

**Orange Southwest School District (OSSD)**  
**Regular Board Meeting on Wednesday December 11, 2024**  
**Braintree Elementary**  
**6pm**

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

- Board Attendance: *Ensuring a quorum*
- Meeting Purpose: Budget, Committee Reports
- Review and Accept Agenda

**II. Ownership Linkage (6:05 - 6:25)**

- Public Comment for items not listed on agenda: *Board welcomes comment but is not able to take any action. Comments limited to 3 minutes per speaker.*
- Braintree Presentation from Principal Patti Sprague and Students

**IV. Board Process (6:25 – 7:05)**

- Budget Discussion with Robin Pembroke
  - Initial question and answer period reserved for Board members
  - Public Comment: Comments limited to 3 minutes per speaker
- Report out from sub-committees: ENDS, Ownership Linkage, Negotiations
  - ENDS: 1<sup>st</sup> read of revised ENDS Policy
  - Ownership Linkage: Proposal for community engagement/conversation in feasibility study and future plans
  - Negotiations: Report on next steps
  - Report of letter to neighboring school districts

**IV. Board Education (7:05 – 7:10)**

- Excelsior Module 2 (PG Training)

**V. Monitoring the Organization (7:10 – 7:20)**

- Review, Discuss, and possible Vote to Approve Executive Limitation 2.4 and 2.5 (3.4) – 2<sup>nd</sup> read
- Executive Limitation 2.6 (3.4) – 1<sup>st</sup> read
- Facilities Monitoring Report (enclosed)

**VI. Policy Decisions for District Governance (7:20 – 7:25)**

- 2<sup>nd</sup> reads of Policies C10 (HHB, recommendations from Superintendent), C8 (Student Privacy, recently revised by VSBA), B3 (Drug & Alcohol Free Workplace, recently revised by VSBA)

**VII. Monitoring the Board (7:25 – 7:35)**

- Board Self-Evaluation: GP 4.5 (enclosed)

**VIII. Consent Agenda (7:35 – 7:55)**

- Approve minutes from November 20 board meeting
- Approve minutes from sub-committee meetings
- Approve proposed OSSD calendar amendment
- *Approve Raven Budget*

**IX. Closing/Incidental Information (7:55 – 8:10)**

- Letter to Neighboring School Districts
- Superintendent's Report
- School Newsletters/Principal Reports
- Action Item Recap

## **X. Executive Session *If needed***

### **Future Meetings**

- Agenda Planning Meeting: Monday December 30, 2024 @ remote, 6pm
- Regular Board Meeting: Wednesday January 8, 2025 @ RES

**Policy Title 1.0 Ends Statement:**

Orange Southwest School District will use the resources invested by the community to create inclusive, academically rigorous schools that maximize each individual's potential.

Further, our core focus is on the following:

**1.1 A rigorous academic foundation**

1.1.1 ELA (Reading, writing, listening, communicating)

1.1.2 Mathematics

1.1.3 Science and technology

1.1.4 Social studies

1.1.5 Arts

**1.2 Life skills, personal development and self-care**

1.2.1 Vocational skills

1.2.2 Wellness

1.2.3 Financial literacy

1.2.4 Self-direction

1.2.5 Social-emotional skills

1.2.6 Critical thinking and creativity

**1.3 Community engagement and global citizenship**

1.3.1 Global awareness (including world languages)

1.3.2 Civics

1.3.3 Community involvement

1.3.4 Care for the environment

1.3.5 Respect for and inclusion of diversity

# Monitoring Report

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

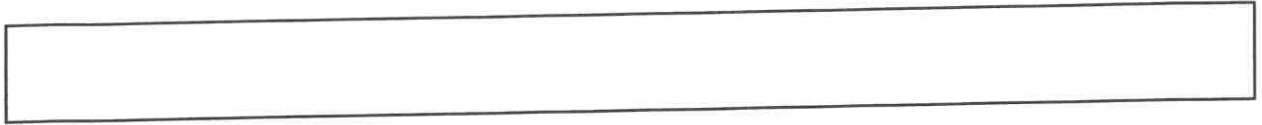
## Evidence:

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

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

<b>Observable Condition</b>	<b>Data/Result</b>
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.

## OSSD Facilities Report June, 2024

Priority Level	Building	Description	Vendor	Estimate	Status	Final Cost	Date Complete Received	Inspection Initials	Notes
<b>Work Orders</b>			<b>302 new work orders</b>			<b>0 declined 253 completed.</b>			
1	BRK	Pre-K Shed prep work	WB Rogers	\$10,500	In-Progress				
1	RUHS	Emergency Lighting	Harmony Electric	\$30,440	In-Progress				
1	RUHS	Transfer Switch replacement	Harmony Electric	\$19,900	On-Order				
1	RUHS	Electrical Transfer Switch failure	Harmony Electric	\$70,000	In-Progress				
1	RTCC	RTCC Green Shed Renovations	Lajunesse	\$9,696	Complete	\$9,696.00			
1	OSSD	Green Space near OSSD Office	Thad Giles Services	\$26,468	Complete	\$26,458.00			
1	RTCC	PA system update to include strobes where needed	MinuteMan Security and Life Safety	\$22,710	Complete	\$22,709.97			
1	RTCC	Replace Heat Source Sugar House	TBD	\$30,000	Planned				Making decision on best options.
1	OSSD	Security Equipment (floor locks, go buckets)	TBD	\$80,000	In-Progress				
1	RES	Install New Generator	TBD	\$270,000	In-Progress				Waiver has been approved
1	BRNT	Braintree Trail	Apex Trailworks	\$19,450	Planned				Planned for summer 2024.
1	RES	New Playground equipment	TBD	Getting quotes	Planned				
1	RES	New Bleachers	Robert H Lord Co.	\$75,000	Planned				
1	OSSD	Feasibility study for potential of new school	Lindberg Architect	\$150,000	In-Progress				
1	RUHS	Renovation of space for Tech Dept move	TBD	Getting Quotes	Planned				
1	RUHS	Renovation of Media Center	TBD	Getting Quotes	Planned				
1	RTCC	Renovation of current PBL for RTCC	TBD	Getting Quotes	Planned				
2	RUHS	Renovation of RUHS Auditorium	TBD	Getting Quotes	Awaiting Inspection				
2	OSSD	Restriping of pavement RES/RTCC/RUHS		Valley Line	Planned				
3	Fields	Aeration, fertilization and safety renovation		\$30,000	Planned				
1(1)	RES	remodel: ovens, faucets, stove, drains need	TBD	Quotes pending	Planned				
1	BRK	Fire suppression hood in kitchen			Planned				
1	RES	Boiler Chimney Repair	Chimney Savers	\$17,000	Planned				
1	BRT	climbing tree in the Pre-K area			Planned				
2(3)	Braintree	water booster. Remove wood from serving		Quotes Pending	Planned				
2(4)	Brookfield	components. Replace three bay sink.		Quotes Pending	Planned				
1(2)	RUHS	sink, faucets, walls, ceiling, <del>sewing line</del>		Quotes Pending	Planned				
3(5)	RUHS	Cafeteria - ceiling, lighting, tables.		Quotes Pending	In-Progress				
3	RTCC	replace ceiling ductwork, update electricity.			In-Progress				Waiting on Schematics/Drawing
1	Raven	Air Filtration or Outdoor Air Exchange System			Planned				
3	Raven	Upstairs Planning: Technology (Raven will Sell).			In-Progress				
1	RUHS	support a dedicated middle school wing.			Planned				
2	RUHS	stall Unisex will violate occupancy code			In-Progress				Under Investigation



# ORANGE SOUTHWEST SCHOOL DISTRICT

CODE B3  
(Required)<sup>1</sup>

## ALCOHOL AND DRUG-FREE WORKPLACE<sup>2</sup>

### Policy<sup>3</sup>

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 student<sup>4</sup> 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.<sup>5</sup>
- 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-

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<sup>1</sup> 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).

<sup>2</sup> 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).

<sup>3</sup> 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.

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

<sup>5</sup> 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.<sup>6</sup>

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.<sup>7</sup>

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.<sup>8</sup>

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.

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<sup>6</sup> Definition derived from 41 U.S.C. §706(1).

<sup>7</sup> 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.

<sup>8</sup> 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  
REQUIRED<sup>1</sup>

## 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

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<sup>1</sup> 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.<sup>2</sup>

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.<sup>3</sup>
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.

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<sup>2</sup> 21 V.S.A. §495d definition of "harass"

<sup>3</sup> 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.<sup>4</sup>
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

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<sup>4</sup> 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.

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



# ORANGE SOUTHWEST SCHOOL DISTRICT

**CODE C8**  
**(Required)<sup>[1]</sup>**

## 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)<sup>[2]</sup> and Vermont State Board of Education Rules<sup>[3]</sup> governing the administration of certain student surveys, analyses or evaluations.<sup>[4]</sup>

### **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:<sup>[5]</sup>

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.<sup>[6]</sup>
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.<sup>[7]</sup>
5. The administration of physical examinations or screenings that the school district may administer to a student.<sup>[8]</sup>
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.<sup>[9]</sup>
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.<sup>[10]</sup>

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.<sup>[11]</sup>

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 District<sup>1</sup> (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](mailto:hlawler@orangesouthwest.org)

Name: Kayla Link

Title: Director of Special Education

Contact Information: 802-728-5052 [klink@orangesouthwest.org](mailto:klink@orangesouthwest.org)

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### Worksheet for Board Self-Evaluation of Governance Process Policies

**Policy Number 4.5 Board Members' Code of Conduct**

**Time period being monitored: FY 25**

**Date Completed: 12/11/24**

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

<b>Policy Wording</b>	<b>Have we acted consistently with this item of the policy</b>	<b>Specific representative examples to support your response</b>
<p>The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.</p>		
<p>1. Members must demonstrate loyalty to the ownership, unconflicted by loyalties to staff, other organizations, or any personal interests as Parents or Guardians.</p>		
<p>2. It is the ethical and legal duty of all School Board members to avoid conflicts of interest as well as the appearance of conflicts of interest. "Conflict of interest" means a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board. In order to comply with the obligations thus imposed, the Board and its members will adhere</p>		

<p><b>Avoiding Conflicts</b> When a board member becomes aware of involvement in a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the Board minutes, and will abstain from voting or participating in discussion of the issue giving rise to the conflict.</p>		
<p>to the following standards.</p> <p>A. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define School Board powers and govern board member compensation and public bidding processes.</p> <p>B. Board members will not take any action which is intended to give the impression that he or she would represent special interests or partisan politics for personal gain.</p> <p>C. Board members will not use his or her position on the Board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.</p> <p>D. Board members will not accept anything of value in return for taking particular positions on matters before the Board.</p> <p>E. Board members will do nothing intended to leave the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.</p>		
<p><b>Complaints of Conflict of Interest</b> When a</p>		

<p>conflict of interest claim against a Board member is brought to the Board in writing and is signed by another Board member or a member of the public, and the Board member against whom the claim is made does not concur that a conflict in fact exists, the following Board procedures will be followed.</p> <p>A) Upon a majority vote of the remaining Board members, or upon order of the chair, the Board will hold an informal hearing on the conflict of interest claim, giving both the Board member and the person bringing the claim an opportunity to be heard.</p> <p>B) At the conclusion of the informal hearing, the remaining Board members will determine by majority vote to take one of the following actions:</p> <ol style="list-style-type: none"> <li>1. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed.</li> <li>2. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the Board deliberations or decision related to that issue, as required by Vermont statute.</li> <li>3. Issue a public finding that the conflict of interest charge is supported by the evidence and, in addition to disqualifying him or herself from voting or otherwise participating in the Board deliberations or decision, the Board member should be formally censured or subjected to such other action as may be allowed by law.</li> </ol>		
<p>3. Board members may not attempt to exercise individual authority over the organization. A Board member will do nothing intended to give the false impression that he or she has the authority to</p>		

<p>make decisions or take action on behalf of the Board or the school administration. As such;</p> <p>A) Board members' interaction with the Superintendent or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the Board.</p> <p>B) Board members' interactions with the public, the press, or other entities must recognize the same limitation and the inability of any board member to speak for the Board except to repeat explicitly stated board decisions.</p> <p>C) Except for participation in board deliberation about whether the Superintendent has achieved any reasonable interpretation of board policy, Board members will not express individual judgments of performance of employees, volunteers or the Superintendent.</p>		
<p>4. Board members will respect the confidentiality appropriate to issues of a sensitive nature.</p>		
<p>5. Board members will be properly prepared for board deliberation.</p>		
<p>6. Board members will support the legitimacy and authority of the final determination of the board on any matter, irrespective of the Board member's personal position on the issue.</p>		

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

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

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

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

**WHEN will we reassess our progress?**

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

[meet.google.com/upd-xcaz-qno](https://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 called to order by Hannah Arias, board chair, at 6:03 pm*

*Board members: Hannah Arias, Anne Kaplan, Ryan Anderson, Sam Hooper, Aimil Parmelee, Rachel Fish, Rachel Gaidys*

*Guests: Michael Clark, Heather Lawler, Lisa Floyd, Bob Worley, Wes Gibbs, Kyle Obenauer, Flora Quevedo, Randy and Mackenzie Burnett, Kyle Southworth, ORCA. Virtually: Joe Bent, Bev Taft, Betsy Baker*

- 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.*

No public comment

### **III. Board Process (6:10 – 6:25)**

- Report out from sub-committees: ENDS, Ownership Linkage  
ENDS – Aimila Parmelee report meeting twice since the last board meeting and scheduling a third meeting in early December. The committee has made significant progress and hopes to have a draft ready for board review by the Dember 11 meeting.  
Ownership Linkage – Sam Hooper reports that the committee is working on a letter to the community and will have that draft ready for review at the December 11 meeting.
- Annual Report to Voters  
Michael Clark reports communicating with Ben Merrill and working with principals to begin their reports, and has roughed in the superintendent's letter. There will be more action on this front in December, well before deadline for the project.
- Budget Discussion  
Michael Clark discusses the budget process as it develops into the drafts that come before the Board, and points out the exceptional work Facilities did with energy projections for '25-26. Anne Kaplan questions RAVEN enrollment, Ryan Anderson discusses lowered salary projections. Michael Clark clarifies they are reviewing an expenditure budget, it doesn't consider tax rates or reserve funds. Aimil Parmelee asks what the budget increases have been historically, Rachel Gaidys commented that the budget increases every year but includes additional services. This budget, as drafted, is increased with level service. Discussion about how the Board appreciates the timeline as presented in the Superintendent's Report, it's a good roadmap of the process. Ryan Anderson is concerned this increase will be challenging in this political climate. Conversation about what a 3% increase budget would look like, Board agrees they'd like to see a draft that's more in range and what services would have

to be reduced. RTCC program removals are discussed, the education and dental programs have insufficient enrollment. Michael Clark explains how RTCC tuition is calculated, and what it would take to move the center away from a 6-semester average to actual cost. They discuss how RTCC used to serve 7 schools and now serves 4, and programs need to be reviewed with an eye to what's sustainable. Michael Clark also comments that the district data manager is currently .6 FTE but increased state data collection really requires that position to be increased to 1 FTE. Brief conversation about a new Pre-K program coming through a local daycare, this may impact services that would be provided by the district.

#### **IV. Board Education (6:25 – 7:10)**

- Feasibility Study Report
  - Infrastructure needs (buildings)

Randy and Mackenzie Burnett of Carl Lindburg Architects present slides highlighting the results of their assessment of all buildings across the district. Explanation of how systems aren't up to code, but regulations still need to be maintained. Permitting for renovation would impact what would be required to bring any project up to code. RUMHS, RTCC and Brookfield School are the most impacted by age and non-compliance, electrical and mechanical systems are discussed, as well as fire safety and lack of sprinklers. Photos of some non-compliant areas are presented including the RUMHS elevator and Brookfield attic space, access to the middle school gym or the weightlifting stage at the high school. Heat recovery, air circulation, kitchen compliance and cost of building new versus cost of renovation are all discussed. Hannah Arias comments it is "crystal clear" this needs to be a public conversation and questions exactly what is the work of the board here? Guest Flora Quevedo suggests exploring a collaboration with VTC.
  - Superintendent recommendations for further education and exploration

Michael Clark suggests reaching out to neighboring districts to discuss if they are interested in "going in on" a new building that would service a wider area, or consider building for current enrollment. Conversation around how to craft a deliberate public conversation. Discussion of identifying community needs, and, if neighbors will share resources, what they would be requiring. Sam Hooper asks exactly what needs to be done at this point in order to "hit the ground running"? Discerning direction, talking to the community and education about the options is suggested by Michael Clark. Randy Burnett qualifies that the process isn't fast-moving, phases are spread out over 4 or 5 years. Hannah Arias suggests if the public has specific questions for the architects, they email them directly to any board member.

Motion made by Anne Kaplan to authorize Hannah Arias and Michael Clark to reach out to neighboring districts to gauge what their plans are, and their interest in collaboration with OSSD. Sam Hooper seconds, motion passes unanimously.

- VSBA Annual Conference Recap

Aimil Parmelee commented that it was helpful to see the Barre city budget process, the board agreed it was a great opportunity and that the presentation on mission and vision was particularly helpful.
- Excelerator Module 1 (PG Training)

Hannah Arias prompted the handing out of a glossary of terms as available in the training, board agreed this first module was helpful and will get more substantial, with more homework, as they continue.

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

- RU Presentation from Principal Lisa Floyd

Lisa Floyd wonders if perhaps principals should welcome the Board and guests into their schools for meetings. Two handouts are shared that illustrate results of student surveys and approaches to behavior challenges, gaps in literacy and math are being addressed. STEM and the PBL are at full capacity, and it looks as though four seniors will be graduating with STEM stamps. In-house supports are strong and access is voluntary. Performing arts has doubled since last year, and the dance class after school is popular, and may be used for PE credit as part of the alternative pathways program. Hannah Arias asks how well attended the coffee meetings have been, Lisa Floyd comments that alternative ways to receive feedback from parents and families are being explored. Student government is in its second year, PBL is working to improve community and connect teens with elders.

- Review, Discuss, and possible Vote to Approve Executive Limitation 2.2 (3.4) – 2<sup>nd</sup> read  
Anne Kaplan confirms that safety drills are being performed and requests that drill information be provided the Board.

Hannah Arias moves to approve Executive Limitation 2.2 Treatment of Staff, Anne Kaplan seconds, the motion passes unanimously.

- Executive Limitation 2.4 and 2.5 (3.4) – 1<sup>st</sup> read  
The Board is looking forward to the second read next month, appreciates the template for these reports.

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

- Review/1<sup>st</sup> 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.  
No comment on any of the policy reviews. All policies are required, and will be voted on at December 11 meeting.

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

- Board Self-Evaluation: GP 4.7 (enclosed)  
Board members read through the evaluation, comments regarding investment in training and continuation of that training, board feels the policy is fulfilled.

## **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 – suggestion by Michael Clark to reduce number to 15 in/15 out.

Aimil Parmelee moves to accept consent agenda in full, including proposed changes to the Collaborative Agreement, seconded by Sam Hooper. Motion passes unanimously.

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

- Superintendent's Report  
Michael Clark touches on highlights of written report.
- Negotiation Scheduling/Planning  
Discussion of organizational meetings needed for upcoming negotiations. Board members working with professional staff will meet Wednesday, Dec. 4 at 6:30 p.m. and those for support staff will meet virtually on Tuesday, Dec. 3 at 5 p.m. Both meetings will be warned. Any strategy discussion will occur in executive session.
- School Newsletters/Principal Reports  
Heather Lawler sent links to the newsletters
- Action Item Recap
  - Sam and Ryan will come up with a proposal for an intentional conversation
  - Michael Clark and Hannah Arias will meet and work on letter to neighboring districts
  - Hannah Arias will email Sarah Haupt informing of professional staff organization meeting
  - Reminder that board members Rachel Fish, Anne Kaplan and Sarah Haupt have expiring terms in March.

## **X. Executive Session none needed**

With no further business, meeting adjourned by Board chair Hannah Arias at 8:35 p.m.

**Future Meetings**

- Agenda Planning Meeting: Monday December 2, 2024 @ remote, 6pm
- Support Staff Negotiation Planning: Tuesday December 3, 2024 @ 5 pm
- ENDS Meeting: Wednesday December 4 @ 5:30 pm
- Professional Staff Negotiation Planning: Wednesday December 4 @ 6:30 pm
- Regular Board Meeting: Wednesday December 11, 2024 @ Braintree

Respectfully submitted,

*Kyle Southworth*

Kyle Southworth, Administrative Assistant

Nov 21, 2024

**ORANGE SOUTHWEST SCHOOL DISTRICT**

**Support Staff Negotiations Committee**

**Tuesday, Dec 3, 2024 5:00 PM**

**OSSD Conference Room and Virtual**

**[Click Here for a video recording of part 1 of the meeting.](#) [Click Here for part 2.](#)**

**MINUTES**

Attendance: Anne Kaplan, Rachel Gaidys and Michael Clark. Absent: Ryan Anderson

Meeting opened to public comment, no public attending.

Committee discusses that electing a chair and vice-chair at this point is not necessary, but can be re-visited at a later date if required.

Rachel Gaidys moves to go into executive session, Anne Kaplan seconds. Motion passes unanimously.

Committee exits executive session at 5:49 pm

Anne Kaplan moves to authorize Michael Clark to engage Lynn, Lynn & Blackman to assist with negotiation, Rachel Gaidys seconds. Motion passes unanimously.

Michael Clark communicates that the Association has indicated that Monday meetings starting at 5 or 5:30 p.m. are most convenient for them. Anne Kaplan asks if meetings will be virtual or in person, Rachel Gaidys responds she works until 6 on Mondays but there may be some flexibility in that schedule, 6:30 would work best. Anne Kaplan concurs. Michael Clark will forward that information to the Support Staff representatives.

Support Staff representatives communicated meetings could begin after the winter break, the committee would like negotiation meetings to begin prior to winter break so they might be closer to having concrete numbers for budgetary purposes. Anne Kaplan and Rachel Gaidys both support starting the meetings as soon as possible. Michael Clark will communicate this to the Association and legal counsel.

Meeting was adjourned at 5:56 pm

**ORANGE SOUTHWEST SCHOOL DISTRICT  
ENDS COMMITTEE MEETING**

**Minutes**

**Wednesday December 4, 2024 5:30 PM  
OSSD Conference Room & Online**

**I. Opening**

Meeting called to order at 5:33pm.

Committee Attendance: Rachel Gaidys, Rachel Fish, Hannah Arias, Heather Lawler, Aimil Parmalee, Anne Kaplan, and (Michael Clark at 6pm due to family emergency).

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

Finalized the OSSD draft Ends Policy. Committee members agreed that the draft could be shared with the full Board for comment and 1st Read.

**III. Closing**

Meeting adjourned at 6:15pm

Submitted by,  
Anne Kaplan

**ORANGE SOUTHWEST SCHOOL DISTRICT**

**Professional Staff Negotiations Committee**

**Wednesday December 4, 2024 6:30 PM**

**OSSD Conference Room and Virtual**

Attendance: Hannah Arias, Sarah Haupt, Aimil Parmelee, Michael Clark, Heather Lawler

1. Meeting was called to order by Michael Clark
2. Public comment was called, with no public attendees it was closed
3. Nominate a chair: Hannah Arias nominated Hannah Arias, Aimil Parmelee seconded, passed unanimously
4. Nominate a Vice Chair: Sarah Haupt nominated Sarah Haupt, Aimil Parmelee seconded, passed unanimously
5. Aimil Parmelee moved to enter Executive Session to discuss negotiations, Hannah Arias seconded, entered Executive Session at 6:43pm
6. Exited from Executive Session at 7:15pm
7. Aimil Parmelee moved to authorize Michael Clark to contact Lynn, Lynn, & Blackman to assist in negotiations, Hannah Arias seconded, passed unanimously
8. Michael Clark communicated that the Professional Staff Representatives would like to meet on Mondays in the late afternoon, board members are available as well, once Michael Clark speaks with legal council this committee will schedule a Monday 5:30pm meeting with the Professional Staff Representatives in January 2025. That meeting agenda will consist of introductions, agreeing to ground rules, and scheduling future meetings.
9. This committee will meet directly following that meeting, which will be warned.
10. Meeting adjourned at 7:20pm.

# ORANGE SOUTHWEST SCHOOL DISTRICT 2024-2025 Calendar

SUPERINTENDENT OF SCHOOLS OFFICE

24 Central Street  
Randolph, Vermont 05060

					MNTH SDNT	SDNT CUM.	TOTAL CUM.	
					DAYS	DAYS	DAYS	
<b>AUGUST</b>								
M	T	W	T	F				
12	13	14	15	16				
19	20	21	22	23				Aug. 19 - 20 New Teacher Boot Camp Aug. 21 - 27 Inservice Days No Students Aug. 28 First Day of School All Students
26	27	28	29	30	3	3	8	
<b>SEPTEMBER</b>								
2	3	4	5	6				Sept. 2 Labor Day Holiday - No School Sept. 27 Half-day for Studnets
9	10	11	12	13				
16	17	18	19	20				
23	24	25	26	27				
30					20	23	28	
<b>OCTOBER</b>								
	1	2	3	4				Oct. 14 - Indigenous Peoples Day - No School Oct. 15 Early Release for Parent Conferences Including RTCC
7	8	9	10	11				
14	15	16	17	18				
21	22	23	24	25				
28	29	30	31		22	45	50	
<b>NOVEMBER</b>								
				1				Nov. 8 Half Day for Studnets Nov. 11 - Veterans Day Holiday - No School Nov. 27 - 29 Thanksgiving Holiday - No School
4	5	6	7	8				
11	12	13	14	15				
18	19	20	21	22				
25	26	27	28	29	17	62	67	
<b>DECEMBER</b>								
2	3	4	5	6				Dec. 23 - Jan. 1 Holiday Break
9	10	11	12	13				
16	17	18	19	20				
23	24	25	26	27				
30	31				15	77	82	
<b>JANUARY</b>								
		1	2	3				Jan. 1 New Year's Holiday Jan. 2 Students return from Holiday Break Jan. 20 Martin Luther King Day - No School
6	7	8	9	10				
13	14	15	16	17				
20	21	22	23	24				
27	28	29	30	31	21	98	103	
<b>FEBRUARY</b>								
3	4	5	6	7				Feb. 24 - March 2 Winter Vacation
10	11	12	13	14				
17	18	19	20	21				
24	25	26	27	28				
					15	113	118	
<b>MARCH</b>								
3	4	5	6	7				March 3 Inservice - No Students March 4 Town Meeting & Budget Vote - No School March 26 Early Release for Parent Conferences Including RTCC
10	11	12	13	14				
17	18	19	20	21				
24	25	26	27	28				
31					19	132	138	
<b>APRIL</b>								
	1	2	3	4				Apr. 14 - 18 Spring Vacation
7	8	9	10	11				
14	15	16	17	18				
21	22	23	24	25				
28	29	30			17	149	155	
<b>MAY</b>								
			1	2				May 7 Half Day for Studnets May 23 Senior Project - Student Half Day May 26 Memorial Day Holiday
5	6	7	8	9				
12	13	14	15	16				
19	20	21	22	23				
26	27	28	29	30	21	170	176	
<b>JUNE</b>								
2	3	4	5	6				June 12 Last Day if no Snow Days - Student Half Day June 17 Last Day if Five Snow Days*
9	10	11	12	13				
16	17	18	19	20				
23	24	25	26	27	9	179	185	

Marking Periods End Grades 7-12									
October	TBD								
January	TBD								
April	TBD								
June	TBD								
District Offices Closed									
September 2nd									
November 11th									
November 28th & 29th									
December 25th									
January 1st									
March 4th									
May 26th									
July 4th									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 10px; background-color: #cccccc;"></td> <td>Inservice Day (bold/italic)</td> </tr> <tr> <td style="width: 20px; height: 10px; background-color: #ffff00;"></td> <td>School holidays/vacations (bold)</td> </tr> <tr> <td style="width: 20px; height: 10px; background-color: #90ee90;"></td> <td>Early Release for Students</td> </tr> <tr> <td style="width: 20px; height: 10px; background-color: #d3d3d3;"></td> <td>Parent Conference Day</td> </tr> </table>			Inservice Day (bold/italic)		School holidays/vacations (bold)		Early Release for Students		Parent Conference Day
	Inservice Day (bold/italic)								
	School holidays/vacations (bold)								
	Early Release for Students								
	Parent Conference Day								
179 Student Days *Includes Conferences 6 Inservice Days									
185 Total Teacher Days *Two Contingency Days by CBA									

**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 In/Dec	Percent In/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%	
		Aide Salary 1.0 FTE	\$ -	\$ -	\$ 19,875	\$ 20,580	\$ 22,730	\$ 25,125	\$ 27,140	\$ 2,015	8.02%	
		Substitutes	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%	
		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	\$ -	\$ 1,600	\$ 1,600	\$ 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	\$ -	0.00%	
		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	\$ 6,200	\$ 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%
		Travel/Field Trips	\$ 1,850	\$ 1,850	\$ 1,850	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%	
		Bus Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
		Student Insurance	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 450	\$ 450	\$ -	0.00%	
		Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
600		Supplies/Materials/Texts/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	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%	
		Other Equip incl Computers	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%	
2143		Counseling Services	\$ 304,083	\$ 302,535	\$ 231,110	\$ 229,170	\$ 241,213	\$ 260,567	\$ 253,120	\$ (7,447)	-2.86%	
		<b>Total Operating Budget</b>	\$ 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%	
		<b>Total Budget</b>	\$ 339,991	\$ 340,180	\$ 266,930	\$ 252,405	\$ 264,095	\$ 282,167	\$ 274,720	\$ (7,447)	-2.64%	
		Projected Enrollment	14.00	14.00	10.00	10.00	10.00	10.00	9.00			
		<b>Tuition Cost per Student</b>	\$ 24,285	\$ 24,299	\$ 26,693	\$ 25,241	\$ 26,410	\$ 28,217	\$ 30,524	\$ 2,308	8.74%	



# Orange Southwest School District

24 Central Street Randolph Vermont 05060

Telephone (802) 728-5052

*Michael J. Clark, Superintendent*

*Heather Lawler, Assistant Superintendent*

*Robin Pembroke, Business Manager*

*Kayla Link, Director of Special Education*

*Proudly Serving the Towns of Braintree, Brookfield, and Randolph*

2 December 2024

Dear White River Unified District School Board,

I hope this message finds you well. I'm writing on behalf of the Orange Southwest School District, where we are currently exploring the feasibility of renovating or rebuilding Randolph Union Middle/High School. As part of this process, we are also considering the potential efficiencies and benefits of collaborating with surrounding districts.

One option we are exploring is the possibility of partnering with other districts to build a new, shared middle/high school. Given the size of such a project, we believe that a partnership could offer significant benefits in terms of both educational opportunities for students and cost savings for taxpayers.

We would like to gauge whether the White River Valley Unified School District might be interested in exploring this potential collaboration. We are also reaching out to the Paine Mountain School District to explore their interest in this opportunity. If all three districts were to work together, we could create a new middle/high school with an enrollment of over 900 students, offering greater resources and opportunities for all involved.

We understand that this is a large and complex undertaking, and we are still in the very early stages of exploring possible options. If this is something you would be open to discussing further, please feel free to reach out to me directly at [haarias@orangesouthwest.org](mailto:haarias@orangesouthwest.org). Alternatively, you can contact Michael Clark, Superintendent of the Orange Southwest School District, at (802) 728-5052 ext. 6104 or [mclark@orangesouthwest.org](mailto:mclark@orangesouthwest.org).

We look forward to the possibility of discussing this exciting opportunity with you and hope to hear from you soon.

Warm regards,

A handwritten signature in blue ink that reads "Hannah Arias".

Hannah Arias  
Orange Southwest School District  
Board Chair



# Orange Southwest School District

24 Central Street Randolph Vermont 05060

Telephone (802) 728-5052

*Michael J. Clark, Superintendent*

*Heather Lawler, Assistant Superintendent*

*Robin Pembroke, Business Manager*

*Kayla Link, Director of Special Education*

*Proudly Serving the Towns of Braintree, Brookfield, and Randolph*

2 December 2024

Dear Paine Mountain School District Board,

I hope this message finds you well. I'm writing on behalf of the Orange Southwest School District, where we are currently exploring the feasibility of renovating or rebuilding Randolph Union Middle/High School. As part of this process, we are also considering the potential efficiencies and benefits of collaborating with surrounding districts.

One option we are exploring is the possibility of partnering with other districts to build a new, shared middle/high school. Given the size of such a project, we believe that a partnership could offer significant benefits in terms of both educational opportunities for students and cost savings for taxpayers.

We would like to gauge whether the Paine Mountain School District might be interested in exploring this potential collaboration. We are also reaching out to the White River Valley Unified School District to explore their interest in this opportunity. If all three districts were to work together, we could create a new middle/high school with an enrollment of over 900 students, offering greater resources and opportunities for all involved.

We understand that this is a large and complex undertaking, and we are still in the very early stages of exploring possible options. If this is something you would be open to discussing further, please feel free to reach out to me directly at [haarias@orangesouthwest.org](mailto:haarias@orangesouthwest.org). Alternatively, you can contact Michael Clark, Superintendent of the Orange Southwest School District, at (802) 728-5052 ext. 6104 or [mclark@orangesouthwest.org](mailto:mclark@orangesouthwest.org).

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Warm regards,

A handwritten signature in blue ink that reads "Hannah Arias".

Hannah Arias  
Orange Southwest School District  
Board Chair

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

	2023-24 ACTUAL	NOVEMBER 2023 YTD	2024-25 BUDGET	NOVEMBER 2024 YTD	BALANCE	% BAL
<b>1 GENERAL FUND</b>						
A. STATE REVENUES	2,121,150	469,481	2,254,574	507,334	-1,747,240	-77.50%
B. OTHER REVENUES	1,621,099	13,736	1,640,493	4,380	-1,636,113	-99.73%
C. SURPLUS/DEFICIT	783,335	783,335	0	783,335	783,335	
<b>TOTAL REVENUE</b>	<b>4,525,584</b>	<b>1,266,553</b>	<b>3,895,067</b>	<b>1,295,049</b>	<b>-2,600,018</b>	<b>-66.75%</b>

**EXPENDITURES:**

D. INSTRUCTION	1,931,821	384,719	2,114,914	501,516	1,613,398	76.29%
E. ADMINISTRATION	299,709	105,228	478,719	153,426	325,293	67.95%
F. SUPPORT SERVICES	361,186	79,468	535,450	108,815	426,635	79.68%
G. MAINTENANCE OF PLANT	152,337	18,732	225,800	22,785	203,015	89.91%
<b>SCHOOL TOTAL:</b>	<b>2,745,053</b>	<b>588,147</b>	<b>3,354,883</b>	<b>786,541</b>	<b>2,568,342</b>	<b>76.56%</b>
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	
<b>TOTAL EXPENDITURES</b>	<b>3,742,248</b>	<b>588,147</b>	<b>3,895,067</b>	<b>786,541</b>	<b>3,108,526</b>	<b>79.81%</b>

	7/1/2024 BEG BAL	REVENUE	EXPENDED	BALANCE
<b>2 OTHER FUNDS</b>				
TECH GRANTS	5,859	33,600	33,600	5,859
3 TRANSFERS	800	0	0	800
4 CARL PERKINS	0	0	35,269	-35,269
5 GEER II - ROUND 3	0	71,008	71,008	0
6 VACTED	30,444	0	1,515	28,930
7 VACTED - PERKINS	0	167,363	202,571	-35,208
8 ADULT ED - DEPT LABOR	0	0	0	0
9 ADULT ED EVENING	-1,836	100	0	-1,736
<b>TOTAL:</b>	<b>35,267</b>	<b>272,071</b>	<b>343,962</b>	<b>-36,624</b>

**RANDOLPH TECHNICAL CAREER CENTER  
REVENUE**

<b>Account Name</b>	<b>2023-24 Actual</b>	<b>November 2023 Revenue</b>	<b>2024-25 Budget</b>	<b>November 2024 Revenue</b>	<b>\$ Inc/Dec</b>
<b><u>A. STATE REVENUE:</u></b>					
General State Support Grant	1,408,442	469,481	1,520,069	507,334	-1,012,735
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
<b>Total State Revenue:</b>	<b>2,121,150</b>	<b>469,481</b>	<b>2,254,574</b>	<b>507,334</b>	<b>-1,747,240</b>
<b><u>B. OTHER REVENUES:</u></b>					
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	4,380	-620
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
<b>Total Other Revenues:</b>	<b>1,621,099</b>	<b>13,736</b>	<b>1,640,493</b>	<b>4,380</b>	<b>-1,636,113</b>
<b><u>C. SURPLUS/DEFICIT</u></b>	<b>783,335</b>	<b>783,335</b>	<b>0</b>	<b>783,335</b>	<b>783,335</b>
<b>SCHOOL TOTAL:</b>	<b>4,525,584</b>	<b>1,266,553</b>	<b>3,895,067</b>	<b>1,295,049</b>	<b>-2,600,018</b>

**RANDOLPH TECHNICAL CAREER CENTER  
EXPENDITURES**

Account Name	2023-24 Actual	November 2023 Expenditure	2024-25 Budget	November 2024 Expenditure	Encumb	Difference
<b><u>D. INSTRUCTION:</u></b>						
Salaries	1,004,147	260,275	1,061,600	345,600	0	716,000
Benefits	323,599	71,360	500,279	91,010	0	409,269
Staff Development	13,578	2,767	16,800	5,347	805	10,648
Computer Network	82,400	0	88,995	0	0	88,995
Co/Extra Curricular	35,509	629	61,440	190	1,955	59,295
Overhead Tuition	3,900	0	55,000	0	0	55,000
Carl Perkins	0	0	0	0	0	0
Travel/Field Trips	13,479	1,341	32,230	-2,190	210	34,210
Supplies/Textbooks/Equip	455,209	48,347	298,570	61,559	43,083	193,928
<b>Total Instruction</b>	<b>1,931,821</b>	<b>384,719</b>	<b>2,114,914</b>	<b>501,516</b>	<b>46,053</b>	<b>1,567,345</b>
<b><u>E. ADMINISTRATION:</u></b>						
Salaries	184,179	74,484	293,010	107,982	0	185,028
Benefits	58,181	12,578	102,484	26,794	0	75,690
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	6,484	3,756	12,285
Travel	832	832	3,000	1,469	1,514	17
Supplies/Equipment	47,308	7,089	56,700	10,696	13,697	32,307
<b>Total Administration</b>	<b>299,709</b>	<b>105,228</b>	<b>478,719</b>	<b>153,426</b>	<b>18,967</b>	<b>306,327</b>
<b><u>F. SUPPORT SERVICES:</u></b>						
Assessment Coordinator	112,758	30,702	143,837	27,252	82	116,503
Cooperative Education	77,524	18,764	136,557	39,672	0	96,885
Guidance	73,784	27,556	147,416	25,298	293	121,825
School Nurse	54,402	543	62,040	15,185	2,903	43,952
Board of Education	10,885	828	15,600	1,002	6,625	7,973
Legal Fees	18,666	1,075	4,000	406	0	3,595
Fiscal Services	13,166	0	26,000	0	0	26,000
<b>Total Support Services</b>	<b>361,186</b>	<b>79,468</b>	<b>535,450</b>	<b>108,815</b>	<b>9,903</b>	<b>416,732</b>
<b><u>G. MAINTENANCE OF PLANT:</u></b>						
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
<b>Total Maintenance</b>	<b>152,337</b>	<b>18,732</b>	<b>225,800</b>	<b>22,785</b>	<b>0</b>	<b>203,015</b>
<b><u>SCHOOL TOTAL</u></b>	<b>2,745,053</b>	<b>588,147</b>	<b>3,354,883</b>	<b>786,541</b>	<b>74,923</b>	<b>2,493,419</b>
<b>H. OSSU/ADMIN/SP ED</b>	<b>135,000</b>	<b>0</b>	<b>153,000</b>	<b>0</b>	<b>0</b>	<b>153,000</b>
<b>OSSU MAINTENANCE</b>	<b>345,000</b>	<b>0</b>	<b>385,000</b>	<b>0</b>	<b>0</b>	<b>385,000</b>
<b><u>I. ADULT ED:</u></b>						
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
<b>Total Adult Ed</b>	<b>0</b>	<b>0</b>	<b>2,184</b>	<b>0</b>	<b>0</b>	<b>2,184</b>
<b><u>J. DEBT SERVICE:</u></b>						
	0	0	0	0	0	0
<b><u>K. TUITION REFUND</u></b>						
	0	0	0	0	0	0
<b><u>SURPLUS/DEFICIT</u></b>						
	0	0	0	0	0	0
<b><u>TOTAL</u></b>	<b>3,225,053</b>	<b>588,147</b>	<b>3,895,067</b>	<b>786,541</b>	<b>74,923</b>	<b>3,033,603</b>

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

	2023-24 ACTUAL	NOVEMBER 2023 YTD	2024-25 BUDGET	NOVEMBER 2024 YTD	DIFFERENCE
<b>GENERAL FUND</b>					
<b>REVENUE:</b>					
LOCAL REVENUE	1,425,183	78,728	1,217,650	99,673	-1,117,977
SPECIAL PROGRAMS	2,440,959	633,016	2,703,635	647,032	-2,056,603
STATE REVENUES	18,911,598	7,732,635	20,591,511	7,519,462	-13,072,049
BEGINNING BALANCE:	1,096,503	0	1,033,333	1,033,333	0
<b>TOTAL REVENUE</b>	<b>23,874,243</b>	<b>8,444,379</b>	<b>25,546,129</b>	<b>9,299,501</b>	<b>-16,246,628</b>
<b>EXPENDITURES:</b>					
INSTRUCTION	7,795,243	2,020,025	8,977,304	2,339,023	6,638,281
SPECIAL EDUCATION	3,758,426	1,013,823	4,750,610	1,241,442	3,509,168
ADMINISTRATION	1,279,241	500,984	1,500,859	632,872	867,987
CENTRAL OFFICE	937,190	388,141	1,178,019	485,372	692,647
SUPPORT SERVICES	1,885,780	583,272	2,377,842	719,327	1,658,515
MAINTENANCE	2,804,042	890,996	2,999,230	881,834	2,117,396
TECHNOLOGY	742,941	420,579	784,205	269,225	514,980
TRANSPORTATION	651,657	129,215	809,049	244,468	564,581
OTHER EXPENSES	148,683	24,334	140,668	28,530	112,138
TECHNICAL EDUCATION	1,200,876	6,534	1,265,030	10,778	1,254,252
PRE-SCHOOL	499,764	144,121	763,313	209,491	553,822
<b>SCHOOL TOTAL:</b>	<b>21,703,843</b>	<b>6,122,024</b>	<b>25,546,129</b>	<b>7,062,362</b>	<b>16,675,693</b>
SURPLUS/DEFICIT	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>21,703,843</b>	<b>6,122,024</b>	<b>25,546,129</b>	<b>7,062,362</b>	<b>18,483,767</b>

**7/1/2024**

<b>OTHER FUNDS</b>	<b>BEG BAL</b>	<b>REVENUE</b>	<b>EXPENDED</b>	<b>BALANCE</b>
TRANSFER FUND	459,945	67,399	355,295	172,049
TITLE 1	0	2,500	2,500	0
EPSDT FUNDS	89,085	12,519	141	101,464
FOOD SERVICE	-82,246	139,614	297,037	-239,669
FRESH FRUITS & VEGS	-2,850	3,257	9,772	-9,365
MEDICAID FUNDS	781,520	3,299	31,861	752,958
R.A.V.E.N.	30,068	14,109	44,928	-751
IDEA-B - FLOW-THROUGH	0	15,038	49,214	-34,176
IDEA-B - PRE-SCHOOL	0	617	2,161	-1,544
VEHICLE/BUS FUND	922,024	0	0	922,024
BUILDING MAINT FUND	1,673,819	0	24,313	1,649,506
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	18,672	16,652	54,059
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	67,262	73,392	-6,130
TITLE IV	0	28,179	28,515	-335
CONSOLIDATED ADMIN	0	0	4,500	-4,500
CRF - LEA GRANT	10,348	0	0	10,348
AREP - ESSER SUMMER	0	0	251,368	-251,368
ARP - ESSER	12,522	0	49,990	-37,467
ARP - AFTERSCHOOL	159	0	10,407	-10,247
ARP - PRESCHOOL	3,547	0	0	3,547
<b>TOTAL OTHER FUNDS</b>	<b>7,686,377</b>	<b>427,371</b>	<b>2,404,371</b>	<b>5,709,377</b>

**ORANGE SOUTHWEST SCHOOL DISTRICT - REVENUE**

<b>Account Name</b>	<b>2023-24 Actual</b>	<b>November 2023 Revenue</b>	<b>2024-25 Budget</b>	<b>November 2024 Revenue</b>	<b>Under (Over)</b>
<b><u>LOCAL REVENUES:</u></b>					
Tuition	401,994	0	385,000	19,261	-365,739
Overhead Tuition	0	0	40,000	0	-40,000
Transportation	43,768	768	40,000	15,864	-24,136
Interest	321,826	76,810	78,000	59,930	-18,070
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
<b>Total Other Revenues:</b>	<b>1,425,183</b>	<b>78,728</b>	<b>1,217,650</b>	<b>99,673</b>	<b>-1,117,977</b>
<b><u>SPECIAL ED:</u></b>					
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
<b>Total Special Ed</b>	<b>2,440,959</b>	<b>633,016</b>	<b>2,703,635</b>	<b>647,032</b>	<b>-2,056,603</b>
<b><u>STATE REVENUES:</u></b>					
State Technical Centers	573,600	0	604,280	0	-604,280
State Education Fund	17,885,408	7,671,695	19,551,025	7,407,928	-12,143,097
ELL Categorical Grant	0	0	0	50,000	50,000
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	1,704	3,500	2,298	-1,202
<b>Total State Revenues</b>	<b>18,911,598</b>	<b>7,732,635</b>	<b>20,591,511</b>	<b>7,519,462</b>	<b>-13,072,049</b>
<b>BEGINNING BALANCE:</b>	<b>1,096,503</b>	<b>0</b>	<b>1,033,333</b>	<b>1,033,333</b>	<b>0</b>
<b>SCHOOL TOTAL:</b>	<b>23,874,243</b>	<b>8,444,379</b>	<b>25,546,129</b>	<b>9,299,501</b>	<b>-16,246,628</b>
<b><u>FEDERAL FUNDS:</u></b>					
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
<b>Total Federal Funds</b>	<b>0</b>	<b>0</b>	<b>1,182,660</b>	<b>0</b>	<b>1,182,660</b>
<b>TOTAL VOTER APPROVAL:</b>	<b>23,874,243</b>	<b>7,732,635</b>	<b>26,728,789</b>	<b>9,299,501</b>	<b>-15,063,968</b>

**ORANGE SOUTHWEST SCHOOL DISTRICT -  
EXPENDITURES**

<b>Account Name</b>	<b>2023-24 Actual</b>	<b>November 2023 Expenditure</b>	<b>2024-25 Budget</b>	<b>November 2024 Expenditure</b>	<b>Encumb</b>	<b>Balance Under (Over)</b>	<b>Percent Inc/Dec</b>
<b><u>INSTRUCTION:</u></b>							
Salaries	4,727,619	1,249,907	5,202,040	1,487,553	0	3,714,487	71.40%
Benefits	1,538,284	346,627	2,074,962	428,629	0	1,646,333	79.34%
Drivers Education	4,262	-2,624	4,000	782	1,745	1,474	36.85%
Remedial/Interventionist Service	224,806	56,257	273,237	77,850	79	195,309	71.48%
Testing/Tutorial/OT-PT Svcs	13,041	1,080	36,930	7,667	0	29,263	79.24%
Contracted Services	39,150	13,914	45,600	31,611	330	13,659	29.95%
Staff Training	223,382	108,066	273,500	53,172	19,816	200,513	73.31%
Co/Extra Curricular	428,982	110,245	526,192	139,464	0	386,728	73.50%
Tuition	209,325	32,023	54,000	0	0	54,000	100.00%
Travel/Field Trips	63,348	5,369	39,020	6,132	3,904	28,984	74.28%
Supplies/Textbooks/Equip	323,044	99,160	447,823	106,165	44,746	296,912	66.30%
<b>Total Instruction</b>	<b>7,795,243</b>	<b>2,020,025</b>	<b>8,977,304</b>	<b>2,339,023</b>	<b>70,619</b>	<b>6,567,661</b>	<b>73.16%</b>
<b><u>SPECIAL EDUCATION:</u></b>							
Salaries	1,637,457	497,627	1,936,595	577,238	0	1,359,357	70.19%
Benefits	555,432	137,858	819,132	171,808	0	647,324	79.03%
Contracted/Prof Services	5,000	0	0	0	0	0	
Transportation	66,894	2,615	152,500	38	0	152,462	99.98%
Travel/Conferences	9,018	1,064	11,700	6,370	6,516	-1,186	-10.14%
Supplies/Textbooks/Equipment	18,906	11,997	27,275	16,335	9,735	1,206	4.42%
Tuition	838,234	198,073	1,069,700	268,797	0	800,903	74.87%
Behavioral Services	205,234	50,153	230,249	53,398	122,704	54,147	23.52%
Testing/Tutorial/OT-PT Svcs	125,804	40,532	164,000	63,759	62,037	38,204	23.30%
Speech Services	296,447	73,905	339,459	83,702	154,206	101,551	29.92%
<b>Total Special Education</b>	<b>3,758,426</b>	<b>1,013,823</b>	<b>4,750,610</b>	<b>1,241,442</b>	<b>355,199</b>	<b>3,153,969</b>	<b>66.39%</b>
<b><u>ADMINISTRATION:</u></b>							
Salaries	866,804	368,084	935,231	445,553	0	489,678	52.36%
Benefits	326,196	106,870	458,163	154,117	0	304,046	66.36%
Repairs/Maint	235	235	9,000	0	225	8,775	97.50%
Postage/Telephone	37,249	11,846	36,250	12,789	4,509	18,951	52.28%
Travel	23,555	5,127	17,100	5,917	17,176	-5,993	-35.05%
Supplies/Equipment	25,202	8,823	45,115	14,495	5,081	25,539	56.61%
<b>Total Administration</b>	<b>1,279,241</b>	<b>500,984</b>	<b>1,500,859</b>	<b>632,872</b>	<b>26,991</b>	<b>840,996</b>	<b>56.03%</b>
<b><u>CENTRAL OFFICE:</u></b>							
Salaries	602,469	250,707	737,688	332,568	0	405,120	54.92%
Benefits	202,902	69,079	333,986	100,676	0	233,310	69.86%
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	10,600	5,000	9,648	3,009	-7,657	-153.14%
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	26,346	53,445	17,885	5,507	30,053	56.23%
<b>Total Central Office</b>	<b>937,190</b>	<b>388,141</b>	<b>1,178,019</b>	<b>485,372</b>	<b>10,297</b>	<b>682,351</b>	<b>57.92%</b>
<b><u>SUPPORT SERVICES:</u></b>							
Guidance	468,090	110,012	592,054	169,093	12,804	410,157	69.28%
Behavioral Interventionists	360,854	90,867	412,237	99,527	250	312,460	75.80%
School Nurse	347,506	82,401	516,582	125,059	260	391,264	75.74%
Media Services	358,228	91,641	390,339	120,625	6,027	263,688	67.55%
Curriculum Develop	9,794	4,065	31,255	12,977	0	18,278	58.48%
C.A.R.	58,320	10,400	113,500	4,788	0	108,712	95.78%
Teacher Mentoring	58,214	542	58,010	0	0	58,010	100.00%
Board of Education	124,309	181,909	118,865	184,498	11,992	-77,625	-65.30%
Legal Fees	29,801	12,335	60,000	2,761	0	57,240	95.40%
Fiscal Services	70,665	-899	85,000	0	0	85,000	100.00%
<b>Total Support Services</b>	<b>1,885,780</b>	<b>583,272</b>	<b>2,377,842</b>	<b>719,327</b>	<b>31,332</b>	<b>1,627,183</b>	<b>68.43%</b>
<b><u>MAINTENANCE:</u></b>							
Salaries	716,782	283,567	904,750	347,164	0	557,586	61.63%
Benefits	322,747	86,569	531,465	122,968	0	408,497	76.86%
Contracted Services	195,641	57,553	118,720	183,311	110,005	-174,596	-147.07%
General Liability Ins	89,269	0	88,000	0	0	88,000	100.00%
Repairs/Maintenance	488,438	202,007	287,260	55,065	67,791	164,403	57.23%
Utilities	447,765	75,563	541,000	50,196	0	490,804	90.72%
Supplies/Travel/Equipment	345,955	119,783	298,350	76,749	26,629	194,971	65.35%
Care of Grounds	180,979	58,868	205,600	38,748	41,725	125,127	60.86%
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%
<b>Total Maintenance Svcs</b>	<b>2,804,042</b>	<b>890,996</b>	<b>2,999,230</b>	<b>881,834</b>	<b>249,250</b>	<b>1,868,146</b>	<b>62.29%</b>

**ORANGE SOUTHWEST SCHOOL DISTRICT -  
EXPENDITURES**

	2023-24 Actual	November 2023 Expenditure	2024-25 Budget	November 2024 Expenditure	Encumb	Balance Under (Over)	Percent Inc/Dec
<b><u>TECHNOLOGY:</u></b>							
Salaries	319,470	137,035	354,630	148,156	0	206,474	58.22%
Benefits	116,070	37,364	148,975	47,660	0	101,315	68.01%
Contracted Services	13,519	2,345	24,500	1,560	0	22,940	93.63%
Technology Fund Transfer	108,500	522	108,500	0	0	108,500	100.00%
Repairs/Maintenance	2,348	0	2,500	559	0	1,941	77.65%
Supplies	183,034	243,313	145,100	71,291	16,100	57,710	39.77%
Equipment	0	0	0	0	0	0	
<b>Total Technology</b>	<b>742,941</b>	<b>420,579</b>	<b>784,205</b>	<b>269,225</b>	<b>16,100</b>	<b>498,880</b>	<b>63.62%</b>
<b><u>TRANSPORTATION:</u></b>							
Salaries	253,199	84,799	266,055	129,421	0	136,634	51.36%
Benefits	47,398	12,166	62,664	18,440	0	44,224	70.57%
Contracted Svcs/Rent	72,162	4,578	73,000	48,498	0	24,502	33.56%
Travel/Conferences	98	0	100	0	0	100	100.00%
Repairs/Supplies/Equip	64,102	7,720	59,300	20,831	13,408	25,062	42.26%
Diesel Fuel	50,220	0	90,800	13,000	0	77,800	85.68%
Unallowed Spec Ed	0	0	0	0	0	0	
After School Bus	15,628	3,982	75,000	493	0	74,507	99.34%
Field Trips	11,248	3,744	33,000	2,330	4,266	26,404	80.01%
Tuition Student Transportation	37,602	12,225	49,130	11,457	34,914	2,759	5.62%
Bus Fund Reserve	100,000	0	100,000	0	0	100,000	100.00%
<b>Total Transportation</b>	<b>651,657</b>	<b>129,215</b>	<b>809,049</b>	<b>244,468</b>	<b>52,588</b>	<b>511,993</b>	<b>63.28%</b>
<b><u>OTHER EXPENDITURES:</u></b>							
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	14,658	95,353	18,942	45,252	31,159	32.68%
<b>Total Other Expenditures</b>	<b>148,683</b>	<b>24,334</b>	<b>140,668</b>	<b>28,530</b>	<b>80,252</b>	<b>31,886</b>	<b>22.67%</b>
<b><u>TECHNICAL EDUCATION:</u></b>							
State - Act 68	573,600	0	604,280	0	0	604,280	100.00%
Local Tuition	627,276	6,534	660,750	10,778	0	649,972	98.37%
<b>Total Tech Education</b>	<b>1,200,876</b>	<b>6,534</b>	<b>1,265,030</b>	<b>10,778</b>	<b>0</b>	<b>1,254,252</b>	<b>99.15%</b>
<b><u>PRE-SCHOOL</u></b>							
Salaries	290,877	77,646	435,731	132,635	0	303,096	69.56%
Benefits	122,739	33,039	189,478	45,376	0	144,102	76.05%
Administration	49,248	20,230	56,029	12,330	14,570	29,129	51.99%
Tuition/Partnerships	17,021	3,011	50,000	5,438	8,933	35,629	111.08%
Supplies/Travel/Equip	19,880	10,195	32,075	13,713	1,123	17,239	2.26%
<b>Total Pre-School</b>	<b>499,764</b>	<b>144,121</b>	<b>763,313</b>	<b>209,491</b>	<b>24,626</b>	<b>529,196</b>	<b>69.33%</b>
SUPRLUS/DEFICIT	0	0	0	0	0	0	
<b><u>SCHOOL TOTAL:</u></b>	<b>21,703,843</b>	<b>6,122,024</b>	<b>25,546,129</b>	<b>7,062,362</b>	<b>917,254</b>	<b>17,566,513</b>	<b>68.76%</b>
<b><u>FEDERAL FUNDS:</u></b>							
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	
<b>Total Federal Funds</b>	<b>0</b>	<b>0</b>	<b>1,182,660</b>	<b>0</b>	<b>0</b>	<b>1,182,660</b>	
<b>TOTAL VOTER APPROVAL:</b>	<b>21,703,843</b>	<b>6,122,024</b>	<b>26,728,789</b>	<b>7,062,362</b>	<b>917,254</b>	<b>18,749,173</b>	<b>70.15%</b>



# Orange Southwest School District

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## December Board Report

Prepared by Michael J. Clark

6 December 2024

### **School Boards with Technical Center Responsibilities**

As I learn about the responsibilities a school district with a technical center has I thought it might be helpful to share some responsibilities of the board outlined in State Board Rule and in Perkins, 16 VSA 1541(c) specifies that in consultation with its regional advisory board, a school board that operates a CTE center shall:

1. Annually set the budget for operation of the center.
2. Establish the secondary and adult curriculum, including programs of study offered.
3. Determine if there is a need for satellite programs.
4. Employ, and as need requires, dismiss an assistant director for adult education and a director of CTE.
5. Establish admission and program completion policies.
6. Periodically evaluate the success of the center in serving all parts of its service region and in offering useful adult training and education programs.
7. Periodically evaluate the quality of each course of study offered by the center.
8. Coordinate the use of the center with the Vermont State Colleges, with other state programs, including licensure, job training, and apprenticeship programs, and other approved institutions for the provision of postsecondary CTE programs, and charge fees not exceeding the actual direct and indirect costs of the use of the center.
9. Offer programs designed to acquaint prospective students with the CTE programs that do not require an enrollment commitment.
10. After giving due consideration to efficient and cost-effective use of the center, establish fees for building and equipment use.

Thank you to Ruth Durkee the state Director of Career Technical Education for sharing this information.



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## **The Annual Tax Letter**

The [Annual Tax Letter](#) was released on Monday December 2, 2024. You will notice in the letter (page 2 in the chart) the yield is down significantly. As the yield goes down this causes tax rates to increase. The proposed non-homestead property tax rate is increased from \$1.39 to \$1.79. It is important to note that the letter shares this important disclaimer: *"Please note that the FY26 homestead property yield amount and statewide non-homestead rate shown in the table above reflect the new "statewide adjustment" calculation prescribed by Sec. 15 of Act 183 of 2024. Because of that, the homestead property yield and non-homestead rate forecast for FY26 are not directly comparable to the FY25 amounts. The new statewide adjustment component will not impact how much taxpayers owe in FY26 or how much property tax revenue the state will collect. More information about the statewide adjustment, along with preliminary estimates of FY26 statewide adjustment factors for all towns is available here: <https://tax.vermont.gov/statewide-adjustment>."*

The Tax Letter is also forecasting a statewide increase in educational spending of 6.1%. The Tax Letter is typically one of the first times we get to see a forecast of where some of the factors we do not control when creating our budget may be headed. In this case the information in the Tax Letter continues to point toward a challenging budget year.

## **2025-2026 Budget**

As you know, we presented a preliminary service budget to the board, which reflected a 10.5% increase in the expenditure budget. The board has asked us to return this month with strategies to reduce the increase to 3% and a plan to operate on a level-funded budget.

The Cabinet has carefully examined potential reductions and prioritized those that can be achieved through attrition where possible. I am proud of the collaborative effort and thoughtfulness that the team has demonstrated in identifying these reductions. As expected, reducing a 10.5% increase has significant implications across all areas of the budget.

At Wednesday night's board meeting, we will present potential reductions totaling over \$2.5 million, which would align with the level-funded budget. We will outline two approaches: one that involves cutting existing personnel, programs, supplies, and materials, and another that focuses



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on re-imagining how we educate students in the Orange Southwest School District, aiming to deliver high-quality education in a more cost-effective manner.

As supervisors, we are in the process of engaging in discussions with staff members whose positions may be impacted by the proposals we will share. Once these conversations are completed, I will provide additional written information about the proposals prior to the board meeting. We are committed to being respectful to our dedicated faculty and staff and ensuring that they are not first hearing about potential reductions that may affect them through a board packet or during a board meeting.

## **Calendar Change**

The leadership team would like to ask the board to approve a change to the calendar where instead of having a half day on March 26, 2024 we move the half day to January 17, 2024. The team would like to use the 17th to highlight the work of our Professional Action Research Teams.

The Budget Timeline is provided below

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



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- 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 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.

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