

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

[Click Here](#) for a link to the Video Recording of the meeting

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

- Board Chair Hannah Arias announces they will give a few extra minutes to allow latecomers (due to inclement weather) time to arrive or log in. Meeting is called to order by the chair at 6:03 pm.
- Board Attendance: *Ensuring a quorum: Hannah Arias, Anne Kaplan, Ryan Anderson, Sam Hooper, Aimil Parmelee, Rachel Fish, Rachel Gaidys, with Michael Clark, Robin Pembroke, Kyle Southworth, ORCA Media. Absent: Sarah Haupt. Public at meeting: Lisa Wright, Rachel Drury, Greg Hance, Joe Bent, Jenny Davis, Larry Satcowitz, Amy Audsley, Timothy Moynihan, Abi McFadyen, Sarah Langlois, Norie Belanger, Vickie Johnson, Ron Wold, Emmett Wold, Kyle Obenauer, Jay Hooper.*
- Meeting Purpose: Budget, Committee Reports  
*Chair Hannah Arias acknowledges and thanks the RUMHS Innovation Center, Tom Zani and Nasser Abdel-Fatah for the "swag bag" provided each board member. Students used supplies purchased with grant money to show off the skills they've learned at the Innovation Center, including custom designed slate coasters, insulated tumblers, notepads and more.*
- Review and Accept Agenda  
*Hannah Arias moves to reorganize the order of Section III to allow public comment before the Q&A period for the Board, and that comments be limited to 2 minutes. Sam Hooper seconds, the motion passes unanimously. Hannah Arias moves to reschedule the presentation by Patti Sprague and Braintree students to another time as school was cancelled and presenters aren't available. Aimil Parmelee seconds, motion passes unanimously.*

**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 are limited to 3 minutes per speaker.  
*No public comment at this time*
- Braintree Presentation from Principal Patti Sprague and Students  
*Presentation is postponed until a later time when both students and Principal Patti Sprague are able to be present*

**IV. Board Process (6:25 – 7:05)**

- Budget Discussion with Robin Pembroke  
*Hannah Arias clarifies that this meeting is to discuss, gather information and educate, the Board will NOT vote on any budget at this time.*  
*Michael Clark explains that the Board tasked him to come back this month with 2 additional levels of budget, the original was at level service (10.5%) and the Board wanted to see what a 3% increase (Governor's recommendation) and a level funded budget looked like. The Cabinet worked to craft 10 budgets, each level equaling about \$250,000 in reduction (approx. 1% of the 2.5-million-dollar total needed to reach level funding) Michael Clark asked the Board if they wanted to see all levels, or if they wanted to hear the presentation first. The administrative team has discussed with any potentially impacted employees their status.*  
*The Board discusses how important it is that what is presented be shared within the community.*  
*Aimil Parmelee moves to hear the verbal presentation of the 10 Level budget reduction proposal for the 25-26 budget year. Hannah Arias seconds, the motion passes unanimously.*

Michael Clark communicates that there are well over 100 people attending virtually and almost 20 in person, and that the administrative team worked hard and made tough suggestions. Sharing from the community will help shape the future of our schools.

The Proposed Reductions Plan is attached. Michael Clark presented Levels 1 through 4, at which point the Board suggests they need not go further. Cara Houston is called upon to discuss if the new daycare would be able to service PreK 3-year-olds in the community.

*Rachel Fish moves to end the budget reduction presentation, Aimil Parmelee seconds and the motion passes with 6 for and 1 against.*

*Rachel Gaidys makes a motion to hear the administrators' plan to reallocate how district buildings are used. Ryan Anderson seconds and the motion passes unanimously.*

Michael Clark speaks about how a building reallocation plan would look with Braintree and Brookfield students grades 1-5 moving to RES, all PreK and Kindergarten students moving to Braintree and all 6<sup>th</sup> grade students moving to join 7-12 at RUMHS. Under this plan, Brookfield school would then be closed. Discussion about the amount of savings and the time frame required for such a move, and Rachel Gaidys asks if there is data available about student education value if close to their community. Michael Clark is not aware of any data for that particular question but states the work could be done by the start of school in August, and savings would be \$1.2 million, perhaps more. Budget reductions of Level 1, 2 and 3 plus school consolidation would get the budget presented to taxpayers at roughly +3%.

- Public Comment:

*Hannah Arias opens the floor for public comment, each limited to 2 minutes.*

- *Ron Wold asks about positions that might be lost under the consolidation plan. Michael Clark responds he has work to do to dig into that.*
- *Frank Landry thinks any cuts to PreK programs are detrimental as students gain valuable experience.*
- *Kyle Obenauer thinks the community needs to assess what the proposed cuts to art, R&D and closing of a school would mean. Priorities need to be top of mind, and voters may be willing to pay a little more to assist students.*
- *Emma Janicki is concerned about overloads and that paras are calculated in student to staff numbers. Encourages consideration of administrative cuts, and feels teachers should be able to express opinions about administrators that could be eliminated.*
- *Larry Satkowitz suggests that by the next meeting information should be available about what the tax rate may be and that will better inform the conversation.*
- *Katy Van Houten speaks about the high level of needs at RES and how subs are not available even though the district did increase the daily rate to be more competitive. Says the current staffing level is too low.*
- *Joe Bent questions if the \$1.2 million savings takes into account work that would need to be done to each school to accommodate reallocation. Michael Clark assures this was considered.*
- *Stephanie Cole comments that she is happy at Braintree School and reminds that the school is ranked 6<sup>th</sup> in the state. Also suggests that perhaps assistant superintendent and 2 special education positions may not be needed.*
- *Abby McFadyen feels that Pre-school is being attacked, the budget is already cut. Says RES serves low-income walkers for preK and that OCCP is wishful thinking.*
- *Cara Houston says that the 3-year-old PreK has a long-lasting impact on the community. Younger students have 4-year-olds as role models, loss of program would affect 15 students and would greatly impact their access to services. Reducing the library position would impact students directly while having a full-time nurse is a benefit with students receiving services throughout the day.*
- *Teyve Kelman thanks the Board and Michael Clark for having a difficult conversation. He doesn't feel there's any fat to cut and the cuts being considered (late bus, world travel) would impact the most economically disadvantaged.*
- *Lisa Wright suggests the district can't afford to lose staff with a lot of students who have behaviors wouldn't be able to receive services.*
- *Julie-Marie Bristol feels the positions being cut are student facing, and the district already doesn't have enough staff. Teachers often can't do their best, and talking of closing school buildings and cutting PreK would be detrimental to the students. Suggests the community has a conversation that would create a budget that wouldn't cut staff.*

- *Sadie Lyford says they are proud of the administrators for coming up with three levels of cuts but suggests perhaps they should start at the top and move down. Says there are cuts in all school except 1. Nurses offer medical care to students and support parents in getting healthcare.*
- *Sonya Cattanach gives a shout out to preschool, feels it is so important and the community needs to think about what jobs could be lost without hurting the kids.*
- *Jen Larkin is concerned about the preK reduction and supports staff at Brookfield. They're concerned about the loss of a community school and its impact on children. Children need to be set up for success, and the community needs to invest in schools to keep young people here.*
- *Callie Hastings asks how many ways the district can get there (to a budget), doesn't like the idea of closing Brookfield school. Has seen how the community has been re-energized with young families.*
- *Martha Mathis says they are assuming administrative cuts have taken place or will be taking place – savings as great as possible shouldn't be art supplies. Unthinkable to consider repurposing the Brookfield school.*
- *Sarah Richards recalls their history in Brookfield and doesn't want to lose the community and family-like atmosphere. Frightening to think about all the Brookfield school staff not being together in the same building.*
- *Emily and James Huff thank the educators who are at the meeting and would like to see what the plan is to communicate these cuts to the community and children.*
- *Kayla Manning French thanks the community for showing up and echoes the importance of front-facing staff, including paras. Small changes, like the loss of art, have large effects. The loss of afterschool would be impactful to students who need the service, the community needs to create access.*
- *Board chair Hannah Arias closes public comment at this time.*

○ Initial question and answer period reserved for Board members

*Hannah Arias explains that the task given the administration was to present a budget that could be presented and explained to the community. The board discusses how any budget cuts will equal sacrifices. They question if the results of the recent feasibility study are connected to thinking about consolidation, and express concern with Brookfield's structural challenges. It is pointed out that more people need to come out to these discussions, and they would need to give more thought to a consolidation plan. Ryan Anderson believes consolidation is unthinkable and would like to see what a budget cut would really look like, and stress that the board is looking to that for information. Data from the state should be available in the next couple of weeks, Michael Clark says they have worked through multiple scenarios, with the information finance currently has, the impact of a 10.5% increase could be .50 per hundred, but they'd like to say .75. This tax cycle could see a round of big increases. Rachel Gaidys points out that the tax rate is impacted by more than the school budget, and the board values education and understands the importance of schools. Much of the budget was fixed by the state, with an 11.9% increase in health insurance. Front Porch Forum is full of opinions of people who aren't at the meeting. Sacrificing 3-year-old preK doesn't feel good but may be unavoidable.*

*Ryan Anderson suggests that the community may stomach a 10.5% increase but not consolidation but understands the structural needs of RUHS and Brookfield. Asks "Does our community want this right now?" Rachel Fish doesn't want to lose anything, suggests perhaps cutting administrative positions, to which Michael Clark responds that the first cut was administrative (replacing HR director with benefits coordinator), and the assistant superintendent manages grants – a cut there would reduce or remove that funding stream. They see two crises, cost and staffing, and asks what direction the board would like them to take? Ryan Anderson questions if the voters would support level-service? PreK is beloved and paras should be exempt from cuts. Hannah Arias suggests there may be low-hanging fruit like closing vacant positions that could provide cost savings, stresses that the board needs to talk to people they think would not approve the budget even ahead of the tax rate information. The board has more work to do and cannot walk away thinking the voters will approve 10.5. Rachel Gaidys asks about penalties if the budget increase is too high, Robin Pembroke reviews potential effects if the district over-spends per pupil. The pupil count for the district is being disputed, Hannah Arias recommends the board be ready to quickly organize a special meeting once information from the state becomes available. Anne Kaplan suggests finding other cuts, not drivers and librarians. Discussion ensues about what the limit of management should be for the board, and it is stated that the board can't manage individual budget lines – the*

administrators developed a priorities list. It is stated that a penalty for overspending should not be considered, Sam Hooper asks when to expect the state to issue a number, Michael Clark believes that to be by Jan 1. Hannah Arias states that they believe the board needs more data from the state and has much work to do within the community communicating the importance of budget discussions, individually seeking out community members and conversations.

Hannah Arias advised that the next board meeting is scheduled for Jan 8, but members should reserve the 15<sup>th</sup> for a special meeting and be prepared to meet twice a month until March.

- Report out from sub-committees: ENDS, Ownership Linkage, Negotiations
  - ENDS: 1<sup>st</sup> read of revised ENDS Policy  
*Aimil Parmelee communicates that the policy has been drafted and is available for read-through in the board packet*
  - Ownership Linkage: Proposal for community engagement/conversation in feasibility study and future plans  
*Ryan Anderson reports that a draft letter is available and will be emailed to the Board for review and consideration. There will be no conversation about that draft until the next regular meeting.*
  - Negotiations: Report on next steps  
*Michael Clark reports that both the professional and the support staff committees have met, and are now working to schedule meetings that are convenient for the Association, the committees as well as legal counsel.*
  - Report of letter to neighboring school districts  
*Michael Clark reports that the letters were sent to the Boards as agreed, and he received acknowledgements from both principals that they would share the communications as well.*

#### **IV. Board Education (7:05 – 7:10)**

- Excelsior Module 2 (PG Training)  
*Conversation among the board members about the latest training, who their owners are and how that may be different from their stakeholders.*

#### **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  
*Anne Kaplan moves to accept EL 2.4 and 2.5 as presented, Ryan Anderson seconds, motion passes unanimously.*
- Executive Limitation 2.6 (3.4) – 1<sup>st</sup> read  
*Anne Kaplan notes that item 5 of the policy has an inaccurate limit. Instead of “over \$15,000” it should be over \$40,000 that requires comparative pricing and quality. Anne Kaplan will find that revised policy and provide for updating. Michael Clark notes he has not signed this document as it doesn’t have supporting materials that would complete it. Those materials will be available at the next regular meeting.*
- Facilities Monitoring Report (enclosed)  
*Michael Clark reviews expenditures and discusses plans to visit each campus, view work performed, and sign off on completed projects.*

#### **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)  
*It is noted that Policy B5 (Employee Unlawful Harassment) is included in the packet, but not on the agenda. This policy will be voted on at the January 2025 meeting.*  
*Rachel Gaidys moves to accept Policies C10, C8 and B3 as presented. Aimil Parmelee seconds, motion passes unanimously.*

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

- Board Self-Evaluation: GP 4.5 (enclosed)

*Discussion about conflict of interest in a small community.*

### **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 to move March 26 half-day to January 17, 2025.
- Approve Raven Budget

*Aimil Parmelee moves to accept the consent agenda as presented. Rachel Fish seconds and the motion passes unanimously.*

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

- Letter to Neighboring School Districts  
*This issue was addressed earlier in the meeting, erroneously on the agenda twice.*
- Superintendent's Report  
*Michael Clark discusses responsibilities school districts have when they include a technical center, and gives an overview of the budget timeline.*
- School Newsletters/Principal Reports
- Action Item Recap

Meeting is adjourned by Chair Hannah Arias at 9:25 p.m.

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

#### **Future Meetings**

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

Respectfully submitted:

Kyle M. Southworth

12/13/2024

## 2025-2026 Proposed Reductions Plan

*Shared verbally at 12-22-2024 Board Meeting*

| Description                                       | Savings      |              |
|---------------------------------------------------|--------------|--------------|
| Level 1 Reductions                                |              |              |
| Eliminate HR change to a Benefits coordinator     | \$50,000.00  |              |
| Percentage increase contract one less             | \$136,000.00 |              |
| Driver                                            | \$33,000.00  |              |
| Farm to School Brookfield and Randolph            | \$9,000.00   |              |
| Evaluations                                       | \$20,000.00  |              |
| Supplies Braintree                                | \$4,400.00   |              |
|                                                   |              | \$252,400.00 |
| Level 2 Reductions                                |              |              |
| Uniforms                                          | \$12,000.00  |              |
| Facilities Person                                 | \$91,200.00  |              |
| Late Bus                                          | \$85,000.00  |              |
| World Travel                                      | \$31,000.00  |              |
| Gardening                                         | \$5,000.00   |              |
| Pre K Supplies                                    | \$6,500.00   |              |
| Student Services                                  | \$10,000.00  |              |
| Field Trip                                        | \$4,000.00   |              |
| Subscriptions (mystery science/writing, Razzkids) | \$6,000.00   |              |
|                                                   |              | \$250,700.00 |
| Level 3 Reductions                                |              |              |
| RES Field trips                                   | \$4,000.00   |              |
| Art Supplies                                      | \$1,500.00   |              |
| Nursing                                           | \$102,800.00 |              |
| Braintree Dues and fees                           | \$5,000.00   |              |
| Library Para                                      | \$37,140.00  |              |
| 3 Special Ed Paras                                | \$85,181.00  |              |

|                                                                                             |              |              |
|---------------------------------------------------------------------------------------------|--------------|--------------|
| RUHS R&D                                                                                    | \$17,000.00  |              |
|                                                                                             |              | \$252,621.00 |
| After Level 3 the board may want to consider a plan that reallocates how buildings are used |              |              |
| Level 4 Reductions                                                                          |              |              |
| Pre K 3 RES                                                                                 | \$202,270.00 |              |
| BRK Library Reduction                                                                       | \$38,900.00  |              |

# 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> | 2.6 Asset Protection             |
| <b>Submitted on:</b>                     | 10 December 2024      | <b>Period Covered</b>       | July 2024 -December 2024         |

## Policy

*The Superintendent shall not cause or allow district assets to be unprotected, inadequately maintained, or unnecessarily risked.*

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

- 1. Allow board members, staff and the organization itself to be inadequately insured against theft and casualty losses to at least 80 percent of replacement value and against liability in an amount greater than the average for comparable organizations.*
- 2. Allow unbonded personnel access to material amounts of funds;*
- 3. Subject facilities and equipment to improper wear and tear or insufficient maintenance;*
- 4. Unnecessarily expose the organization, its board, or its staff to claims of liability;*
- 5. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over \$15,000 without having obtained comparative prices and quality; Orders shall not be split to avoid these criteria;*
- 6. Allow information and files to be exposed to loss or significant damage;*
- 7. Allow for practices that do not comply with Generally Accepted Accounting Procedures;*
- 8. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers;*
- 9. Endanger the organization's public image, its credibility, or its ability to accomplish Ends;*
- 10. Close any buildings as public schools; or,*
- 11. Deviate from OSSD Investment Procedures or expose any OSSD endowments to unnecessary financial risk.*

## Interpretation

The Superintendent is accountable for ensuring that district assets—whether financial, physical, or intellectual—are consistently safeguarded, maintained properly, and not exposed to unnecessary risk. The Superintendent must take a proactive, comprehensive approach to risk management to protect the district from potential losses and liabilities, while maintaining the integrity and reputation of the organization.

**Commented [1]:** You took an interesting step on interpreting, in a sense, the sub points through your observable conditions. I think it works here. Just be careful you are actually writing an OC and not an interpretation for each of them.

## Observable Conditions:

|    |                                                                                                                                                                                                                                                                                              |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) | Insurance policies are in place sufficient to cover significant risks such as theft, casualty, and liability. Insurance coverage should be at least 80% of the replacement value for district property, with liability coverage that meets or exceeds the average for similar organizations. |
| b) | Personnel with access substantial amounts of district funds are bonded                                                                                                                                                                                                                       |
| c) | Facilities and equipment are properly maintained to avoid unnecessary wear and tear, which could lead to increased costs or unsafe conditions.                                                                                                                                               |
| d) | Policies and practices are in place and followed to mitigate legal risks to avoid exposing the district, its board members, or staff to unnecessary liability claims,                                                                                                                        |
| e) | A bid process is in place and followed for any purchase that exceeds \$15,000.                                                                                                                                                                                                               |
| f) | Sensitive district data and files are protected                                                                                                                                                                                                                                              |
| g) | Financial practices adhere to Generally Accepted Accounting Principles (GAAP)                                                                                                                                                                                                                |
| h) | The annual audit is conducted independently and is free from conflicts of interest                                                                                                                                                                                                           |
| i) | The Superintendent protects the district's image and credibility                                                                                                                                                                                                                             |
| j) | Building used as public schools are open                                                                                                                                                                                                                                                     |
| k) | Investments are made following district procedures and do not expose any of the district's endowments to unnecessary financial risks                                                                                                                                                         |

**Commented [2]:** YOU might add another one here that speaks to having a conflict of policy in place and that you have the board sign off on it as individuals each year as well as any staff who may be affected.

**Commented [3]:** This needs a bit more detail, ie, will there be paper copies? Digital backups? Is there a policy on this or a procedure that you can speak to? Protected is too broad

**Commented [4]:** This is not an observable condition. Such condition might be that there are no untoward complaints or lawsuits against the district for the actions of the supt, or that there is a policy, if there is, that speaks to this. What is the observable condition?

**Commented [5]:** This one really refers to the closing of schools completely, permanently, that this is not something you can do. So an observable condition may be that board agendas will reflect any board discussion or action around closing schools and schools will not be closed permanently without board action.

**Commented [6]:** This may be your evidence. An OC might be that there are district procedures in place that protect the district's endowments from unnecessary financial risk.

**Commented [7]:** Other pieces of rationale include GAAP, VTAOE rules, audit recommendations, check with your business manager to see if there are other laws or rules they follow

## Rationale:

|    |                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) | The rationale behind this limitation is fundamentally about ensuring the <b>stability, security, and integrity</b> of the district's operations, assets, and reputation. The Board has an obligation to hold the Superintendent accountable for protecting the organization from unnecessary risks and ensuring that the district remains fiscally responsible, legally sound, and operationally effective. |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Evidence:

| Observable Condition                        | Data/Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) Insurance Policies                       | <p><i>Copies of the district's VSBIT policies showing that property, casualty, and liability coverage meet or exceed the minimum requirements (80% of replacement value for property, and liability coverage comparable to peer districts).</i></p> <p><i>VSBIT Insurance policy renewal statements and coverage updates.</i></p>                                                                                                                                                                                                                                                                                                    |
| b) )Bonding and Personnel Records           | <p><i>VSBIT Bont Insurance</i></p> <p><i>Statement from Business Manager identifying that appropriate personnel have been bonded and confirmation that not other personnel have access to a material amount of funds</i></p> <p><i>External audit Report</i></p>                                                                                                                                                                                                                                                                                                                                                                     |
| c) Maintenance and Facilities Records       | <p><i>Quarterly monitoring reports to the board completed by the Facilities Co-Directors</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| d)Liability Protection and Legal Safeguards | <p><i>We provide education and training on Federal and State laws annually as required.</i></p> <p><i>Written policies and procedures indicating appropriate guidance for various activities within the district are in place and available on our web site and through the central office.</i></p> <p><i>Mandatory training occurs in an electronic format for veteran staff and in person for new staff. Topics include: FERPA, HIPAA, blood borne pathogens, Act One, email, student restraint &amp; seclusion, harassment, bullying, social media &amp; boundaries, ALICE, as well as VOSHA training in regard to COVID.</i></p> |
| e)Bid Process                               | <p><i>There have been no known conflicts of interest in purchasing or bids during this year. The Business manager can provide a list of contracts exceeding state required threshold that went out to bid upon request and can attest that state bidding laws were adhered to.</i></p>                                                                                                                                                                                                                                                                                                                                               |
| f) Data Protection and Information Security | <p><i>To safeguard sensitive information, the district implements a comprehensive set of protocols designed to ensure both security and compliance:</i></p> <ul style="list-style-type: none"> <li><i>Offsite electronic storage and automatic backup procedures.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                     |

Commented [8]: to whom?

Commented [9]: grat evidence- just shore up the OC

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | <ul style="list-style-type: none"> <li>• Locking file boxes and fireproof cabinets for physical records.</li> <li>• User agreements that must be reviewed, signed, and understood by all students and staff prior to gaining access to district systems.</li> </ul> <p>The district's electronic systems are password-protected, with each user assigned specific access rights based on their role and responsibilities, ensuring access is granted strictly on a need-to-know basis and multifactor authentication has been added.</p> <p>Training for all new faculty during their fall orientation, focusing on key regulations such as the Family Educational Rights and Privacy Act (FERPA), HIPAA, and medical confidentiality.</p> |
| g) Financial Reports and Audits           | <p>Regular financial reports demonstrating that the district's assets are protected and properly accounted for according to Generally Accepted Accounting Principles (GAAP).</p> <p>Independent audit reports confirming compliance with accounting standards and transparency in financial practices.</p> <p>Documentation of procurement procedures (e.g., comparative bids, purchase orders over \$15,000) to show that purchases are made in accordance with district policies.</p>                                                                                                                                                                                                                                                    |
| h) Board Oversight and Independence       | <p>Minutes from Board meetings or committee discussions regarding audits, external monitoring, or oversight activities.</p> <p>Reports from external auditors or consultants that are free from conflicts of interest and demonstrate independence in their assessments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| i) Public Image and Reputation Protection | <p>Bomb threat communications</p> <p>Newsletters from individual schools and the district as a whole</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| j) Building Uses and Closure              | <p>No buildings have been closed</p> <p>Feasibility study</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| k) Compliance with Investment Procedures  | <p>Meeting with the financial manager at Edward Jones each fall to review the account and procedures being followed to manage them as required by board policy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Commented [10]:** are provided to the board?

**Commented [11]:** Annual? and drop the ing- just say confirm compliance

**Commented [12]:** I don't think this goes with GAAP, perhaps it goes under bids in e?

**Commented [13]:** Independence of audits

**Commented [14]:** go back to your interpretation of this. I consider these two things to go with 2.8 communication to the board. However, the public image and reputation piece is about your name being in the paper for fraud for example, or lawsuits that defame the district, or the AOE investigating the district's special ed practices, things like that. But your interpretation has to match up and right now it is out there on its own, I think.

**Commented [15]:** Looking at my interpretation comments, I would speak to whether the board has had any discussions about closing (I see you have feasibility study), where they have gone, have they closed any, and that the board provides information to the board for these discussions but has not taken unilateral action

**Commented [16]:** Who meets? Also, do you have an investment policy? (Barstow and RNESU/Otter Valley do, if that helps you see one). How often is your status report of investment accounts and is it provided to the board?

|  |                                             |
|--|---------------------------------------------|
|  | <i>Status report of investment accounts</i> |
|--|---------------------------------------------|

**Compliance:**

, Superintendent

Notes:  
**Prior to being able to report compliance some of this documentation needs to be collected and collated. .**

## **RTCC 2025-2026 Level-Funded Budget Proposal**

**Goal:** Decrease RTCC's budget by an additional \$268,965

**Reductions:**

.5 Nurse (Save \$61,094.73)

1 Math Instructor (Save \$99,685.56)

1 Health Careers Teacher (On hold for 2025-2026 school year due to low enrollment) (Save \$122,189.45)

**Total Savings:** \$282,970.24

**Addition:** \$14,005 to supplement the cost of transportation to increase enrollment

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### **Previous Proposal**

**Reductions:**

1 Education Services Instructor (On hold for 2025-2026 school year due to low enrollment) (Save \$120,125.48)

1 Dental Instructor (Program closed due to low enrollment) (Save ? Current cost)

**Total Savings with full reductions from above:** \$403,095.72 plus current dental salary and benefits.