicating that this will be a challenging budget season.

During the Central Office Administration Team meeting on October 2, we outlined the following budget timeline:

1. **October 8:** Distribute and discuss the budget timeline and budgeting template with the Leadership Team at the Cabinet meeting.
2. **October 9:** Present the budget timeline to the OSSD Board during its meeting.
3. **October 8-21:** Individual administrators will complete the budgeting template for their respective areas of responsibility.
4. **October 21 - November 1:** The following groups will meet with the Central Office Leadership Team to discuss their potential budgets using the completed templates:
 - Elementary Principals
 - High School Principal and Administrative Team
 - RTCC Director and Administrative Team
 - Raven
 - Technology Director
 - Facilities Directors
 - Transportation Director
 - Special Education
 - Central Office



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5. **November 13, 2024:** The first draft of the FY 26 Expenditure Budget will be presented to the OSSD Board for comment. The current landscape of education finance will also be shared. This date typically falls early in the process, and detailed information from the Agency of Education and the State may be limited.
6. **November 18-19:** Any board feedback regarding the expenditure budget will be shared with the Leadership Team during the Operations Call on November 18. If necessary, a more detailed review will take place at the November 19 Cabinet meeting.
7. **November 19 - December 4:** Ongoing work on the budget will continue as needed.
8. **December 11, 2024:** The second draft of the FY 26 Expenditure Budget will be shared and discussed with the OSSD Board, along with the draft of the Revenue Budget. The Board will receive updated information regarding the Vermont Education Finance landscape. By this time, we expect to have the December 1 Tax Commissioner Letter and will still be awaiting the Long-Term Weighted Average Daily Membership Number (formerly Equalized Pupil), which is due on December 15, as well as the Tax Department's Common Level of Appraisal information, typically received between the end of December and January 1.
9. **December 16-17:** Any board feedback about the expenditure budget will be shared with the Leadership Team during the Operations Call on December 16. If needed, a more detailed review will occur at the December 17 Cabinet meeting.
10. **December 17 - January 1:** Continued work on the budget will take place as necessary.
11. **January 8, 2025:** The final draft of the FY 26 OSSD Budget will be presented to the Board for discussion and approval. The context of the Vermont Education Financial landscape will be applied. If the Board is unable to approve the budget, a special meeting will be scheduled.
12. **Mid to Late January:** Financial information for town reports will be shared with town clerks.
13. **February:** An informational meeting will be scheduled.
14. **March 4, 2025:** Town Meeting Day.

**ORANGE SOUTHWEST SCHOOL DISTRICT
2024-25 SUMMARY**

	2023-24 ACTUAL	SEPTEMBER 2023 YTD	2024-25 BUDGET	SEPTEMBER 2024 YTD	DIFFERENCE
GENERAL FUND					
REVENUE:					
LOCAL REVENUE	1,425,183	58,370	1,217,650	49,463	-1,168,187
SPECIAL PROGRAMS	2,440,959	633,016	2,703,635	647,238	-2,056,397
STATE REVENUES	18,911,598	2,601,265	20,591,511	3,005,977	-17,585,534
BEGINNING BALANCE:	1,096,503	0	1,033,333	0	-1,033,333
TOTAL REVENUE	23,874,243	3,292,651	25,546,129	3,702,678	-21,843,451
EXPENDITURES:					
INSTRUCTION	7,795,243	1,041,938	8,977,304	746,524	8,230,780
SPECIAL EDUCATION	3,758,426	460,865	4,750,610	407,626	4,342,984
ADMINISTRATION	1,279,241	335,417	1,500,859	327,705	1,173,154
CENTRAL OFFICE	937,190	254,383	1,178,019	277,345	900,674
SUPPORT SERVICES	1,885,780	360,156	2,377,842	328,123	2,049,719
MAINTENANCE	2,804,042	514,750	2,999,230	558,616	2,440,614
TECHNOLOGY	742,941	341,641	784,205	174,128	610,077
TRANSPORTATION	651,657	75,290	809,049	88,066	720,983
OTHER EXPENSES	148,683	7,557	140,668	5,520	135,148
TECHNICAL EDUCATION	1,200,876	0	1,265,030	0	1,265,030
PRE-SCHOOL	499,764	68,771	763,313	60,265	703,048
SCHOOL TOTAL:	21,703,843	3,460,768	25,546,129	2,973,918	20,604,132
SURPLUS/DEFICIT	0	0	0	0	0
TOTAL EXPENDITURES	21,703,843	3,460,768	25,546,129	2,973,918	22,572,211

7/1/2024

OTHER FUNDS	BEG BAL	REVENUE	EXPENDED	BALANCE
TRANSFER FUND	459,945	0	204,621	255,324
TITLE 1	0	0	0	0
EPSDT FUNDS	89,085	0	141	88,944
FOOD SERVICE	-82,246	0	87,141	-169,387
FRESH FRUITS & VEGS	-2,850	0	0	-2,850
MEDICAID FUNDS	781,520	0	10,844	770,676
R.A.V.E.N.	30,068	0	12,285	17,783
IDEA-B - FLOW-THROUGH	0	0	17,439	-17,439
IDEA-B - PRE-SCHOOL	0	0	617	-617
VEHICLE/BUS FUND	922,024	0	0	922,024
BUILDING MAINT FUND	1,673,819	0	16,460	1,657,359
LEGAL FUND	140,000	0	0	140,000
SPECIAL EDUCATION FUND	515,697	0	0	515,697
OPERATIONAL RESERVE	2,808,140	0	0	2,808,140
TECHNOLOGY RESERVE	217,000	0	0	217,000
ESSENTIAL EARLY ED	43,426	0	0	43,426
AFTER SCHOOL PROGRAM	52,040	2,385	1,881	52,543
STANDARDS BOARD	0	0	0	0
SUMMER FEEDING	12,132	54,907	35,716	31,323
SCHOOL WIDE PROGRAMS	0		24,870	-24,870
TITLE II	0	0	3	-3
TITLE IV	0	0	4,087	-4,087
CONSOLIDATED ADMIN	0	0	3,500	-3,500
CRF - LEA GRANT	10,348	0	0	10,348
AREP - ESSER SUMMER	0	0	177,731	-177,731
ARP - ESSER	12,522	0	0	12,522
ARP - AFTERSCHOOL	159	0	3,003	-2,844
ARP - PRESCHOOL	3,547	0	0	3,547
TOTAL OTHER FUNDS	7,686,377	57,292	600,340	7,143,329

ORANGE SOUTHWEST SCHOOL DISTRICT - REVENUE

Account Name	2023-24 Actual	September 2023 Revenue	2024-25 Budget	September 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	14,864	-25,136
Interest	321,826	57,220	78,000	34,598	-43,402
Early Ed Receipts	9,258	1,150	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	58,370	1,217,650	49,463	-1,168,187
<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	2,542,029	19,551,025	2,946,741	-16,604,284
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	59,236	177,706	59,236	-118,470
Driver Education	5,816	0	3,500	0	-3,500
Total State Revenues	18,911,598	2,601,265	20,591,511	3,005,977	-17,585,534
BEGINNING BALANCE:	1,096,503	0	1,033,333	0	1,033,333
SCHOOL TOTAL:	23,874,243	3,292,651	25,546,129	3,702,678	-20,810,118
<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	0	26,728,789	3,702,678	-19,627,458

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

Account Name	2023-24 Actual	September 2023 Expenditure	2024-25 Budget	September 2024 Expenditure	Encumb	Balance Under (Over)	Percent Inc/Dec
<u>INSTRUCTION:</u>							
Salaries	4,727,619	637,617	5,202,040	440,861	0	4,761,179	91.53%
Benefits	1,538,284	169,239	2,074,962	112,238	0	1,962,724	94.59%
Drivers Education	4,262	468	4,000	589	1,801	1,611	40.27%
Remedial/Interventionist Service	224,806	28,108	273,237	20,351	275	252,611	92.45%
Testing/Tutorial/OT-PT Svcs	13,041	291	36,930	0	2,400	34,530	93.50%
Contracted Services	39,150	11,131	45,600	28,521	300	16,779	36.80%
Staff Training	223,382	72,826	273,500	30,475	4,141	238,884	87.34%
Co/Extra Curricular	428,982	48,098	526,192	57,963	63,883	404,346	76.84%
Tuition	209,325	12,646	54,000	0	0	54,000	100.00%
Travel/Field Trips	63,348	283	39,020	-280	968	38,333	98.24%
Supplies/Textbooks/Equip	323,044	61,231	447,823	55,806	58,884	333,133	74.39%
Total Instruction	7,795,243	1,041,938	8,977,304	746,524	132,651	8,098,129	90.21%
<u>SPECIAL EDUCATION:</u>							
Salaries	1,637,457	252,403	1,936,595	196,115	0	1,740,480	89.87%
Benefits	555,432	67,571	819,132	54,911	0	764,221	93.30%
Contracted/Prof Services	5,000	0	0	0	0	0	
Transportation	66,894	1,153	152,500	0	0	152,500	100.00%
Travel/Conferences	9,018	0	11,700	5,206	6,478	16	0.13%
Supplies/Textbooks/Equipment	18,906	9,509	27,275	8,736	4,373	14,166	51.94%
Tuition	838,234	66,654	1,069,700	95,291	0	974,409	91.09%
Behavioral Services	205,234	25,076	230,249	11,516	0	218,733	95.00%
Testing/Tutorial/OT-PT Svcs	125,804	2,802	164,000	17,256	0	146,744	89.48%
Speech Services	296,447	35,696	339,459	18,595	176	320,688	94.47%
Total Special Education	3,758,426	460,865	4,750,610	407,626	11,027	4,331,957	91.19%
<u>ADMINISTRATION:</u>							
Salaries	866,804	255,007	935,231	235,301	0	699,930	74.84%
Benefits	326,196	65,478	458,163	77,499	0	380,664	83.08%
Repairs/Maint	235	0	9,000	0	0	9,000	100.00%
Postage/Telephone	37,249	6,551	36,250	7,215	9,517	19,518	53.84%
Travel	23,555	2,616	17,100	440	11,872	4,788	28.00%
Supplies/Equipment	25,202	5,765	45,115	7,251	6,602	31,263	69.30%
Total Administration	1,279,241	335,417	1,500,859	327,705	27,991	1,145,163	76.30%
<u>CENTRAL OFFICE:</u>							
Salaries	602,469	170,100	737,688	184,534	0	553,154	74.98%
Benefits	202,902	42,109	333,986	53,388	0	280,598	84.02%
Contracted Services	18,318	3,906	10,000	27	0	9,974	99.74%
Legal Fees	0	0	0	0	0	0	
Staff Development	20,498	0	5,000	2,800	6,848	-4,648	-92.95%
Repairs/Maintenance	26,570	26,570	30,000	24,180	0	5,820	19.40%
Board Expense	0	0	0	0	0	0	
Building Construction	0	0	0	0	0	0	
Insurance	0	0	0	0	0	0	
Travel	3,216	683	7,900	0	730	7,170	90.75%
Supplies/Equipment	63,217	11,015	53,445	12,417	1,333	39,695	74.27%
Total Central Office	937,190	254,383	1,178,019	277,345	8,911	891,763	75.70%
<u>SUPPORT SERVICES:</u>							
Guidance	468,090	59,549	592,054	52,918	15,233	523,903	88.49%
Behavioral Interventionists	360,854	46,148	412,237	28,678	784	382,774	92.85%
School Nurse	347,506	40,982	516,582	38,947	633	477,002	92.34%
Media Services	358,228	49,466	390,339	35,412	19,098	335,829	86.04%
Curriculum Develop	9,794	0	31,255	8,116	6,732	16,407	52.49%
C.A.R.	58,320	7,501	113,500	65	1,188	112,247	98.90%
Teacher Mentoring	58,214	542	58,010	1,077	0	56,934	98.14%
Board of Education	124,309	153,253	118,865	161,998	24,288	-67,420	-56.72%
Legal Fees	29,801	2,715	60,000	913	0	59,088	98.48%
Fiscal Services	70,665	0	85,000	0	0	85,000	100.00%
Total Support Services	1,885,780	360,156	2,377,842	328,123	67,955	1,981,764	83.34%
<u>MAINTENANCE:</u>							
Salaries	716,782	195,750	904,750	211,927	0	692,823	76.58%
Benefits	322,747	54,789	531,465	75,598	0	455,867	85.78%
Contracted Services	195,641	53,790	118,720	92,787	143,708	-117,775	-99.20%
General Liability Ins	89,269	0	88,000	0	0	88,000	100.00%
Repairs/Maintenance	488,438	79,582	287,260	25,393	73,514	188,353	65.57%
Utilities	447,765	47,890	541,000	62,426	0	478,574	88.46%
Supplies/Travel/Equipment	345,955	52,387	298,350	53,834	19,100	225,415	75.55%
Care of Grounds	180,979	23,780	205,600	27,516	16,500	161,584	78.59%
Reserve - Repairs/Maint	0	0	0	0	0	0	
Vehicle Services	16,465	6,782	24,085	9,134	3,700	11,251	46.71%
Total Maintenance Svcs	2,804,042	514,750	2,999,230	558,616	256,522	2,184,092	72.82%

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

	2023-24 Actual	September 2023 Expenditure	2024-25 Budget	September 2024 Expenditure	Encumb	Balance Under (Over)	Percent Inc/Dec
<u>TECHNOLOGY:</u>							
Salaries	319,470	96,411	354,630	84,719	0	269,911	76.11%
Benefits	116,070	23,885	148,975	26,765	0	122,210	82.03%
Contracted Services	13,519	0	24,500	500	0	24,000	97.96%
Technology Fund Transfer	108,500	0	108,500	0	0	108,500	100.00%
Repairs/Maintenance	2,348	0	2,500	0	307	2,193	87.71%
Supplies	183,034	221,345	145,100	62,144	24,213	58,743	40.48%
Equipment	0	0	0	0	0	0	
Total Technology	742,941	341,641	784,205	174,128	24,520	585,557	74.67%
<u>TRANSPORTATION:</u>							
Salaries	253,199	46,390	266,055	46,119	0	219,936	82.67%
Benefits	47,398	6,832	62,664	7,942	0	54,722	87.33%
Contracted Svcs/Rent	72,162	4,074	73,000	16,329	0	56,671	77.63%
Travel/Conferences	98	0	100	0	0	100	100.00%
Repairs/Supplies/Equip	64,102	6,993	59,300	10,752	9,331	39,217	66.13%
Diesel Fuel	50,220	0	90,800	3,366	0	87,434	96.29%
Unallowed Spec Ed	0	0	0	0	0	0	
COVID-19- Food Delivery	15,628	979	75,000	0	0	75,000	100.00%
Field Trips	11,248	1,885	33,000	2,944	5,777	24,279	73.57%
Tuition Student Transportation	37,602	8,138	49,130	614	0	48,516	98.75%
Bus Fund Reserve	100,000	0	100,000	0	0	100,000	100.00%
Total Transportation	651,657	75,290	809,049	88,066	15,108	705,875	87.25%
<u>OTHER EXPENDITURES:</u>							
Food Service Transfer	35,000	0	35,000	0	35,000	0	0.00%
Operational Fund Transfer	0	0	0	0	0	0	
Special Ed Transfer	0	0	0	0	0	0	
Child Care - COVID-19	0	0	0	0	0	0	
Debt Service	10,009	0	10,315	0	0	10,315	100.00%
EEE Services	103,674	7,557	95,353	5,520	0	89,833	94.21%
Total Other Expenditures	148,683	7,557	140,668	5,520	35,000	100,148	71.19%
<u>TECHNICAL EDUCATION:</u>							
State - Act 68	573,600	0	604,280	0	0	604,280	100.00%
Local Tuition	627,276	0	660,750	0	0	660,750	100.00%
Total Tech Education	1,200,876	0	1,265,030	0	0	1,265,030	100.00%
<u>PRE-SCHOOL</u>							
Salaries	290,877	35,736	435,731	36,666	0	399,065	91.59%
Benefits	122,739	16,113	189,478	12,594	0	176,884	93.35%
Administration	49,248	14,134	56,029	6,726	20,174	29,129	51.99%
Tuition/Partnerships	17,021	1,506	50,000	0	0	50,000	155.88%
Supplies/Travel/Equip	19,880	1,283	32,075	4,279	2,553	25,244	3.31%
Total Pre-School	499,764	68,771	763,313	60,265	22,726	680,322	89.13%
SUPRLUS/DEFICIT	0	0	0	0	0	0	
<u>SCHOOL TOTAL:</u>	21,703,843	3,460,768	25,546,129	2,973,918	602,412	21,969,799	86.00%
<u>FEDERAL FUNDS:</u>							
IDEA - B	0	0	329,400	0	0	329,400	
IDEA - B - PreSchool	0	0	6,800	0	0	6,800	
Title I and II - School Wide	0	0	680,960	0	0	680,960	
Medicaid	0	0	155,000	0	0	155,000	
EPSDT	0	0	10,500	0	0	10,500	
Total Federal Funds	0	0	1,182,660	0	0	1,182,660	
TOTAL VOTER APPROVAL:	21,703,843	3,460,768	26,728,789	2,973,918	602,412	23,152,459	86.62%

ARP ESSER Late Liquidation 2024-2025

In 2021, OSSD was awarded over nearly \$3 Million in ARP ESSER funds to be spent on or before September 30, 2024. In 2022 and 2023, OSSD continued to apply for additional ESSER funding and was awarded nearly another \$1 Million in ARP ESSER Afterschool, ARP ESSER Summer, and Act 112 Mental Health grants. These grants were all required to be spent by September 30, 2024.

Earlier this year, OSSD was notified that we were permitted to apply for late liquidation which allowed OSSD to go under contract (by 09/30/2024) for goods and services for an additional 14 months after September 30, 2024. However, those investments needed to be already written into the existing grants.

While OSSD anticipated approximately \$400,000 in surplus from these grant investments, most of the funds were in employee salary & benefits lines and were not eligible for late liquidation. OSSD made a special request to the state to be permitted to amend the ARP ESSER grant. On Thursday, September 26, 2024 the amendment was approved. By Monday, September 30, 2024, the following goods and services were under contract. This was a remarkable lift by the OSSD principals, teachers, and the OSSD business office but everyone did the work with enthusiasm to benefit students and lift these expenses from the local taxpayers:

Social Emotional Wellness Supplies for all elementary schools and RUHS
\$8,423.

Yoga and Mindfulness Instruction for students at all elementary schools and RTCC
2024 - 2025 and fall 2025
\$66,105.

Contracted Services for Field Trips and Summer Programs including SCUBA instruction and Summer Rec Department partnership
\$7,616.

Supplies for Summer Programs & Summer STEM activities including Chromebooks & Carts
\$68,313.

Arts Bus for After School Program (ASP) 2024-2025
\$9,750.

Supplies for After School Program (ASP) 2024-2025
\$14,564.

Food for After School Program (ASP) 2024-2025
\$4,700.

Travel and Field Trip costs for RUHS students to go to Marine Lab 2024-2025
\$12,897.

RUHS Innovation Space Supplies including canvas & vinyl printer supplies for family
engagement
\$5,592.

Robotics Supplies
\$4,907.

High School & Middle School STEM Supplies including Chromebooks and 3D Printers
\$52,645.

High School & Middle School Field Trip Transportation 2024-2025
\$75,488.

Academic Supplies including Wilson Language Reading materials
\$9,117.

RUHS Student Fees for Field Trips including theater tickets and museum fees
\$19,950.

Mathematics Instructional Coaching from All Learners Network
\$74,000.

Up For Learning contract for student engagement in strategic planning 2024-2025
\$20,200.

World Music program with Chandler Arts and BarnArts
\$13,500.

Circus Smirkus
\$5,810.

Chromebooks
\$14,520.

Total ARP ESSER Late Liquidation = \$488,097

Here are the newsletter links for the board:

[Braintree Newsletter](#)
[Brookfield Newsletter](#)
[RES Newsletter](#)
[RUHS Newsletter](#)
[RTCC Newsletter](#)