

Orange Southwest School District (OSSD)
Special Board Meeting, Wednesday November 20, 2024
RUMHS, Media Center, 6pm

meet.google.com/upd-xcaz-qno

Phone Numbers

(US)+1 513-472-0826

PIN: 499 934 387#

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

- Board Attendance: *Ensuring a quorum*
- Meeting Purpose: Monitoring, Feasibility Study
- Review and Accept Agenda

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.*

III. Board Process (6:10 – 6:25)

- Report out from sub-committees: ENDS, Ownership Linkage
- Annual Report to Voters
- Budget Discussion

IV. Board Education (6:25 – 7:10)

- Feasibility Study Report
 - Infrastructure needs (buildings)
 - Superintendent recommendations for further education and exploration
- VSBA Annual Conference Recap
- Excelsior Module 1 (PG Training)

V. Monitoring the Organization (7:10 – 7:35)

- RU Presentation from Principal Lisa Floyd
- Review, Discuss, and possible Vote to Approve Executive Limitation 2.2 (3.4) – 2nd read
- Executive Limitation 2.4 and 2.5 (3.4) – 1st read

VI. Policy Decisions for District Governance (7:35 – 7:45)

- Review/1st reads of Policies B3, Alcohol and Drug-Free Workplace; B5, Employee Unlawful Harassment; C8, Pupil Privacy Rights; C10, Prevention of Harassment, Hazing and Bullying of Students and C10P, Procedures for same.

VII. Monitoring the Board (7:45 – 7:50)

- Board Self-Evaluation: GP 4.7 (enclosed)

VIII. Consent Agenda (7:50 – 8:00)

- Approve minutes from October 9 board meeting
- Approve minutes from sub-committee meetings
- Approve new hires
- Approve School Choice Numbers

IX. Closing/Incidental Information (8:00 – 8:10)

- Superintendent's Report
- Negotiation Scheduling/Planning
- School Newsletters/Principal Reports
- Action Item Recap

X. Executive Session *If needed*

Future Meetings

- Agenda Planning Meeting: Monday December 2, 2024 @ remote, 6pm
- Regular Board Meeting: Wednesday December 11, 2024 @ Braintree

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

Account Name	2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Draft 1	Balance Under (Over)	Percent Inc/Dec
<u>INSTRUCTION:</u>						
Salaries	4,969,420	4,727,619	5,202,040	5,662,350	460,310	8.85%
Benefits	1,932,867	1,538,284	2,074,962	2,220,804	145,842	7.03%
Drivers Education	4,000	4,262	4,000	4,000	0	0.00%
Remedial/Interventionist Servc	247,900	224,806	273,237	459,484	186,247	68.16%
Testing/Tutorial/OT-PT Svcs	20,475	13,041	36,930	47,560	10,630	28.78%
Contracted Services	45,600	39,150	45,600	48,250	2,650	5.81%
Staff Training	269,062	223,382	273,500	287,730	14,230	5.20%
Co/Extra Curricular	501,788	428,982	526,192	573,036	46,844	8.90%
Tuition	54,000	209,325	54,000	58,000	4,000	7.41%
Travel/Field Trips	39,020	63,348	39,020	30,400	-8,620	-22.09%
Supplies/Textbooks/Equip	447,823	323,044	447,823	461,423	13,600	3.04%
Total Instruction	8,531,955	7,795,243	8,977,304	9,853,037	875,733	9.75%
<u>SPECIAL EDUCATION:</u>						
Salaries	1,855,957	1,637,457	1,936,595	2,181,062	244,467	12.62%
Benefits	804,165	555,432	819,132	1,011,803	192,671	23.52%
Contracted/Prof Services	0	5,000	0	0	0	0.00%
Transportation	158,450	66,894	152,500	252,275	99,775	65.43%
Travel/Conferences	11,700	9,018	11,700	12,800	1,100	9.40%
Supplies/Textbooks/Equipment	27,275	18,906	27,275	28,520	1,245	4.56%
Tuition	982,000	838,234	1,069,700	1,189,000	119,300	11.15%
Behavioral Services	213,198	205,234	230,249	228,234	-2,015	-0.88%
Testing/Tutorial/OT-PT Svcs	164,000	125,804	164,000	164,000	0	0.00%
Speech Services	338,094	296,447	339,459	394,945	55,486	16.35%
Total Special Education	4,554,839	3,758,426	4,750,610	5,462,639	712,029	14.99%
<u>ADMINISTRATION:</u>						
Salaries	930,100	866,804	935,231	1,136,393	201,162	21.51%
Benefits	392,107	326,196	458,163	543,869	85,706	18.71%
Repairs/Maint	9,000	235	9,000	9,000	0	0.00%
Postage/Telephone	36,250	37,249	36,250	39,750	3,500	9.66%
Travel	17,100	23,555	17,100	14,100	-3,000	-17.54%
Supplies/Equipment	45,115	25,202	45,115	55,815	10,700	23.72%
Total Administration	1,429,672	1,279,241	1,500,859	1,798,927	298,068	19.86%
<u>CENTRAL OFFICE:</u>						
Salaries	600,210	602,469	737,688	784,315	46,627	6.32%
Benefits	250,218	202,902	333,986	327,675	-6,311	-1.89%
Contracted Services	7,500	18,318	10,000	10,000	0	0.00%
Legal Fees	0	0	0	0	0	0.00%
Staff Development	5,000	20,498	5,000	7,500	2,500	50.00%
Repairs/Maintenance	25,000	26,570	30,000	30,000	0	0.00%
Board Expense	0	0	0	0	0	0.00%
Building Construction	0	0	0	0	0	0.00%
Insurance	0	0	0	0	0	0.00%
Travel	7,900	3,216	7,900	13,900	6,000	75.95%
Supplies/Equipment	53,445	63,217	53,445	64,350	10,905	20.40%
Total Central Office	949,273	937,190	1,178,019	1,237,740	59,721	5.07%
<u>SUPPORT SERVICES:</u>						
Guidance	568,502	468,090	592,054	679,975	87,921	14.85%
Behavioral/Social Work	323,784	360,854	412,237	386,131	-26,106	-6.33%
School Nurse	367,208	347,506	516,582	489,356	-27,226	-5.27%
Media Services	381,092	358,228	390,339	431,801	41,462	10.62%
Curriculum Develop	31,255	9,794	31,255	31,310	55	0.18%
C.A.R.	113,500	58,320	113,500	113,500	0	0.00%
Teacher Mentoring	50,645	58,214	58,010	58,010	0	0.00%
Board of Education	116,365	124,309	118,865	123,450	4,585	3.86%
Legal Fees	59,000	29,801	60,000	64,500	4,500	7.50%
Fiscal Services	85,000	70,665	85,000	85,000	0	0.00%
Total Support Services	2,096,351	1,885,780	2,377,842	2,463,033	85,191	3.58%
<u>MAINTENANCE:</u>						
Salaries	760,850	716,782	904,750	907,975	3,225	0.36%
Benefits	393,385	322,747	531,465	573,730	42,265	7.95%
Contracted Services	112,000	195,641	118,720	250,000	131,280	110.58%
General Liability Ins	81,500	89,269	88,000	98,500	10,500	11.93%
Repairs/Maintenance	271,000	488,438	287,260	287,260	0	0.00%
Utilities	459,310	447,765	541,000	564,200	23,200	4.29%
Supplies/Travel/Equipment	272,850	345,955	298,350	365,400	67,050	22.47%
Care of Grounds	173,000	180,979	205,600	224,200	18,600	9.05%
Reserve - Repairs/Maint	0	0	0	0	0	0.00%
Vehicle Services	21,525	16,465	24,085	30,485	6,400	26.57%
Total Maintenance Svcs	2,545,420	2,804,042	2,999,230	3,301,750	302,520	10.09%

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

Account Name	2023-24 Budget	June 2024 Expenditure	2024-25 Budget	2025-26 Draft 1	Balance Under (Over)	Percent Inc/Dec
<u>TECHNOLOGY:</u>						
Salaries	338,600	319,470	354,630	387,620	32,990	9.30%
Benefits	153,515	116,070	148,975	202,971	53,996	36.25%
Contracted Services	24,500	13,519	24,500	24,500	0	0.00%
Technology Fund Transfer	108,500	108,500	108,500	108,500	0	0.00%
Repairs/Maintenance	2,500	2,348	2,500	2,500	0	0.00%
Supplies	141,100	183,034	145,100	157,450	12,350	8.51%
Equipment	0	0	0	0	0	
Total Technology	768,715	742,941	784,205	883,541	99,336	12.67%
<u>TRANSPORTATION:</u>						
Salaries	254,045	253,199	266,055	324,750	58,695	22.06%
Benefits	55,718	47,398	62,664	76,783	14,119	22.53%
Contracted Svcs/Rent	70,000	72,162	73,000	73,000	0	0.00%
Travel/Conferences	100	98	100	100	0	0.00%
Repairs/Supplies/Equip	58,700	64,102	59,300	69,250	9,950	16.78%
Diesel Fuel	90,800	50,220	90,800	92,000	1,200	1.32%
Unallowed Spec Ed	0	0	0	0	0	
After School Transportation	70,800	15,628	75,000	85,000	10,000	13.33%
Field Trips	33,000	11,248	33,000	36,830	3,830	11.61%
Tuition Student Transportation	46,143	37,602	49,130	62,215	13,085	22.07%
Bus Purchase	0	0	0	0	0	
Bus Fund Reserve	100,000	100,000	100,000	100,000	0	0.00%
Total Transportation	779,306	651,657	809,049	919,928	110,879	13.70%
<u>OTHER EXPENDITURES:</u>						
Food Service Transfer	35,000	35,000	35,000	70,000	35,000	100.00%
Operational Fund Transfer	0	0	0	0	0	
Special Ed Transfer	0	0	0	0	0	
Legal Fund Transfer	0	0	0	0	0	
School Resource Officer	0	0	0	0	0	
Debt Service	10,315	10,009	10,315	10,050	-265	-2.57%
EEE Services	103,674	103,674	95,353	95,353	0	0.00%
Total Other Expenditures	148,989	148,683	140,668	175,403	34,735	24.69%
<u>TECHNICAL EDUCATION:</u>						
State - Act 68	565,552	573,600	604,280	604,280	0	0.00%
Local Tuition	650,580	627,276	660,750	660,750	0	0.00%
Total Tech Education	1,216,132	1,200,876	1,265,030	1,265,030	0	0.00%
<u>PRE-SCHOOL</u>						
Salaries	285,474	290,877	435,731	499,745	64,014	14.69%
Benefits	172,967	122,739	189,478	263,622	74,144	39.13%
Administration	0	49,248	56,029	0	-56,029	
Tuition/Partnerships	25,000	17,021	50,000	82,000	32,000	64.00%
Supplies/Travel/Equip	30,875	19,880	32,075	25,150	-6,925	-27.53%
Total Pre-School	514,316	499,764	763,313	870,517	107,204	14.04%
SUPRLUS/DEFICIT	0	0	0	0	0	
<u>SCHOOL TOTAL:</u>	23,534,968	21,703,843	25,546,129	28,231,545	2,685,416	10.51%
<u>FEDERAL FUNDS:</u>						
IDEA - B	329,400	0	329,400	329,400	0	
IDEA - B - PreSchool	6,800	0	6,800	6,800	0	
Title I and II - School Wide	680,960	0	680,960	680,960	0	
Medicaid	155,000	0	155,000	155,000	0	
EPSDT	10,500	0	10,500	10,500	0	
Total Federal Funds	1,182,660	0	1,182,660	1,182,660	0	
TOTAL VOTER APPROVAL:	24,717,628	21,703,843	26,728,789	29,414,205	2,685,416	10.05%

ORANGE SOUTHWEST SUPERVISORY UNION

R.A.V.E.N.

BUDGET 2025-26

Function	Object	Description	2019-20 Budget	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Draft 1	2024-25 Draft 1	2025-26 Draft 1	Dollar Incl/Dec	Percent Incl/Dec
1200	100	Teachers 1.0 FTE	\$ 148,425	\$ 138,655	\$ 81,535	\$ 82,670	\$ 87,632	\$ 92,056	\$ 78,525	\$ (13,531)	-14.70%
		Other stipends	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.00%
115		Aide Salary 1.0 FTE	\$ -	\$ -	\$ 19,875	\$ 20,580	\$ 22,730	\$ 25,125	\$ 27,140	\$ 2,015	8.02%
120		Substitutes	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
200		Health Ins	\$ 39,660	\$ 43,585	\$ 21,170	\$ 16,500	\$ 18,420	\$ 25,530	\$ 28,065	\$ 2,535	9.93%
		Employer Taxes	\$ 11,495	\$ 10,750	\$ 7,875	\$ 8,040	\$ 8,580	\$ 9,105	\$ 8,225	\$ (880)	-9.67%
		Dental Ins	\$ 3,680	\$ 3,680	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ -	0.00%
		Life Insurance	\$ 55	\$ 55	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ -	0.00%
		Municipal Retirement	\$ -	\$ -	\$ 880	\$ 1,080	\$ 1,195	\$ 1,385	\$ 1,565	\$ 180	13.00%
		Child Care Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476	\$ 400	\$ (76)	-15.97%
		VSTRS Retirement	\$ 1,300	\$ 1,350	\$ 1,350	\$ 1,360	\$ 1,360	\$ 1,600	\$ 1,800	\$ 200	12.50%
		Long-Term Disability Ins	\$ 450	\$ 425	\$ 320	\$ 320	\$ 336	\$ 360	\$ 325	\$ (35)	-9.72%
		Unemployment Ins	\$ 500	\$ 500	\$ 350	\$ 350	\$ 350	\$ 385	\$ 450	\$ 65	16.88%
		Workers Comp	\$ 1,068	\$ 885	\$ 565	\$ 630	\$ 730	\$ 855	\$ 785	\$ (70)	-8.19%
		Prof Dev	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
400		Rent	\$ 30,600	\$ 32,600	\$ 32,600	\$ 32,600	\$ 32,600	\$ 32,600	\$ 35,000	\$ 2,400	7.35%
		Heat/Utilities/Phone	\$ 1,500	\$ 1,500	\$ 1,200	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,650	\$ 150	10.00%
		Telephone	\$ 3,800	\$ 5,500	\$ 5,500	\$ 5,500	\$ 6,200	\$ 6,200	\$ 8,200	\$ 2,000	32.26%
		Electricity	\$ 5,000	\$ 6,500	\$ 3,500	\$ 3,500	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
		Propane/Heating	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
		Equip Repair/Maint	\$ 5,000	\$ 5,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%
		Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
500		Travel/Field Trips	\$ 1,850	\$ 1,850	\$ 1,850	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
		Bus Insurance	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 450	\$ 450	\$ 450	0.00%
		Student Insurance	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0.00%
		Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
600		Supplies/Materials/Tex/Office	\$ 18,000	\$ 18,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.00%
		Supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
		Books/Periodicals	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
		Software	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0.00%
		Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
700		Other Equip Incl Computers	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
2143		Counseling Services	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%
		Total Operating Budget	\$ 304,083	\$ 302,535	\$ 231,110	\$ 229,170	\$ 241,213	\$ 260,567	\$ 253,120	\$ (7,447)	-2.86%
		Overhead Costs									
2400		Administration (Voc Ctr staff)	\$ 22,308	\$ 23,695	\$ 23,800	\$ 11,830	\$ 11,150	\$ 8,950	\$ 8,950	\$ -	0.00%
2520		OSSD Fiscal & Admin Svcs	\$ 13,600	\$ 13,950	\$ 12,020	\$ 11,405	\$ 11,732	\$ 12,650	\$ 12,650	\$ -	0.00%
			\$ 13,600	\$ 13,950	\$ 12,020	\$ 11,405	\$ 11,732	\$ 12,650	\$ 12,650	\$ -	0.00%
		Total Budget	\$ 339,991	\$ 340,180	\$ 266,930	\$ 252,405	\$ 264,095	\$ 282,167	\$ 274,720	\$ (7,447)	-2.84%
		Projected Enrollment	14.00	14.00	10.00	10.00	10.00	10.00	9.00		
		Tuition Cost per Student	\$ 24,285	\$ 24,299	\$ 26,693	\$ 25,241	\$ 26,410	\$ 28,217	\$ 30,524	\$ 2,308	8.74%

Monitoring Report

Superintendent Monitoring Report:	Internal	Organization:	Orange Southwest School District
Policy Type:	Executive Limitations	Policy Number/Title:	2.2 Treatment of Staff
Submitted on:	8 October 2024	Period Covered	July 2024 -October 2024

Policy

With respect to the treatment of paid and volunteer staff, the Superintendent shall not:

- 1. Operate without written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions;*
- 2. Discriminate against any staff member for non-disruptive expression of dissent; or,*
- 3. Allow staff to be unprepared for emergency situations*

Interpretation

This Policy applies to both paid and volunteer staff

Personnel rules will be written into a document and given to employees upon hire and available on the web it will specifically include a process for a process for effectively handling grievances and will protect employees and volunteers from wrongful conditions

I interpret Non-disruptive expression of dissent as expressions of disagreement with policy or decision in a manner that is respectful and does not interrupt the learning environment. Staff members who behave in this manner shall not be discriminated against. Discrimination is the unjust or prejudicial treatment of individuals.

I interpret preparedness as participating in trainings or receiving information on how to handle a variety of school safety issues

Observable Conditions:

a)	Employees and volunteers will have access to clearly written and easy to understand collective bargaining agreements and policies
b)	Employees and volunteers have opportunities to provide expressions of dissent and in both planned and and unplanned ways

c)	Professional Development time is devoted to school safety practices and those practices are observable in everyday practices.
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Rationale:

1)	The presence of clear personnel rules serves as a foundational framework for any organization. These rules ensure that all staff members understand their rights and responsibilities, which is crucial for maintaining order and mutual respect. Effective grievance procedures allow staff to voice concerns without fear, promoting a culture of accountability and transparency. Furthermore, protections against wrongful conditions safeguard staff well-being, enhance morale, and reduce turnover. This compliance reflects a commitment to fostering a fair and supportive workplace.
2)	This policy aligns with best practices in organizational governance and supports the development of a culture that prioritizes diversity of thought. Protecting non-disruptive dissent enhances organizational resilience and adaptability.
3)	Preparedness is essential for minimizing risks and ensuring the safety of staff and the community. Regular training and drills empower staff with the knowledge and skills necessary to respond effectively in emergencies. This proactive approach is not only a legal requirement but also a moral obligation to protect the welfare of employees and stakeholders. By prioritizing preparedness, the organization demonstrates a commitment to fostering a safe and resilient work environment.

Evidence:

Observable Condition	Data/Result
a) Written agreements and policies	<i>Up to date Collective Bargaining Agreements for Teachers and Support Staff Up to date Confidential employee, Principal/Director, Supervisory/Manager and Bus Driver Master Agreements The OSSD Boards Conflict Resolution/Complaint Policy (B-27)</i>
b) Opportunities for dissent	<i>The Superintendent Holds a monthly voluntary Faculty and Staff Meeting via Google Meet at a time all members of the Faculty and Staff are able to attend. Regular visits to each campus and every classroom Regularly scheduled meetings with Teacher and Support Staff Associations</i>

c) School safety
Professional
Development

*Significant devotion of professional development agenda to emergency response and preparedness.
Weekly meetings with Facilities Directors to ensure safe conditions and practices for all facilities.*

Compliance:

I hereby report compliance with this policy. *Michael J. Clark, Superintendent*

Notes:

Monitoring Report

Superintendent Monitoring Report:	Internal	Organization:	Orange Southwest School District
Policy Type:	Executive Limitations	Policy Number/Title:	2.4 Financial Planning and Budgeting
Submitted on:	19 November 2024	Period Covered	July 2024 -November 2024

Policy

The Superintendent shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Ends priorities, risk financial jeopardy, or fail to be derived from a multiyear plan.

Further, without limiting the scope of the foregoing by this enumeration, there will be no financial plans that:

- 1. Risk incurring those situations or conditions described as unacceptable in the board policy "Financial Condition and Activities"*
- 2. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions*
- 3. Provide less for board prerogatives during the year than is set forth in the Governance Investment Policy*
- 4. Omit disclosure of anticipated impact(s) of proposed budget.*

Interpretation

I interpret the intent of the overall policy to mean that district funds shall be purposefully allocated to advance the board's ENDS, with a clear focus on achieving those outcomes. Furthermore, these funds will be protected through sound fiscal management practices. Finally, I interpret compliance with the policy to signify that all specified provisions are being met in full.

Including:

- That available funds within the most recent budget shall not be exceeded.
- That the district's liabilities will be paid promptly and without delay.
- That monies owed to the district will be collected in a timely manner.
- That unexpected revenues will be directed toward supporting the district's ENDS.Estimates

of revenues and expenses used to create the annual budget are grounded in reason and supported by evidence.

- That financial statements provide sufficient detail to distinguish between the resources necessary for the district's daily operations in pursuit of the Board's ENDS and those allocated to individual projects that require significant investment, such as building projects.
- That the approved budget will allocate sufficient resources to support the board's reasonable interpretation of Governance Process Policy 4.7
- That the superintendent will keep the board informed of any significant changes in the financial landscape that may impact or alter the budget planning process or the current budget.

Observable Conditions:

a)	Administration will prepare a line by line budget.
b)	The community will approve a top line expenditure budget amount.
c)	Regular warrants are prepared and approved by board detailing timely payment of bills.
d)	The board receives regular detailed financial statements and summaries which reflect the information the board needs.
e)	The superintendent will create regular board reports which keep the board informed of any significant changes in the financial landscape.

Rationale:

1)	An organization that aims to achieve its goals can only do so when it intentionally allocates resources toward meeting those Ends. Effective fiscal management practices are essential to ensure that funds, which could be directed toward advancing the Ends, are not squandered due to incompetence or inefficiency. The primary purpose of financial planning and budgeting is to guarantee that the organization has the necessary resources to fulfill its goals and meet its mandated obligations.
2)	The limitations outlined in Policy 2.3 (Financial Conditions and Activities) are designed to ensure that the OSSD practices sound and responsible financial stewardship. These provisions guarantee that the organization meets its financial obligations in a timely manner and that spending is consistently aligned with the achievement of the Board's Ends.

3)	To ensure adequate and reliable funding in support of the board's ENDS, the district budget must be developed based on evidence-driven assumptions regarding future revenues and expenses. Furthermore, to demonstrate that district priorities are accurately reflected in financial decisions, the budget creation process must clearly articulate the purpose behind any changes made from one fiscal year to the next.
4)	Providing and reviewing information about the changing financial landscape as soon as it becomes available enables a thoughtful and informed response, potentially mitigating any negative effects these changes may have on the district or its ability to meet its Ends. Additionally, if the changes prove beneficial, advanced notice allows the district the opportunity to seek community input and strategically direct their impact toward achieving the Ends.

Evidence:

Observable Condition	Data/Result
a) Line by Line Budget	<i>The board is provided a line by line detailed budget</i>
b) Top Line Budget Expenditure amount	<i>This information is included in the Annual Warning, Ballot, and results</i>
c) Warrants	<i>The board approves accounts payable warrants at each regular board meeting</i>
d) Financial Statements	<i>The board reviews detailed financial statements at each regular board meeting</i>
e) Superintendent updates	<i>The board receives and reviews a monthly superintendent's report</i>

Compliance:

I report compliance with this policy to this point and expect to report full compliance at the end of the budget preparation process in January. *Michael J. Clark, Superintendent*

Notes:



Monitoring Report

Superintendent Monitoring Report:	Internal	Organization:	Orange Southwest School District
Policy Type:	Executive Limitations	Policy Number/Title:	2.5 Emergency Superintendent Succession
Submitted on:	19 November 2024	Period Covered	July 2024 -November 2024

Policy

To protect the district from the sudden loss of Superintendent services, the Superintendent shall not permit the administrative cabinet to be unprepared to take over with reasonable proficiency until a successor is found.

Interpretation

The district will appoint and sustain an assistant superintendent who is fully authorized to assume the superintendent's decision-making and signing authority in the event of absence or incapacitation. This individual will be thoroughly cross-trained in all responsibilities of the superintendency, ensuring they are well-versed in the full scope of duties. Additionally, the designee will be kept informed of ongoing matters and initiatives, enabling them to step into the superintendent's role seamlessly and with minimal disruption.

Observable Conditions:

a)	The assistant superintendent is hired and included in the OSSD Org Chart
b)	In addition to maintaining a regular portfolio of responsibilities consistent with supporting the superintendent the assistant superintendent will also regularly be mentored by the superintendent
c)	The assistant superintendent participates in regular planning and leadership meetings at all levels

Rationale:

1)	To ensure the district continues to achieve its ENDS on behalf of students and the communities it serves, it is essential to establish contingencies that are activated in the event of an unexpected loss. Given that the district relies on its staff to fulfill its mission, it is critical to engage in cross-training initiatives. These efforts will safeguard the organization's integrity and functionality by ensuring that the sudden absence of any individual's knowledge or skills does not disrupt the district's ability to meet its objectives.
2)	Succession planning is not only a mechanism for ensuring the district operates smoothly during an unexpected transition; it is also a strategic investment in building capacity and expertise within the administrative team. Over time, the ongoing training and communication foster the development of a strong, shared vision and a unified organizational culture. This process promotes consistency, clarity of purpose, and enhances collegiality, ultimately strengthening the leadership and direction of the district.

Evidence:

Observable Condition	Data/Result
a) Assistant Superintendent hired and included in Org Chart	<i>Updated Org Chart</i>
b) Portfolio and Mentoring schedule	<i>Job Description with regular responsibilities Regular Superintendent/Assistant Superintendent Mentoring Schedule</i>
c) Planning and Leadership Roles	<i>Participation in Agenda Planning Meetings Leading Curricular Team Meetings (Agenda/Notes) Participation Leadership Team Meeting (Agenda/Notes)</i>

Compliance:

I hereby report compliance with this policy when org chart and job description is updated to reflect current working conditions. *Michael J. Clark, Superintendent*

Notes:

Procedure for Temporarily Delegating the Superintendent's Authority

This procedure should be followed in such cases where a superintendent is unable to perform his/her responsibilities. This may occur in a transition period between superintendents or for other reasons such as accident or illness. Under these circumstances, that authority temporarily may be delegated by the OSSD board to another licensed administrator within the district using the following process:

1. The OSSD Board should formally take action (vote) to temporarily delegate the superintendent's signatory authority to another licensed administrator within the district. This delegation may be general or limited to specific types of documents.
2. The current superintendent or chair of the OSSD board should submit notification via email to the secretary of education outlining the name and license type of the individual the board wishes to designate as the interim signatory authority for the district, the scope of that authority, and the start and end date of that authority.
3. The secretary will ensure relevant Agency of Education (AOE) divisions and teams are notified of the change, and that AOE's Grants Management System (GMS) is updated accordingly.
4. When the temporary signatory authority designation is no longer needed, or if it needs to be extended beyond the original request, the OSSD board chair or superintendent should email the secretary of education notification of the change. The secretary will follow the same process as item three (3) above in informing relevant parties within the AOE.



ORANGE SOUTHWEST SCHOOL DISTRICT

CODE B3
(Required)¹

ALCOHOL AND DRUG-FREE WORKPLACE²

Policy³

It is the policy of the Orange Southwest School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student⁴ will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer, or work study student is under the influence of drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of their duties.

Definitions

- 1. Drug** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.⁵
- 2. Workplace** means the site for the performance of work for the school district, including any school building or any school premises and any school-owned vehicle or any other school-

1 The Drug Free Workplace Act of 1988 applies to all individuals or organizations that receive federal grants and any individuals or organizations that are federal contractors whose contracts exceed \$100,000. The Act does not explicitly require a Drug Free Workplace policy, but it does require covered entities to "establish a drug-free awareness program to inform employees about...the grantee's policy of maintaining a drug free workplace..." 41 U.S.C. §702(1)(b)(ii).

2 Alcohol is not considered a "controlled substance" under federal law. The Drug Free Workplace Act therefore does not require that alcohol be included in an employer's prohibition of drugs in the workplace. Vermont law does authorize employers to prohibit alcohol possession and/or use of alcohol in the workplace. The Vermont drug testing law defines "drug" broadly and includes alcohol as a "drug." 21 V.S.A. §511(3).

3 The Drug Free Workplace Act requires specific actions on the part of employers including publication of a statement notifying employees of the prohibition against illegal drugs in the workplace, the establishment of a drug-free awareness program with specific elements, the notification to employees that compliance with the prohibition against drugs is a requirement for employment and imposing specific sanctions on any employee who is convicted of violations occurring in the workplace. See 41 U.S.C. §701.

4 The inclusion of volunteers and work study students as "employees" for purposes of this policy is optional. See *endnote 7 below*.

5 The Drug Free Workplace Act uses the term "controlled substance" as synonymous with the term "drug." Controlled substances are listed in the federal law at 21 U.S.C. 812. Marijuana is included as a controlled substance under federal law despite legalization in Vermont.

approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.⁶

3. Employee means all persons directly or indirectly compensated by the school district for providing services to the district and all employees of independent contractors who provide services to the district.⁷

4. Volunteer means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.

5. Work Study Student means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

Employee Responsibilities

As a condition of employment, each employee will notify the superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above.

The employee must notify the Superintendent no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence.

Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the superintendent will notify any federal or state officers or agencies legally entitled to such notification.⁸

An employee, volunteer, or work study student who violates the terms of this policy may be required to satisfactorily complete an alcohol or drug recovery, substance use, and treatment program approved by the superintendent.

In addition, an employee who violates the terms of this policy will be subject to disciplinary action.

⁶ Definition derived from 41 U.S.C. §706(1).

⁷ 41 U.S.C. §706(2). Note that the federal law defines "employee" as one "directly engaged in the performance of work pursuant to a federal grant or contract, whether or not the employee is paid through grant or contract funds. An employer may expand the coverage of this policy to include all employees, whether or not they are engaged in work pursuant to federal grants.

⁸ See 41 U.S.C. §702(a)(1)(D).

<i>VSBA Version:</i>	<i>October 18, 2024</i>
<i>Date Warned:</i>	<i>November 20, 2024</i>
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>49 U.S.C. §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)</i>
	<i>49 C.F.R. Parts 40, 382, 391, 392, 395 and 653</i>
	<i>21 V.S.A. §§ 511 et seq.</i>
	<i>18 V.S.A. § 4230a</i>
	<i>18 V.S.A. § 4474c</i>
<i>Cross Reference:</i>	



ORANGE SOUTHWEST SCHOOL DISTRICT

B5
REQUIRED¹

EMPLOYEE UNLAWFUL HARASSMENT

Policy

In the Orange Southwest School District, employee harassment, as defined herein and by state and federal law, is unlawful and will not be tolerated. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

Definitions

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district or supervisory union.
2. **Unlawful Harassment:** Unwelcome conduct based on an employee's race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, or physical or mental condition that interferes with the employee's work or creates a work environment that is intimidating, hostile, or offensive. In determining whether conduct constitutes harassment:
 - a. The determination shall be made on the basis of the record as a whole, according to the totality of the circumstances, and a single incident may constitute unlawful harassment.
 - b. Incidents that may be harassment shall be considered in the aggregate with varying types of conduct and conduct based on multiple characteristics viewed in totality rather than in isolation.
 - c. Conduct may constitute unlawful harassment, regardless of whether: 1) the complaining employee is the individual being harassed; 2) the complaining employee acquiesced or otherwise submitted to or participated in the conduct; 3) the conduct is also experienced

¹ 21 V.S.A. §495h(b) requires all employers to adopt a policy against sexual harassment. The policy shall include 1) a statement that sexual harassment in the workplace is unlawful, 2) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment, 3) a description and examples of sexual harassment, 4) a statement of the range of consequences for employees who commit sexual harassment, 5) a description of the process for filing internal complaints about sexual harassment and the names, addresses, and telephone numbers of the person(s) to whom complaints should be made, and 5) the complaint process of the appropriate State and federal employment discrimination enforcement agencies, and directions as to how to contact such agencies.

by others outside the protected class involved in the conduct; 4) the complaining employee was able to continue carrying out the employee's job duties and responsibilities despite the conduct; 5) the conduct resulted in a physical or psychological injury; or 6) the conduct occurred outside the workplace.²

3. **Sexual Harassment:** Sexual harassment is a form of unlawful harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, written, auditory, or visual conduct of a sexual nature by a District employee or a person engaged to perform work or a service for the District when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of interfering with an individual's work or creating an intimidating, hostile or offensive working environment.
 - d. Sexual harassment need not be severe or pervasive in order to be unlawful.³
4. **Retaliation.** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

Examples

Unlawful harassment can include any unwelcome conduct which offends, denigrates, or belittles an employee because of the race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, physical or mental condition, marital status, or genetic information. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

1. **Sex** - Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

Please be aware that any sexual harassment allegations must be considered and processed pursuant to the District's Title IX policy.

2. **Race and Color** - Racial or color harassment may include unwelcome conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
3. **Religion** - Harassment on the basis of religion includes unwelcome conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.
4. **National Origin and Place of Birth** - Harassment on the basis of national origin includes unwelcome conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

² 21 V.S.A. §495d definition of "harass"

³ As defined in 21 V.S.A. §495d

5. **Age** - Age harassment includes unwelcome conduct directed at someone (an applicant or employee) age 18 or older, such as offensive remarks about a person's ability to perform certain tasks because of age.⁴
6. **Marital Status** - Harassment on the basis of marital status includes unwelcome conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed parent.
7. **Sexual Orientation** - Harassment on the basis of sexual orientation includes conduct directed at the characteristics of a person's sexual orientation.
8. **Gender Identity** - Harassment on the basis of gender identity includes unwelcome conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.
9. **Disability** - Disability harassment includes any unwelcome conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.
10. **Genetic Information** - Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

Training

The District shall implement a reasonable training program to make employees aware of the District's harassment policies and procedures.

Administrative Procedures

1. **Duty to Investigate.** In the event the district or supervisory union receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Orange Southwest School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:

Non-Discrimination Coordinators

Address: 24 Central Street, Randolph VT 05060
Telephone number: 802-728-5052

Braintree Principal

Address: 66 Bent Hill Road, Braintree VT 05060
Telephone number: 802-728-9373

Brookfield Principal

Address: 1728 Ridge Road, Brookfield VT 05036
Telephone number: 802-276-3153

⁴ 21 V.S.A. §495

Randolph Elementary Principal

Address: 40 Ayers Brook Road, Randolph VT 05060

Telephone number: 802-728-9555

Randolph Middle & High School Principal

Address: 15 Forest Street, Randolph VT 05060

Telephone number: 802-728-3397

RTCC Director

Address: 17 Forest Street, Randolph VT 05060

Telephone number: 802-728-9595

3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Alternative Complaint Processes.** Employees may file complaints with both the district or supervisory union and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
 - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.
6. **Confidentiality.** Witnesses, complainant, and the accused shall keep confidential matters related to the charge of unlawful harassment.

<i>VSBA Update</i>	<i>10/10/2023</i>
<i>Date Warned:</i>	<i>11/20/2024</i>
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>9 V.S.A. §§ 4501 et seq. (Public accommodations)</i>
	<i>21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)</i>
	<i>42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)</i>
	<i>29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)</i>
<i>Cross Reference:</i>	<i>Board Commitment to Non-Discrimination</i>
	<i>Prevention of Sexual Harassment as Prohibited by Title IX</i>



ORANGE SOUTHWEST SCHOOL DISTRICT

**CODE C8
(Required)^[1]**

PUPIL PRIVACY RIGHTS

Policy

It is the policy of the Orange Southwest School District to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA)^[2] and Vermont State Board of Education Rules^[3] governing the administration of certain student surveys, analyses or evaluations.^[4]

Administrative Responsibilities

The superintendent or designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy and parents' access to information regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The administrative procedures shall include provisions that address the following legal requirements:^[5]

1. The right of parents of a student to inspect, upon request, surveys created by third parties before the administration of the surveys to the student.
2. Any applicable procedures for granting a request by a parent for access to such survey within reasonable time after a request is received.
3. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal PPRA.^[6]
4. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.^[7]
5. The administration of physical examinations or screenings that the school district may administer to a student.^[8]
6. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy in the event of such collection, disclosure, or use.^[9]
7. The right of a parent of a student to inspect, upon request, any instrument used in the collection of personal information under subparagraph (6) above before the instrument is administered to a student, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request.^[10]

8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, annual notice of such policies and procedures; notification and an opportunity for the parent to opt the student out of participation in activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose); notification and an opportunity for the parent to opt the student out of participation in the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment; and notification and an opportunity for the parent to opt the student out of participation in any nonemergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.^[11]

9. The rights of a parent under the PPRA transfer to a student who is 18 years old or an emancipated minor under state law.

[1] This policy is required by the Federal Protection of Pupil Rights Act, 20 U.S.C. § 1232h; Vermont State Board Manual of Rules and Practices, Rule 2113.

[2] See 20 U.S.C. 1232h.

[3] See Vermont State Board of Education Rule 2113.

[4] The federal law and state regulations requiring board policies on this subject are in some instances limited to surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. See 20 U.S.C. § 1232h(c)(1). At the board's discretion, the protections provided by this policy could be expanded to include all surveys conducted by the school district, regardless of the survey's funding source.

[5] See 20 U.S.C. §1232h(c)(1).

[6] See 20 U.S.C. §1232h(c)(1)(B) for the list of eight items that must be included.

[7] See 20 U.S.C. §1232h(c)(1)(C).

[8] See 20 U.S.C. §1232h(c)(1)(D).

[9] See 20 U.S.C. §1232h(c)(1)(E).

[10] See 20 U.S.C. §1232h(c)(1)(F)

[11] See 20 U.S.C. §1232h(c)(2).

<i>VSBA Revision:</i>	<i>November 4, 2024</i>
<i>Date Warned:</i>	<i>November 20, 2024</i>
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	
<i>Cross Reference:</i>	



ORANGE SOUTHWEST SCHOOL DISTRICT

CODE C10
(Required)

POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Statement of Policy

The Orange Southwest School Districtⁱ (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the district to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

The model procedures are expressly incorporated by reference as though fully included within this model policy. The model procedures are separated from the policy for ease of use as may be required.

II. Implementation

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)

2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the district shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions.

For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
 - (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

- B. **“Complaint”** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race- based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student’s ability to participate in or benefit from the educational program on the basis of sex.

2. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
3. Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

1. The goals are approved by the educational institution; and
2. The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **"Student"** means any person who:

1. is registered in or in attendance at an educational institution;
2. has been accepted for admission at the educational institution where the hazing incident occurs; or
3. intends to attend an educational institution during any of its regular sessions after an official academic break.

I. **"Notice"** means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of

federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal/technical center director or his/her designee and/or the District’s Equity Coordinator.
- N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

VSBA Version:	December 2, 2015
Date Warned:	November 20, 2024
Date Adopted:	
Legal Reference(s):	
Cross Reference:	

APPENDIX A

Designated Employees:

The following employees of the Orange Southwest School District have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti discrimination laws;

Name: Heather Lawler
Title: Assistant Superintendent
Contact Information: 802-728-5052 hlawler@orangesouthwest.org

Name: Kayla Link
Title: Director of Special Education
Contact Information: 802-728-5052 klink@orangesouthwest.org



ORANGE SOUTHWEST SCHOOL DISTRICT

CODE C10P

PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS

I. Reporting Complaints of Hazing, Harassment and/or Bullying

- A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a Student Conduct Form, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
- E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

- F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice) (877)
294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

II. Responding to Notice of Possible Policy Violation(s)

- A. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
1. Promptly reduce any oral information to writing, including the time,
 - i. place, and nature of the conduct, and the identity of the participants and complainant.
 - ii. Promptly inform the school administrator(s) of the information;
 - iii. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
- B. Upon **initiation of an investigation**, the designated employee shall:
1. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - i. an investigation has been initiated;
 - ii. retaliation is prohibited;
 - iii. all parties have certain confidentiality rights; and
 - iv. they will be informed in writing of the outcome of the investigation.
- C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

- A. Initiation of Investigation - Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.
- B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school’s investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate.
In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.
- D. Due Process. The United States Constitution guarantees due process to students and District employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The District will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
- E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school will also consider the impact of relevant off- campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student’s equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.
- F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.
- G. Investigation Report. The investigator shall prepare a written report to include a

statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by either Vermont AOE, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.

- H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:
1. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - i. the investigation has been completed;
 - ii. whether or not the investigation concluded that a policy violation occurred (and which policy term was violated, i.e. harassment, hazing and/or bullying);
 - iii. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
 2. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:
 - i. an internal review by the school of its initial determination as a result of its investigation as to whether harassment occurred;
 - ii. request an Independent Review of the school's "final" determination as to whether harassment occurred within thirty (30) days of the final determination or although a "final" determination was made that harassment indeed occurred the school's response to that harassment was inadequate to correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 - iii. file complaints of harassment with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
 3. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.
- I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. Responding to Substantiated Claims

- A. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s). In so doing, the following should be considered:
- (i) Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are

ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.

(ii) School Access/Environment Considerations. The District will also take efforts to support victims' access to the District's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the District will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate harassment and/or bullying and will be responsive to any student who reports that conduct.

(iii) Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.

(iv) Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

The District will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there are have been any new incidents or any retaliation.

C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:

- (1) the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
- (2) the age of the complainant and the accused individual,
- (3)

the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

A. Internal Review of Initial Harassment Determinations By Complainant.

A complainant or parent of a complainant may request internal review by the District of a designee's initial determination (following investigation) that harassment has not occurred via written request submitted to the District superintendent. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after review is requested.

B. Independent Reviews of Final Harassment Determinations By Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a.(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Secretary of Education.

The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The District may request an independent review at any stage of the process.

- C. Rights to Alternative Harassment Complaint Process. In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice) (877)
294-9200 (tty)
(802) 828-2481 (fax)

Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

- A. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal the determination and/or any related disciplinary action(s) taken, directly to the school board of the school district. The school board shall conduct a review on the record. The standard of review by the school board shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder. Appeals should be made to the school board within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline. The school board shall set the matter for a review hearing at the next scheduled school board meeting to the extent practicable, but not later than 30 days from receipt of the appeal filing.
- B. Accused Student/Appellant Access to Investigative Reports/Findings. The school district shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record before the school board of the school district, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

- A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
1. Concerns Related to Harassment Complaints. The scope of appropriate response to a harassment complaint may depend upon whether a student or parent of a minor student reporting the harassment asks that the student's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the

school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance. The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and District/Supervisory Union Central Office for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

- A. Reports to Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to Vermont Agency of Education. If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the head of school is encouraged to report the alleged conduct to the Secretary of Education.
- C. Reporting Incidents to Police
 - 1. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

2. First Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
 3. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.
- D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

- A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.
- B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment and bullying.
- C. Staff Training. The board or its designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying.
- D. Data Gathering. Public school districts shall provide the Vermont Agency of Education with data requested by the Secretary of Education.

Legal References:

1. Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
2. Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
3. Family Education Rights Privacy Act; 20 U.S.C. §1232g; Public Accommodations Act, 9 V.S.A. §§4500 et seq.;
4. Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
5. Education, 16 V.S.A. §140(a)(1); Education, 16 V.S.A. §166(e); Education, Bullying, 16 V.S.A. §570c;
6. Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570; Education, Harassment, 16 V.S.A. §570a;
7. Education, Harassment, 16 V.S.A. §570c;
8. Education, Harassment, 16 V.S.A. §570f; Education, Hazing, 16 V.S.A. §570b; Education, Hazing, 16 V.S.A. §570f; Education, Discipline, 16 V.S.A. §1161a;
9. Education, Suspension or Expulsion of Pupils; 16 V.S.A. §1162;

10. Child Abuse, 33 V.S.A. §§4911 et seq.;
11. Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
12. Washington v. Pierce, 179 VT 318 (2005).

Worksheet for Board Self-Evaluation of Governance Process Policies

Policy Number 4.7 Governance Investment

Time period being monitored: FY 25

Date Completed: 11/20/2024

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>Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity.</p>		
<p>1. Appropriate funds shall be allocated each year to ensure at minimum, board skills, methods, and supports will be sufficient to ensure governing with excellence.</p> <ol style="list-style-type: none"> 1. Training and retraining will be used to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings. 2. Outside monitoring assistance will be arranged so that the Board can exercise confident control over organizational performance. This includes, but is not limited to, financial audits. 3. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to owner viewpoints and values. 		

2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.		
3. The Board will establish its cost of governance budget for the next fiscal year when budget parameters are established.		

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 October 9, 2024
Brookfield Elementary School

6pm

MINUTES

Google Meet joining info

meet.google.com/upd-xcaz-qno

Phone Numbers

[\(US\)+1 513-472-0826](tel:+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

**ORANGE SOUTHWEST SCHOOL DISTRICT
ENDS COMMITTEE MEETING**

Minutes

**Wednesday October 30, 2024 5:00 PM
OSSD CONFERENCE ROOM**

I. Opening

Meeting called to order at 5:06pm.

Committee Attendance: Rachel Gaidys, Rachel Fish, Hannah Arias, Heather Lawler, Aimil Parmalee, Anne Kaplan, 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

Policy Decisions: District Governance

Reviewed comparison of Portrait of a Graduate document with the Educational Quality Standards that will go into effect in 2025.

Discussed what we had for Ends Policies and what we are looking to do with the updated Ends Policies.

Decided to use the Draft Ends Policy created a few meetings ago. At the next meeting the group will add more specificity to it from the POG. Committee members can get started on this ahead of the next meeting.

III. Closing

Set date for next meeting to Nov 13 at 6-7pm in the RU Media

Meeting adjourned at 6:10pm

Submitted by,
Anne Kaplan

**ORANGE SOUTHWEST SCHOOL DISTRICT
ENDS COMMITTEE MEETING**

Minutes

**Wednesday November 13, 2024 6:00 PM
MEDIA CTR RUHS**

I. Opening

Meeting called to order at 6:23pm.

Committee Attendance: Rachel Gaidys, Rachel Fish, Hannah Arias, Heather Lawler, Aimil Parmalee, Anne Kaplan, 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

Policy Decisions: District Governance

Edited and added more specificity to the OSSD draft Ends Policy. Committee members had a lot of deliberation so will need one more meeting to finish up the draft.

III. Closing

Set date for next meeting to Dec 4 at 5:30pm in the OSSD Conference Room

Meeting adjourned at 7:10pm

Submitted by,
Anne Kaplan

Name	Description	Effective Date	DAC
Lopez, April A	Substitute	9/24/2024	Brookfield
Holland, Jade	RES Teacher Substitute	9/27/2024	RES
Kuhn, Sadie	RES Teacher Substitute	9/27/2024	RES
Blodgett, Christie	Substitute	9/27/2024	Brookfield
Fontanella, Wayne V	Substitute-RUHS	9/30/2024	RUHMHS
Slocum, Noah W	Substitute-RUHS	10/1/2024	RUHMHS
McLaughlin, Andrea L	RES Teacher Substitute	10/2/2024	RES
Moyer-Perez, Amelia L	Paraeducator Special Education	9/30/2024	RES
Karg, James D	Substitute Teacher	10/4/2024	Brookfield
Smith, Melissa	RES Teacher Substitute	10/4/2024	RES
Jandric, Emma	Paraeducator Special Education	9/30/2024	Brookfield
Lucchina, Sarah L	RES Teacher Substitute	10/7/2024	RES
Bonnell, Marlene	Substitute Teacher	10/4/2024	Braintree
Clement, Makayla R	Substitute-RUHS	10/7/2024	RUHMHS
Owen, Brooke	Student Transportation Staff	10/8/2024	OSSD Transportation
O'Grady, David	RES Teacher Substitute	10/16/2024	RES
Toloczko, Linda A	Substitute Teacher	10/21/2024	Braintree
Fontanella, Wayne V	Student Transportation	10/28/2024	OSSD Transportation
Kidder, Heidi C	Paraeducator Regular	10/28/2024	Brookfield
Brons, Aryana	Paraeducator Special Education	10/29/2024	Brookfield
Taylor, Shelby A	Vocational Teacher	10/29/2024	RTCC
Parker, Megan K	Paraeducator Regular	10/30/2024	RES
Carabeau, Jill A	RES Teacher Substitute	11/12/2024	RES
McDonald, Sarah	RES Teacher Substitute	11/12/2024	RES
Weston, Scott	Student Transportation	11/12/2024	OSSD Transportation
Wild, Clinton	Coach-RUHS	11/12/2024	RUHMHS
Puritz, Arthur M	Coach-RUHS	11/12/2024	RUHMHS
Laperle, Lindsey W	Coach-RUHS	11/14/2024	RUHMHS
Spinks, Chase H	Student Transportation	11/14/2024	OSSD Transportation
Mitchell, Skylynn R	Substitute Teacher	11/14/2024	Brookfield
Messier, Dawn	Maintenance	11/12/2024	OSSD FACILITIES

Resignees, Sept to Current

Kelly Davis, para	end date Nov 1, 2024
William Floyd, custodian	end date Nov 1, 2024
Sarah Lucchina, long term substitute	end date Nov 7, 2024
Colleen Kottenbach, vocational teacher	end date Nov. 18, 2024
Clint Wild, vocational Teacher	end date Dec. 20, 2024

WINOOSKI VALLEY REGIONAL PUBLIC SCHOOL CHOICE COLLABORATIVE

Articles of Agreement

Article I. Introduction

The school districts of the Vermont Superintendents' Association's Winooski Valley Region, having been duly authorized by their respective school boards, hereby enter into the following agreement public school choice program for high school students in the Winooski Valley Region and other public high schools in Vermont in accordance with the terms and conditions contained herein.

Article II. Purpose

It is the purpose of this agreement to establish regional procedures for the effective administration of public high school choice, to facilitate compliance with 16 VSA § 822a, and to assist with the capacity to study and evaluate public school choice.

Article III. Definitions

A. "Choice" for the purposes of these articles of agreement, means the limited selection of public schools in Winooski Valley Region or other public high schools in Vermont for those students who presently have a designated high school and do not have public school choice.

B. "High School," for the purposes of these articles of agreement, means Grades 9-12. (16 VSA § 822a.(a)(1))

C. "Sending district," for the purposes of these articles of agreement, means the district from which a student chooses to transfer to another school under this agreement.

D. "Receiving district," for the purposes of these articles of agreement, means the school district chosen by participating students.

E. "ADM", for the purposes of these articles of agreement, means the Average Daily Membership computation in the state education funding formula for those students attending a school outside the district under an interdistrict agreement.

F. "Excess costs", for the purposes of these articles of agreement, means the additional expenditures which are required by law to implement individual plans for students with disabilities that are not reimbursed through state or federal funds.

Article IV. Implementation of Public School Choice Program

A. Each participating high school board shall establish the maximum number of students who can attend other participating high schools based on the guidelines provided by the Secretary of Education. Each participating high school board shall, based on the guidelines provided by the Secretary of Education, decide how many students it will accept. Each school's signed agreement including the numbers of students who may transfer out and capacity to accept must be submitted to the Lottery Coordinator by January 15.

B. Except with respect to students eligible for special education requiring the expenditure of excess costs, no transfer of funds shall be involved with the implementation of the public school choice program. Each sending district shall count toward its ADM its own resident students who choose to attend other participating schools.

C. Each student who transfers to another participating high school, unless expelled in accordance with receiving school's policy and federal and state law or no longer a Vermont resident, shall be guaranteed enrollment in that high school until graduation regardless of the continuing participation of either the sending or the receiving district and in accordance with § 822a.(f).

D. Annually, the Superintendents of participating school districts shall review the Articles of Agreement, determine if revisions are needed, and seek board approval of transferring and capacity limits.

Article V. Program Assessment

Each participating school district will review the project yearly and will determine whether or not it will continue its participation in subsequent years.

Article VI. Selection of Students to Participate

Students residing in their designated high school district for the current school year shall be selected for enrollment in another participating high school and for acceptance at the sending high school in a nondiscriminatory manner, with preference given to students who had applied to transfer and were denied the opportunity due to transfer limits in a prior year. (16 VSA § 822a.(d)(2)(A)) Students shall be offered the opportunity to enroll in other participating high schools as part of this program until March 1 of the current school year. If more than the determined number of students wish to transfer from the sending high school or to be accepted by another participating high school, a lottery system as agreed upon by the participating high schools shall be employed during March). The lottery system shall permit students not selected for admission at the high school of their choice to participate in the second choice lottery if spaces remain available. Lottery procedures are attached.

Article VII. Return to Sending School

If a student chooses a high school other than the sending high school and, after enrolling no longer wishes to continue at the receiving high school, the student may only return to the sending high school.

Article VIII. Discipline

Students exercising public school choice under this program are subject to the disciplinary policies and procedures of the receiving school.

Article IX. Special Education, Section 504, Act 230

Both the sending and the receiving district will work collaboratively to ensure that the needs of students with disabilities are met. In the case of students eligible for special education, subject to any state and federal requirements, the sending district shall retain fiscal obligations as well as responsibility for management and oversight of a student's individual plan, while the receiving district shall be responsible for hiring and supervising personnel who provide services to such students.

Article X. Technical Education

Access to career and technical education through a Center shall be provided consistent with 16 VSA §822a(f)(2). Existing procedures for technical education funding shall remain in effect.

Article XI. High School Athletic or Activity Eligibility and Participation

Each participating high school shall treat all enrolled students, regardless of the school district of origin, in the same fashion with regard to eligibility for and participation in athletics and activities.

Article XII. Transportation

Students or the parents of students participating in public high school choice will be responsible for providing transportation to receiving schools.

Article XIII. Amendment and Dissolution

- A. The foregoing articles of agreement may be amended or dissolved at the time of annual authorization by a majority vote of participating superintendents.
- B. A participating school district may not withdraw from this agreement within the current school year.
- C. Notwithstanding the above, the provisions of Articles IV.B and IV.C shall not be amended or dissolved with respect to students who have already exercised the choice to attend another participating high school.

Article XIV. Tuition Students

Only those students participating in the public school choice collaborative will receive waiver of tuition costs to the receiving school. Those students living in communities without secondary schools will continue to be enrolled at the school of their choice with their respective communities paying the set tuition rate for the receiving school.

Article XV. Membership

Supervisory unions and districts in the Winooski Valley Region are eligible for membership. Supervisory unions/districts outside of the Winooski Valley region may join by submitting a letter of interest to the Winooski Valley Region president. The Winooski Valley Region Superintendents will consider the request.

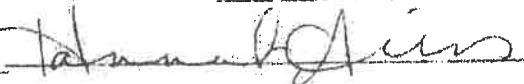
Agreement to Join the Winooski Valley & Statewide
Choice of Public High School Collaborative
for the 2024-2025 School Year
Under Act 129 (Sec. 34. § 822d 2A)

Randolph Union High School agrees to join the Winooski
Valley & Statewide Choice of Public High School Collaborative for the 2024-2025
school year. We will abide by the conditions outlined in the attached Articles of
Agreement.

Our high school will agree to accept no more than 50 students and will
send no more than 15 students* for the 2024-2025 school year.

** Please make sure this number agrees with the guidelines provided
by Act 129 Sec. 34. § 822a.(b)**

For the Board of School Directors of Orange Southwest Unified Union School District

Signature & Title:  Adam Higgins, OSD Board Chair

Dated: January 10, 2024

Please fill in the name of the school contact who will send out & receive applications
(usually the Principal or Guidance Director) for your school.

School Contact Name & Position: Lisa Floyd, Principal & Jason Finley, Associate Principal

E-mail for School Contact: lfloyd@orangesouthwest.org / jfinley@orangesouthwest.org

**Winooski Valley Collaborative
School Choice
24-25**

Name of School	Per Board will accept	Per Board will allow to exit
BFA Fairfax	11	22
Cabot School	10	10
Craftsbury Academy	5	5
Danville School	5	5
Harwood Union High School	20	20
Hazen Union High School	10	10
Lamoille Union High School	10	40
Montpelier High School	8	40
Northfield High School	20	10
Peoples Academy	7	21
Randolph Union High School	50	15
Spaulding High School	20	40
Stowe High School	10	19
Twinfield Union High School	10	10
Union #32 High School	10	40
White River Valley HS	15	10
Williamstown High School	20	10



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Michael J. Clark, Superintendent

Heather Lawler, Assistant Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

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November Board Report

Prepared by Michael J. Clark

15 November 2024

Policy Governance Board Excelsior

On October 21 each board member should have received three emails; two from Susan Mogensen and one from Brown Dog Consulting. These are the emails that will help you get to the Board Policy Governance Excelsior Course we have decided to do as a board. I hope you are enjoying module 1. Please note on the agenda we will be reviewing module 1 at the board meeting. Please let me know if you have any questions or concerns.

The Commission on the Future of Public Education in Vermont

A big shout out to Director Oakes, Principal Floyd, and the RTCC Culinary class as well as the other people who help set up, prepare for and host the Commission to arrange for the Orange Southwest School District to host the Commission's meeting and public input session on October 21, 2024. Both meetings were successful and the Public Input session was very well attended and generated useful feedback for the commission. Each of the commission members commented on how great the lunch and snacks the Culinary Class provided were.

Bussing

We have had success hiring several new bus drivers this month and I'm pleased to report that we are now down only one driver to have our routes covered.

Substitutes

Thank you to the OSSD Board for supporting the increase of substitute teacher pay from \$100 to \$125. This puts us in line with other Orange and Washington County school districts. We made the switch effective November 1, 2024

Congratulations Braintree School named the 6th Best Elementary School in Vermont by US News

We are pleased to share that the Braintree School was named as the 6th Best Elementary School in Vermont by US News. Congratulations to the students, faculty and staff, and community for all of your hard work and dedication. More information can be found [here](#).



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2025-2026 Budget

Lots of work on the 2025-2026 budget has been completed in October and November. The Leadership team and each subgroup of the leadership team have met and discussed the budgets for the OSSD, RTCC, and Raven. I look forward to sharing the high level budgets with you and discussing them at the November meeting so the board can provide any direction they would like administration to move in.

As you will recall the information below is shared the Vermont School Boards Association (VSBA), the Vermont Superintendents Association (VSA), and the Vermont Association of School Business Officials (VASBO) have shared ([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.

Finally, 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
5. **November 13, 2024 Moved to November 20, 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



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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.

Thanks you for your hard work to support education in Braintree, Brookfield, and Randolph.

**RANDOLPH TECHNICAL CAREER CENTER
EXPENDITURES**

Account Name	2023-24 Budget	2023-24 Actual	2024-25 Budget	2025-26 Draft 1	Difference	% Inc/(Dec)
<u>D. INSTRUCTION:</u>						
Salaries	1,065,318	1,004,147	1,061,600	1,045,129	-16,471	-1.55%
Benefits	511,839	323,599	500,279	426,417	-73,862	-14.76%
Staff Development	15,500	13,578	16,800	18,425	1,625	9.67%
Computer Network	82,400	82,400	88,995	92,000	3,005	3.38%
Co/Extra Curricular	61,440	35,509	61,440	64,145	2,705	4.40%
Overhead Tuition	55,000	3,900	55,000	10,000	-45,000	-81.82%
Carl Perkins	0	0	0	0	0	
Travel/Field Trips	33,680	13,479	32,230	30,360	-1,870	-5.80%
Supplies/Textbooks/Equip	316,260	455,209	298,570	296,970	-1,600	-0.54%
Total Instruction	2,141,437	1,931,821	2,114,914	1,983,446	-131,468	-6.22%
<u>E. ADMINISTRATION:</u>						
Salaries	199,575	184,179	293,010	312,483	19,473	6.65%
Benefits	105,281	58,181	102,484	116,166	13,682	13.35%
Contracted Svcs	1,000	0	1,000	1,000	0	0.00%
Overhead Tuition	0	0	0	0	0	
Repairs/Maintenance	21,025	9,208	22,525	22,555	30	0.13%
Travel	3,000	832	3,000	3,000	0	0.00%
Supplies/Equipment	54,700	47,308	56,700	57,400	700	1.23%
Total Administration	384,581	299,709	478,719	512,604	33,885	7.08%
<u>F. SUPPORT SERVICES:</u>						
Assessment Coordinator	128,322	112,758	143,837	157,305	13,468	9.36%
Cooperative Education	91,910	77,524	136,557	164,763	28,206	20.66%
Guidance	151,185	73,784	147,416	158,074	10,658	7.23%
School Nurse	57,640	54,402	62,040	126,892	64,852	104.53%
Board of Education	15,600	10,885	15,600	16,115	515	3.30%
Legal Fees	4,000	18,666	4,000	8,000	4,000	100.00%
Fiscal Services	26,000	13,166	26,000	26,000	0	0.00%
Total Support Services	474,657	361,186	535,450	657,149	121,699	22.73%
<u>G. MAINTENANCE OF PLANT:</u>						
Salaries	0	0	0	0	0	
Benefits	0	0	0	0	0	
Contracted Svcs	0	0	0	0	0	
General Liability Insurance	27,000	33,457	28,000	35,000	7,000	25.00%
Utilities	157,500	118,475	188,800	188,800	0	0.00%
Repairs & Maintenance	9,000	406	9,000	9,000	0	0.00%
Supplies/Equipment	0	0	0	0	0	
Total Maintenance	193,500	152,337	225,800	232,800	7,000	3.10%
SCHOOL TOTAL	3,194,175	2,745,053	3,354,883	3,385,999	31,116	0.93%
H. OSSU/ADMIN/SP ED	135,000	135,000	153,000	160,000	7,000	4.58%
OSSU MAINTENANCE	345,000	345,000	385,000	400,000	15,000	3.90%
<u>I. ADULT ED:</u>						
Salaries	2,000	0	2,000	2,000	0	
Benefits	175	0	184	185	1	
Travel	0	0	0	0	0	
Supplies/Textbooks/Equip	0	0	0	0	0	
Total Adult Ed	2,175	0	2,184	2,185	1	
<u>J. DEBT SERVICE:</u>						
	0	0	0	0	0	
<u>K. TUITION REFUND</u>						
	0	0	0	0	0	
<u>SURPLUS/DEFICIT</u>						
	0	0	0	0	0	
SCHOOL TOTAL	3,676,350	3,225,053	3,895,067	3,948,184	53,117	1.36%
<u>FEDERAL FUNDS:</u>						
Carl Perkins	154,000	0	154,000	154,000	0	
TOTAL:	3,830,350	3,225,053	4,049,067	4,102,184	53,117	1.31%

**RANDOLPH TECHNICAL CAREER CENTER
2024-25 FINANCIAL SUMMARY**

	2023-24 ACTUAL	OCTOBER 2023 YTD	2024-25 BUDGET	OCTOBER 2024 YTD	BALANCE	% BAL
1 GENERAL FUND						
A. STATE REVENUES	2,121,150	469,481	2,254,574	507,734	-1,746,840	-77.48%
B. OTHER REVENUES	1,621,099	13,736	1,640,493	1,538	-1,638,955	-99.91%
C. SURPLUS/DEFICIT	783,335	783,335	0	783,335	783,335	
TOTAL REVENUE	4,525,584	1,266,553	3,895,067	1,292,607	-2,602,460	-66.81%

EXPENDITURES:

D. INSTRUCTION	1,931,821	264,781	2,114,914	314,084	1,800,830	85.15%
E. ADMINISTRATION	299,709	85,693	478,719	99,026	379,693	79.31%
F. SUPPORT SERVICES	361,186	57,610	535,450	66,225	469,225	87.63%
G. MAINTENANCE OF PLANT	152,337	18,732	225,800	22,785	203,015	89.91%
SCHOOL TOTAL:	2,745,053	426,817	3,354,883	502,119	2,852,764	85.03%
H. OSSU/ADMIN/MAINT	480,000	0	538,000	0	538,000	100.00%
I. ADULT EDUCATION	0	0	2,184	0	2,184	
J. DEBT SERVICE	0	0	0	0	0	
K. TUITION REFUND	0	0	0	0	0	
SURPLUS/DEFICIT	517,195	0	0	0	0	
TOTAL EXPENDITURES	3,742,248	426,817	3,895,067	502,119	3,392,948	87.11%

	7/1/2024			
OTHER FUNDS	BEG BAL	REVENUE	EXPENDED	BALANCE
2 TECH GRANTS	5,859	0	33,600	-27,741
3 TRANSFERS	800	0	0	800
4 CARL PERKINS	0	0	21,388	-21,388
5 GEER II - ROUND 3	0	0	71,008	-71,008
6 VACTED	30,444		1,515	28,930
7 VACTED - PERKINS	0	0	167,363	-167,363
8 ADULT ED - DEPT LABOR	0	0	0	0
9 ADULT ED EVENING	-1,836	0	0	-1,836
TOTAL:	35,267	0	294,874	-259,607

**RANDOLPH TECHNICAL CAREER CENTER
REVENUE**

Account Name	2023-24 Actual	October 2023 Revenue	2024-25 Budget	October 2024 Revenue	\$ Inc/Dec
<i>A. STATE REVENUE:</i>					
General State Support Grant	1,408,442	469,481	1,520,069	507,734	-1,012,335
Overhead Support	566,563	0	611,505	0	-611,505
Health Insurance Payback	0	0	0	0	0
Program Innovation Grant	0	0	0	0	0
Adult Ed	0	0	0	0	0
Coop Salary Reimb	24,075	0	31,000	0	-31,000
Guidance Salary Reimb	49,257	0	30,000	0	-30,000
Director Salary Reimb	72,813	0	62,000	0	-62,000
Adult Coord Salary Reimb	0	0	0	0	0
Carl Perkins	0	0	0	0	0
Total State Revenue:	2,121,150	469,481	2,254,574	507,734	-1,746,840
<i>B. OTHER REVENUES:</i>					
Adult Ed Services	0	0	2,184	0	-2,184
Tuition	1,554,000	0	1,624,359	0	-1,624,359
Tuition - Other Sources	0	0	0	0	0
Interest	41,814	13,736	5,000	1,538	-3,462
Services to Other Districts	0	0	0	0	0
Maintenance Reimb - VIP	0	0	0	0	0
Overhead Costs - RAVEN	32,600	0	8,950	0	-8,950
Prior Year Refunds	-7,315	0	0	0	0
Total Other Revenues:	1,621,099	13,736	1,640,493	1,538	-1,638,955
<i>C. SURPLUS/DEFICIT</i>	783,335	783,335	0	783,335	783,335
SCHOOL TOTAL:	4,525,584	1,266,553	3,895,067	1,292,607	-2,602,460

**RANDOLPH TECHNICAL CAREER CENTER
EXPENDITURES**

Account Name	2023-24 Actual	October 2023 Expenditure	2024-25 Budget	October 2024 Expenditure	Encumb	Difference
<u>D. INSTRUCTION:</u>						
Salaries	1,004,147	172,370	1,061,600	197,759	0	863,841
Benefits	323,599	48,219	500,279	57,227	0	443,052
Staff Development	13,578	2,767	16,800	5,222	930	10,648
Computer Network	82,400	0	88,995	0	0	88,995
Co/Extra Curricular	35,509	0	61,440	190	1,115	60,135
Overhead Tuition	3,900	0	55,000	0	0	55,000
Carl Perkins	0	0	0	0	0	0
Travel/Field Trips	13,479	615	32,230	-2,838	1,064	34,004
Supplies/Textbooks/Equip	455,209	40,810	298,570	56,523	29,510	212,536
Total Instruction	1,931,821	264,781	2,114,914	314,084	32,619	1,768,211
<u>E. ADMINISTRATION:</u>						
Salaries	184,179	58,735	293,010	71,353	0	221,657
Benefits	58,181	9,719	102,484	13,416	0	89,068
Contracted Svcs	0	0	1,000	0	0	1,000
Overhead Tuition	0	0	0	0	0	0
Repairs/Maintenance	9,208	10,245	22,525	3,959	3,756	14,810
Travel	832	832	3,000	1,469	1,514	17
Supplies/Equipment	47,308	6,161	56,700	8,829	5,343	42,528
Total Administration	299,709	85,693	478,719	99,026	10,613	369,079
<u>F. SUPPORT SERVICES:</u>						
Assessment Coordinator	112,758	21,392	143,837	15,898	180	127,758
Cooperative Education	77,524	12,902	136,557	24,594	0	111,963
Guidance	73,784	22,121	147,416	16,109	518	130,789
School Nurse	54,402	543	62,040	8,677	2,903	50,460
Board of Education	10,885	0	15,600	635	6,625	8,340
Legal Fees	18,666	652	4,000	312	0	3,689
Fiscal Services	13,166	0	26,000	0	0	26,000
Total Support Services	361,186	57,610	535,450	66,225	10,227	458,999
<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	18,732	188,800	22,785	0	166,015
Repairs & Maintenance	406	0	9,000	0	0	9,000
Supplies/Equipment	0	0	0	0	0	0
Total Maintenance	152,337	18,732	225,800	22,785	0	203,015
<u>SCHOOL TOTAL</u>	2,745,053	426,817	3,354,883	502,119	53,459	2,799,305
<u>H. OSSU/ADMIN/SP ED</u>						
OSSU MAINTENANCE	135,000	0	153,000	0	0	153,000
	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>	3,225,053	426,817	3,895,067	502,119	53,459	3,339,489

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

	2023-24 ACTUAL	OCTOBER 2023 YTD	2024-25 BUDGET	OCTOBER 2024 YTD	DIFFERENCE
GENERAL FUND					
REVENUE:					
LOCAL REVENUE	1,425,183	77,960	1,217,650	74,341	-1,143,309
SPECIAL PROGRAMS	2,440,959	633,016	2,703,635	647,032	-2,056,603
STATE REVENUES	18,911,598	2,601,265	20,591,511	3,008,133	-17,583,378
BEGINNING BALANCE:	1,096,503	0	1,033,333	1,033,333	0
TOTAL REVENUE	23,874,243	3,312,241	25,546,129	4,762,840	-20,783,289
EXPENDITURES:					
INSTRUCTION	7,795,243	1,378,771	8,977,304	1,365,308	7,611,996
SPECIAL EDUCATION	3,758,426	695,542	4,750,610	693,836	4,056,774
ADMINISTRATION	1,279,241	398,588	1,500,859	445,396	1,055,463
CENTRAL OFFICE	937,190	309,308	1,178,019	363,148	814,871
SUPPORT SERVICES	1,885,780	446,666	2,377,842	496,722	1,881,120
MAINTENANCE	2,804,042	774,176	2,999,230	717,230	2,282,000
TECHNOLOGY	742,941	381,853	784,205	212,250	571,955
TRANSPORTATION	651,657	94,206	809,049	133,126	675,923
OTHER EXPENSES	148,683	19,892	140,668	19,787	120,881
TECHNICAL EDUCATION	1,200,876	0	1,265,030	7,035	1,257,995
PRE-SCHOOL	499,764	102,483	763,313	124,017	639,296
SCHOOL TOTAL:	21,703,843	4,601,485	25,546,129	4,577,856	19,070,982
SURPLUS/DEFICIT	0	0	0	0	0
TOTAL EXPENDITURES	21,703,843	4,601,485	25,546,129	4,577,856	20,968,273

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OTHER FUNDS	BEG BAL	REVENUE	EXPENDED	BALANCE
TRANSFER FUND	459,945	50,489	243,905	266,529
TITLE 1	0	0	0	0
EPSDT FUNDS	89,085	12,519	141	101,464
FOOD SERVICE	-82,246	8,173	183,892	-257,965
FRESH FRUITS & VEGS	-2,850	0	1,100	-3,950
MEDICAID FUNDS	781,520	3,299	19,251	765,568
R.A.V.E.N.	30,068	0	25,833	4,235
IDEA-B - FLOW-THROUGH	0	12,157	27,196	-15,038
IDEA-B - PRE-SCHOOL	0	617	1,235	-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	1,033,333	1,774,807
TECHNOLOGY RESERVE	217,000	0	0	217,000
ESSENTIAL EARLY ED	43,426	0	0	43,426
AFTER SCHOOL PROGRAM	52,040	7,059	6,413	52,685
STANDARDS BOARD	0	0	0	0
SUMMER FEEDING	12,132	54,907	33,150	33,889
SCHOOL WIDE PROGRAMS	0	0	85,844	-85,844
TITLE II	0	0	8,164	-8,164
TITLE IV	0	0	433	-433
CONSOLIDATED ADMIN	0	0	5,000	-5,000
CRF - LEA GRANT	10,348	0	0	10,348
AREP - ESSER SUMMER	0	0	251,361	-251,361
ARP - ESSER	12,522	0	41,430	-28,908
ARP - AFTERSCHOOL	159	0	6,725	-6,565
ARP - PRESCHOOL	3,547	0	0	3,547
TOTAL OTHER FUNDS	7,686,377	149,221	1,990,865	5,844,732

ORANGE SOUTHWEST SCHOOL DISTRICT - REVENUE

Account Name	2023-24 Actual	October 2023 Revenue	2024-25 Budget	October 2024 Revenue	Under (Over)
<u>LOCAL REVENUES:</u>					
Tuition	401,994	0	385,000	19,261	-365,739
Overhead Tuition	0	0	40,000	0	-40,000
Transportation	43,768	0	40,000	15,864	-24,136
Interest	321,826	76,810	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	4,618	4,618
Total Other Revenues:	1,425,183	77,960	1,217,650	74,341	-1,143,309
<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	-205	-205
Extraordinary Reimbursement	543,449	0	794,600	-1	-794,601
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	647,032	-2,056,603
<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	2,156	-1,344
Total State Revenues	18,911,598	2,601,265	20,591,511	3,008,133	-17,583,378
BEGINNING BALANCE:	1,096,503	0	1,033,333	1,033,333	0
SCHOOL TOTAL:	23,874,243	3,312,241	25,546,129	4,762,840	-20,783,289
<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	4,762,840	-19,600,629

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

Account Name	2023-24 Actual	October 2023 Expenditure	2024-25 Budget	October 2024 Expenditure	Encumb	Balance Under (Over)	Percent Inc/Dec
<u>INSTRUCTION:</u>							
Salaries	4,727,619	845,545	5,202,040	840,472	0	4,361,568	83.84%
Benefits	1,538,284	231,862	2,074,962	242,463	0	1,832,499	88.31%
Drivers Education	4,262	0	4,000	695	1,745	1,561	39.02%
Remedial/Interventionist Service	224,806	37,866	273,237	44,394	0	228,843	83.75%
Testing/Tutorial/OT-PT Svcs	13,041	605	36,930	228	2,885	33,817	91.57%
Contracted Services	39,150	13,914	45,600	31,461	300	13,839	30.35%
Staff Training	223,382	93,281	273,500	43,291	18,025	212,184	77.58%
Co/Extra Curricular	428,982	63,457	526,192	72,166	159,441	294,585	55.98%
Tuition	209,325	7,603	54,000	0	0	54,000	100.00%
Travel/Field Trips	63,348	5,566	39,020	624	1,558	36,838	94.41%
Supplies/Textbooks/Equip	323,044	79,072	447,823	89,514	48,233	310,076	69.24%
Total Instruction	7,795,243	1,378,771	8,977,304	1,365,308	232,186	7,379,809	82.21%
<u>SPECIAL EDUCATION:</u>							
Salaries	1,637,457	331,766	1,936,595	335,481	0	1,601,114	82.68%
Benefits	555,432	91,891	819,132	100,569	0	718,563	87.72%
Contracted/Prof Services	5,000	0	0	0	0	0	
Transportation	66,894	2,061	152,500	38	0	152,462	99.98%
Travel/Conferences	9,018	608	11,700	6,176	6,272	-748	-6.39%
Supplies/Textbooks/Equipment	18,906	10,737	27,275	13,421	3,271	10,583	38.80%
Tuition	838,234	153,129	1,069,700	128,252	0	941,448	88.01%
Behavioral Services	205,234	33,435	230,249	30,291	145,685	54,272	23.57%
Testing/Tutorial/OT-PT Svcs	125,804	24,029	164,000	38,466	438	125,096	76.28%
Speech Services	296,447	47,885	339,459	41,143	161	298,155	87.83%
Total Special Education	3,758,426	695,542	4,750,610	693,836	155,827	3,900,946	82.11%
<u>ADMINISTRATION:</u>							
Salaries	866,804	291,983	935,231	310,641	0	624,590	66.78%
Benefits	326,196	83,877	458,163	108,615	0	349,548	76.29%
Repairs/Maint	235	0	9,000	0	0	9,000	100.00%
Postage/Telephone	37,249	9,143	36,250	10,241	4,867	21,142	58.32%
Travel	23,555	5,127	17,100	5,607	17,203	-5,710	-33.39%
Supplies/Equipment	25,202	8,459	45,115	10,293	5,328	29,495	65.38%
Total Administration	1,279,241	398,588	1,500,859	445,396	27,398	1,028,065	68.50%
<u>CENTRAL OFFICE:</u>							
Salaries	602,469	200,759	737,688	241,886	0	495,802	67.21%
Benefits	202,902	55,436	333,986	71,538	0	262,448	78.58%
Contracted Services	18,318	4,156	10,000	66	0	9,934	99.34%
Legal Fees	0	0	0	0	0	0	
Staff Development	20,498	2,500	5,000	9,025	3,000	-7,025	-140.50%
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	349	1,780	5,771	73.04%
Supplies/Equipment	63,217	19,203	53,445	16,104	3,077	34,263	64.11%
Total Central Office	937,190	309,308	1,178,019	363,148	7,858	807,013	68.51%
<u>SUPPORT SERVICES:</u>							
Guidance	468,090	77,042	592,054	97,870	14,321	479,863	81.05%
Behavioral Interventionists	360,854	61,332	412,237	57,636	250	354,351	85.96%
School Nurse	347,506	54,868	516,582	77,804	404	438,374	84.86%
Media Services	358,228	64,011	390,339	74,703	10,260	305,376	78.23%
Curriculum Develop	9,794	4,065	31,255	8,116	145	22,994	73.57%
C.A.R.	58,320	4,400	113,500	0	4,788	108,712	95.78%
Teacher Mentoring	58,214	542	58,010	0	0	58,010	100.00%
Board of Education	124,309	176,412	118,865	178,913	14,428	-74,476	-62.66%
Legal Fees	29,801	4,892	60,000	1,681	0	58,320	97.20%
Fiscal Services	70,665	-899	85,000	0	0	85,000	100.00%
Total Support Services	1,885,780	446,666	2,377,842	496,722	44,596	1,836,524	77.23%
<u>MAINTENANCE:</u>							
Salaries	716,782	223,099	904,750	243,564	0	661,186	73.08%
Benefits	322,747	65,334	531,465	87,945	0	443,520	83.45%
Contracted Services	195,641	54,068	118,720	172,979	80,760	-135,019	-113.73%
General Liability Ins	89,269	0	88,000	0	0	88,000	100.00%
Repairs/Maintenance	488,438	183,004	287,260	49,019	73,249	164,993	57.44%
Utilities	447,765	90,583	541,000	49,903	0	491,097	90.78%
Supplies/Travel/Equipment	345,955	97,864	298,350	74,040	20,484	203,827	68.32%
Care of Grounds	180,979	53,138	205,600	32,148	16,500	156,952	76.34%
Reserve - Repairs/Maint	0	0	0	0	0	0	
Vehicle Services	16,465	7,085	24,085	7,633	3,100	13,352	55.44%
Total Maintenance Svcs	2,804,042	774,176	2,999,230	717,230	194,092	2,087,908	69.61%

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

	2023-24 Actual	October 2023 Expenditure	2024-25 Budget	October 2024 Expenditure	Encumb	Balance Under (Over)	Percent Inc/Dec
<u>TECHNOLOGY:</u>							
Salaries	319,470	109,582	354,630	107,469	0	247,161	69.70%
Benefits	116,070	28,681	148,975	34,027	0	114,948	77.16%
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	279	0	2,221	88.83%
Supplies	183,034	243,590	145,100	69,974	904	74,222	51.15%
Equipment	0	0	0	0	12,382	-12,382	
Total Technology	742,941	381,853	784,205	212,250	13,286	558,669	71.24%
<u>TRANSPORTATION:</u>							
Salaries	253,199	59,472	266,055	71,627	0	194,428	73.08%
Benefits	47,398	8,616	62,664	11,367	0	51,297	81.86%
Contracted Svcs/Rent	72,162	4,074	73,000	19,913	0	53,087	72.72%
Travel/Conferences	98	0	100	0	0	100	100.00%
Repairs/Supplies/Equip	64,102	7,241	59,300	16,931	9,883	32,486	54.78%
Diesel Fuel	50,220	2,454	90,800	5,892	0	84,908	93.51%
Unallowed Spec Ed	0	0	0	0	0	0	
After School Bus	15,628	1,811	75,000	352	0	74,648	99.53%
Field Trips	11,248	2,036	33,000	4,635	4,942	23,423	70.98%
Tuition Student Transportation	37,602	8,502	49,130	2,410	40,397	6,323	12.87%
Bus Fund Reserve	100,000	0	100,000	0	0	100,000	100.00%
Total Transportation	651,657	94,206	809,049	133,126	55,222	620,700	76.72%
<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	9,676	10,315	9,588	0	727	7.05%
EEE Services	103,674	10,217	95,353	10,199	45,252	39,902	41.85%
Total Other Expenditures	148,683	19,892	140,668	19,787	80,252	40,629	28.88%
<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	7,035	0	653,715	98.94%
Total Tech Education	1,200,876	0	1,265,030	7,035	0	1,257,995	99.44%
<u>PRE-SCHOOL</u>							
Salaries	290,877	49,807	435,731	72,823	0	362,908	83.29%
Benefits	122,739	23,430	189,478	25,681	0	163,797	86.45%
Administration	49,248	16,186	56,029	8,968	17,932	29,129	51.99%
Tuition/Partnerships	17,021	3,011	50,000	5,922	7,380	36,699	114.41%
Supplies/Travel/Equip	19,880	10,050	32,075	10,624	697	20,755	2.72%
Total Pre-School	499,764	102,483	763,313	124,017	26,008	613,288	80.35%
SUPRLUS/DEFICIT	0	0	0	0	0	0	
<u>SCHOOL TOTAL:</u>	21,703,843	4,601,485	25,546,129	4,577,856	836,727	20,131,547	78.80%
<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	4,601,485	26,728,789	4,577,856	836,727	21,314,207	79.74%