

# **WARNING**

## **ORANGE SOUTHWEST SCHOOL DISTRICT SPECIAL BOARD MEETING**

**WEDNESDAY, JUNE 18, 2025**

**6 PM AT Williamstown Middle High School Library  
120 Hebert Road, Williamstown VT**

Google Meeting Joining Info

Video call link: <https://meet.google.com/upd-xcaz-qno>

Or Dial: (US)[+1 513-472-0826](tel:+15134720826)

PIN: 499 934 387#

### **AGENDA**

Meeting with Paine Mountain to begin exploring potential opportunities  
Director of Curriculum and Student Achievement salary placement  
Approval to access transportation reserve for purchase of a van  
Approval to access the facilities reserve for RES Pre-K playground

**ORANGE SOUTHWEST SCHOOL DISTRICT  
ADMINISTRATIVE EMPLOYMENT AGREEMENT – LEVEL I**

**Last approved by the OSSD Board on 7/13/2022**

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This administrative agreement for Orange Southwest School District covers the following positions of employment: principal, director, associate principal, assistant principal, OSSD business manager, OSSD special education director, and RUHS full time guidance director.

This agreement articulates benefits of employment. The OSSD Board determines individual salary and length of employment contract. All first-year administrators in the OSSD are employed on a one-year probationary contract. Unless notified by the Board of the intent of non-renewal in writing by March 15<sup>th</sup> of the calendar year the individual employment contract is due to expire, the contract for employment shall be offered for another year. The administrator must sign and return the contract within two (2) weeks of its receipt to secure employment, or the board has the discretion to rescind the offer of employment.

**1. LEAVE**

**1.1 Sick Leave:**

- a. A full-time administrator under contract shall be entitled to twenty days sick leave with full pay during the first year of employment. At the beginning of the second contract year of employment, each full-time administrator shall be credited with ninety days of accumulated sick leave with full pay.
- b. In the second and subsequent years of contract employment, each administrator shall be entitled to twenty days of sick leave with full pay, but may only carry forward a maximum of ninety days from year to year. Should an administrator use more than twenty days in a year, said administrator will only carry forward the actual remaining days, but shall be entitled to accumulate additional days in subsequent years, until the ninety day maximum carry over is restored.
- c. Administrators who accumulated more than ninety days prior to the 1996-97 school year remain entitled to those days. However, their accumulated total will be reduced by any days in excess of twenty used in a single year. If all days in excess of ninety are used, said administrators become subject to the ninety day maximum carry over.
- d. A physician's statement will be submitted if more than three consecutive days of sick leave are required.
- e. Sick leave for part-time administrators will be pro-rated.
- f. Administrators may use up to thirty accumulated sick days to care for ill or injured members of their immediate families. Sick days may be used to attend to matters surrounding the death of an immediate family member or other person of similar attachment.

1.2 Annual Leave:

0 - 3 years	--	25 days
4 - 8 years	--	28 days
8 + years	--	32 days

- a. Annual leave may not be accumulated beyond the last day of September of the ensuing school year.
- b. Each regular full-time twelve-month administrator shall be entitled to the following paid holidays: Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas, New Year's Day, Washington's Birthday or Bennington Battle Day, Town Meeting Day, Memorial Day, Independence Day. Beginning July 1, 2023, these days will include Indigenous People's Day and Martin Luther King Day.
- c. Upon leaving the district the administrator may request payment for unused annual leave.

1.3 Extended Leave:

- a. Extended paid leave requests will be made in writing to the superintendent.
- b. A leave of absence without pay for a full school year or the balance of the present contractual year will be granted to an administrator for the purpose of caring for a sick member of his or her immediate family or other persons of similar attachment. The administrator will notify the Superintendent in writing of a desire to take such leave, and except in case of an emergency, shall give such notice at least thirty (30) days before the date on which the leave is to begin. The notice of leave shall include a physician's statement certifying the illness of the person for whom care is to be given.
- c. In cases where an administrator has begun to collect disability, his or her position will be held available and filled by a substitute for up to two contract years, including the one in which the disability occurs. The administrator may request the job be held for an additional contract year. Such requests must be written to the superintendent by April 1st of the second contract year of disability.
- d. An administrator on extended leave will be allowed to continue insurance benefits under any group insurance policy, provided the administrator pays the monthly group premium and obtains the approval of the insurer.
- e. All benefits to which an administrator is entitled at the time a leave of absence commences shall be restored upon return to duty, and the administrator shall be assigned to the same position held at the time the leave commenced, if available, otherwise, to an equivalent position for which the administrator is properly licensed and endorsed, if available. Notice of an administrator's intention to return to the School District shall be given, in writing, to the School Board between January 1 and January 20, inclusive, prior to the commencement of the school year for which he/she intends to return.

1.4 Sabbatical Leave:

- a. An administrator may request a sabbatical leave without pay for a period not to exceed one (1) year. The district will contribute its share of the cost of insurance benefits during the sabbatical leave.
- b. Eligibility: Administrators who have been employed by the district for fifteen (15) consecutive years shall be eligible to apply for a paid sabbatical leave. Any

administrator who has previously been granted a paid sabbatical leave shall be eligible for a second such leave after completing ten (10) consecutive years of employment in the Orange Southwest School District subsequent to the completion of his or her first sabbatical leave. Upon completing a sabbatical leave, an administrator shall be obliged to serve the Orange Southwest School District for a minimum of two (2) consecutive years. Any administrator who fails to complete the said two (2) years of employment shall reimburse the Orange Southwest School District the full amount of salary and benefit costs he or she received while on sabbatical leave.

- c. Approval: No more than one (1) sabbatical leave shall be approved in any school year. Requests for sabbatical leave shall be submitted to the superintendent on or before November 15 of the school year immediately preceding the year for the leave is being requested. The decision will be made on or before February 1 of the preceding school year.

1.5 Other Leave Provisions:

- a. Administrators shall be allowed a maximum of five (5) days leave with full pay for emergencies. The superintendent shall determine whether a situation constitutes an emergency that would qualify under this section.
- b. An administrator called for jury duty shall be excused from work as found necessary by the court. However, the administrator must inform the superintendent as soon as notice from the court is received and shall verify the dates of actual jury duty. Compensation for each day of jury duty will be at the administrator's regular daily rate less the amount paid by the court. The administrator's absence shall be considered as jury duty and not charged as emergency, sick, or personal days.

**2. INSURANCE AND RELATED BENEFITS**

2.1 Health Insurance:

The district shall offer administrators health insurance benefits as described in the state wide school employee healthcare package.

2.2 Life Insurance:

\$200,000.00 term life insurance coverage. 100% to be paid by the school district.

2.3 Dental Insurance:

The School Board will pay one hundred percent (100%) of the premium cost necessary to provide single, two-person or family coverage in the current dental plan. A consensual agreement that a new plan is comparable will be reached between the administrative cabinet and the Orange Southwest School District prior to any changes. The School Board may use whatever premium payment scheme it selects as long as the benefits provided by the contractually designated dental insurance program, identified herein above, are not altered, diminished or otherwise changed.

2.4 Disability Insurance:

The School Board shall pay one hundred percent (100%) of the premium cost of long-term disability insurance. The Policy must be comparable to the Horace Mann Long Term Disability Income plan. A consensual agreement that the selected plan is comparable will be reached between the administrative cabinet and the Orange Southwest School District prior to any changes. The insurance will have a monthly benefit of two-thirds of salary at

the time of disability (less offsets), an elimination period of 90 calendar days, and a benefit period extending to age 65.

2.5 Retirement Benefits:

The OSSD will make available to each administrator a retirement plan which allows pretax salary dollars to be invested tax deferred as allowed by federal law. All costs for operation and maintenance of this plan shall be borne by the participating administrator. In addition, each administrator will be entitled to a contribution to this plan by the board. The contribution shall be equal to 5% of salary.

An administrator has the option of declaring in writing the intention to retire within three years and transfer the board retirement contribution to salary, at no additional cost to the district, for a period up to but not exceeding three years.

3. **OTHER PROVISIONS**

3.1 Travel:

Travel for professional development and/or conferences shall be as approved by the superintendent and within budget. Mileage reimbursement for normal job-related travel shall be at the IRS rate as established on September 1st of each year or a set sum of money will be approved for each administrator.

3.2 Professional Development:

Fees for attendance at workshops, conferences and courses shall be paid by the district when within budget and with prior approval of the superintendent.

3.3 Professional Associations:

The district shall pay for annual membership in one state professional association and one national professional association.

3.4 Professional Development & Evaluation:

Administrators will participate in the Orange Southwest School District's Professional Development and Evaluation programs.

3.5 Moving Expenses:

Upon initial offer of employment with the OSSD the Board may, at their discretion, provide an allowance for moving expenses. Any allowance shall be articulated in the individual employment contract.

4. **CONDITIONS OF TERMINATION:** The terms of this agreement shall continue in full force and effect until terminated in one of the following ways:

- a. The term of the agreement expires
- b. At any time by mutual written consent
- c. At any time by the Board with just cause

Dated at Randolph in the County of Orange and State of Vermont this 13<sup>th</sup> day of July, 2022.

OSSD School Board:

By: \_\_\_\_\_

# Orange Southwest School District

## Consent Agenda Form –

Description of the item requiring Board approval:

OSSD is requesting the expenditure of Transportation Reserve Funds to purchase a van for the Transportation department.

Reason for required approval including applicable policies:

In accordance with Policy 2.4, the Board must approve all expenditures of reserve funds.

Evidence demonstrating policy compliance (attach any necessary documents):

The Orange Southwest School District's transportation reserve fund has sufficient carryover/reserve funds to support the expenditure request. All requests are necessary to ensure our schools remain current and functional (Policy 2.6 Asset Protection)

Requesting a total of \$45,000.00 for purchase of a hybrid van to accommodate longer routes (such as Wilder, VT). A hybrid vehicle would provide much better gas milage than the current mini-buses.

The Orange Southwest School District transportation reserve fund has \$ 922,024 available and therefore has sufficient funds to cover the proposed expenditures.

Signed:

Date:

June 10, 2025

# Orange Southwest School District

## Consent Agenda Form

Description of the item requiring Board approval:

Purchase of van for use on longer routes such as Wilder Vermont. Currently looking to purchase a KIA Carnival Hybrid van. Much better fuel mileage over our mini buses.

Reason for required approval including applicable policies:

The purchase will require approval from the Board as it is \$45,000.

Evidence demonstrating policy compliance (attach any necessary documents)

Please see three quotes attached.



# Purchase Agreement

Nichole Carpentier  
 Preston's Kia  
 51 Gallison Hill Rd  
 Montpelier, VT 05602

*I would like this Van*

Buyer	Co-Buyer	Vehicle
Craig Russell crussell@orangesouthwest.org		2025 Kia Carnival Hybrid EX VIN: KNDNC5KA5S6083442 Stock #: Mileage: Color:

Purchase Details	
Retail Price:	\$44,730.00
Sales Price:	\$44,000.00
<b>Savings:</b>	<b>\$730.00</b>
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$148.00
Proc/Doc Fees:	\$699.00
Total Taxes:	\$0.00
<b>Total Sales Price:</b>	<b>\$44,847.00</b>
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Cash Down:	\$0.00
<b>Cash Price:</b>	<b>\$44,847.00</b>

X  
 \_\_\_\_\_  
 Customer Signature

X  
 \_\_\_\_\_  
 Manager Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Disclaimer:  
 With Approved Credit.

Printed 4/23/25 11:19 AM



Date/Time: Jun 3, 2025 02:24 PM

Buyer: Craig Russell

Salesperson: Rob Collins

Phone:

Phone:

**2025 Chrysler Pacifica, Body Type: Mini-van, Passenger** C9368

Color: Ceramic Gray Clearcoat, 10 Miles VIN:2C4RC3BG1SR581138

<b>Cash</b>	<b>Balance Due</b>
\$ Down	
<b>\$0</b>	<b>\$49,966</b>

<b>MSRP/Retail</b>	<b>\$49,830.00</b>
<b>Discount</b>	<b>\$3,417.00</b>
<b>Selling Price</b>	<b>\$46,413.00</b>
<b>REGISTRATION</b>	<b>\$91.00</b>
<b>TITLE FEE</b>	<b>\$42.00</b>
<b>DOCUMENT FEE</b>	<b>\$599.00</b>
<b>Subtotal (Selling Price +</b>	<b>\$47,145.00</b>
<b>Total Taxes</b>	<b>\$2,820.72</b>
<b>Total Balance Due</b>	<b>\$49,965.72</b>

X \_\_\_\_\_  
Customer Signature

X \_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*This Menu/Proposal (Menu) is provided to you, our customer, to better understand some of the financial options available on the day it is presented only. This Menu is an estimate. Financing requires approved credit and terms which may vary from this Menu. Vehicle selection, trade allowances, payoffs, taxes and other factors are estimates. Rebates are subject to confirmation, eligibility. The manufacturer reserves the right to change rebates at any time. Final approval subject to management approval on a McGee Buyer's Order.*



Craig Russell <crrussell@orangesouthwest.org>

**RFP for 2 Toyota Sienna vans**

Phillip Heinz <pheinz@802cars.com>  
To: Craig Russell <crrussell@orangesouthwest.org>

Thu, May 8, 2025 at 10:43 AM

I have the LE van going for 44,000 and the XLe van going for 50,000... I have the LA Vin going for 44,000 and the XLe van going for 50,000...

Shane was under the impression you had a state pricing list? Are you still going through the bid process?

On Thu, May 8, 2025 at 8:21 AM Craig Russell <crrussell@orangesouthwest.org> wrote:  
Let's discuss, I don't have any pricing to go by?

THanks,

On Thu, May 8, 2025 at 8:14 AM Phillip Heinz <pheinz@802cars.com> wrote:  
Would LE model work or do you have to have XLE? I will be in the office by @9:15.

On Thu, May 8, 2025 at 7:31 AM Craig Russell <crrussell@orangesouthwest.org> wrote:  
Ok sounds good. Let me know what time.

Thanks,

On Wed, May 7, 2025 at 5:15 PM Phillip Heinz <pheinz@802cars.com> wrote:  
I have vans coming for you. I need to talk to you. I will be back in the office tomorrow  
On Wed, Mar 12, 2025 at 8:03 AM Craig Russell <crrussell@orangesouthwest.org> wrote:

Thanks

On Wed, Mar 12, 2025 at 8:00 AM Phillip Heinz <pheinz@802cars.com> wrote:  
Good morning thank you for checking in.

We are waiting for the next allocation to see what we have to offer.  
The sienna is still a very tight inventory vehicle. Shane and I are working on this for you and we understand this is a as soon as possible situation. Most of the van inventory right now is being built and will be closer to the end of the school year as far as I can tell.

I am off today. I will speak with him in the morning tomorrow.

Phillip

On Wed, Mar 12, 2025 at 7:30 AM Craig Russell <crrussell@orangesouthwest.org> wrote:  
Good morning,

Any update on this?

Thanks,

On Mon, Mar 10, 2025 at 9:20 AM Phillip Heinz <pheinz@802cars.com> wrote:  
Ok, I will let you know. Just asked for an update from him

On Mon, Mar 10, 2025 at 5:50 AM Craig Russell <crrussell@orangesouthwest.org> wrote:  
I would like Hybrid and AWD. Power heated mirrors.

# Orange Southwest School District

## Consent Agenda Form –

Description of the item requiring Board approval:

OSSD is requesting the expenditure of Facilities Carry Over/Reserve funds to purchase playground equipment for Randolph Elementary School.

Reason for required approval including applicable policies:

In accordance with Policy 2.4, the Board must approve all expenditures of reserve funds.

Evidence demonstrating policy compliance (attach any necessary documents):

The Orange Southwest School District's facilities reserve fund has sufficient carryover/reserve funds to support the expenditure request. All requests are necessary to ensure our schools remain current and functional (Policy 2.6 Asset Protection)

Requesting a total of \$39,266.00 for purchase of a playground structure.

The Orange Southwest School District facilities reserve fund has \$ 1,447,800 available and therefore has sufficient funds to cover the proposed expenditures.

Signed:

Date:

June 18, 2025

# Orange Southwest Unified Union School District COST ANALYSIS PROCUREMENT FORM

*Please complete all sections 1 through 4 if applicable.*

**1. Procurement Method {Check one):**

- Micro Purchase:** Up to \$40,000.00.
- Small Purchase:** Any purchase above Micro Purchase threshold up to \$250,000.00 must include at least 3 quotes from different vendors (attach copies).  
*If purchase is over \$40,000, please contact the Business Office to ensure the VT Bid Law is followed.*
- Non-competitive:** Indicate reason why.  
*If purchase is over \$40,000, please contact the Business Office to ensure the VT Bid Law is followed.*
  - The goods/services are only available from a single source.
  - Public emergency
  - The Vermont AOE expressly authorized noncompetitive proposal in response to a **written** request.
  - After solicitation of a number of sources, competition is determined inadequate.
- Sealed Bid (State law requires for some purchases over \$40,000)**  
*If purchase is over \$40,000, please contact the Business Office to ensure the VT Bid Law is followed.*
- Proposal**  
*If purchase is over \$40,000\*, please contact the Business Office to ensure the VT Bid Law is followed.*

*Note: For child nutrition non-food purchases, the VT Bid law starts at \$25,000.*

**2. Vendor Cost/Price Comparison (does not apply to micro-purchase method):**

Vendor #1	Ben Shaffer Recreation	Amount	\$39,266.00
Vendor #2		Amount	
Vendor #3		Amount	

**3. Reasons for Vendor Selection: Required for all purchases.**

was selected for the following reason (mark all that apply):

(Name of Vendor Selected)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Lowest Price           | <input type="checkbox"/> Availability               | <input type="checkbox"/> Research         |
| <input type="checkbox"/> Location (venue)       | <input type="checkbox"/> Bid Process/State Contract | <input type="checkbox"/> Experience       |
| <input type="checkbox"/> Expertise              | <input type="checkbox"/> Accessibility              | <input type="checkbox"/> Purchase History |
| <input type="checkbox"/> Follow Up Capability   | <input type="checkbox"/> Reputation                 |   |
| <input type="checkbox"/> Continuity of Services | <input type="checkbox"/> Other                      |   |

**4. Check SAM.GOV to be sure vendor has not been suspended/debarred from receiving federal funds. Required for all purchases. Attach print out and initial here:**

Signature of individual who completed procurement.

Date



Ben Shaffer Recreation  
 P.O. Box 844  
 Lake Hopatcong NJ 07849 US

# Proposal

TERMS                      REP                      DATE                      Proposal #  
    Ryan                      4/3/2025                      6707-2  
    Tumminello

**BILL TO**  
 Randolph Elementary School  
 Melinda Robinson  
 40 Ayers Brook Rd  
 Randolph VT 05060

**SHIP TO**

**CONTACT**  
 Melinda Robinson

As requested, we are pleased to quote the following:

ITEM# / DESCRIPTION	VENDOR	QTY	RATE	AMOUNT
PROJECT Rocks / Stumps	BCI Burke Company, LLC	1.00	\$25,066.00	\$25,066.00
INSTALL Appropriate excavation/disposal of an area to install BCI Burke rocks as shown on a plan within the email or make location adjustments on site keeping correct use zones.	KMA Construction	1.00	\$10,000.00	\$10,000.00
BCI Burke to deliver equipment to the site with the originally quoted equipment				
Equipment to be installed according to plans, specifications and installation instructions				
Concrete by KMA				
FREIGHT Freight		1.00	\$4,200.00	\$4,200.00

**Randolph Elementary 2-5** **\$39,266.00**

Prices are honored for 30 days from date of quote.

Approximate delivery time is 4-6 weeks after receipt of order. When placing your order, kindly advise whom the trucker should notify to schedule delivery. The trucker will make one contact and that person must inform any other parties to coordinate delivery.

Please make your check payable to "Ben Shaffer Recreation Inc." Prices are honored for 30 days from date of quote.

Standard colors and finish are quoted unless noted. Final count is the responsibility of the contractor/purchaser. Note that assembly/installation is NOT provided. Sales Tax will be added if applicable.



Ben Shaffer Recreation  
P.O. Box 844  
Lake Hopatcong NJ 07849 US

# Proposal

TERMS

REP

DATE

Proposal #

Ryan  
Tumminello

4/3/2025

6707-2

Ryan Tumminello  
Ben Shaffer Recreation Inc.

Recreation Consultant  
Ryan@BenShaffer.com  
P: 201-874-3221

If you agree to the terms set forth in this proposal, please fill out name, signature, and date to confirm approval:

Estimate Approved By \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

P.O. Number \_\_\_\_\_

Trucker Contact \_\_\_\_\_ Trucker Phone \_\_\_\_\_

Ship To Address \_\_\_\_\_

\_\_\_\_\_

## Conditions of Installation

RE: \_\_\_\_\_

Installations of equipment are subject to the following conditions and/or exclusions. Unless otherwise specifically included in the accompanying quote, Ben Shaffer Recreation and its contracted installers are not responsible for the following. If non-included services are needed, additional charges will apply and be billed at the contract cost:

- Unforeseen obstructions (such as in sub-surface) resulting in delayed installation or additional removal fees (rock, pipes, old building or site debris, hidden borders, oversized footings or other items that may be discovered during the excavation and removal process)
- Accepting delivery and/or checking materials
- Storage/security of materials at jobsite
- Relocation or transport of materials to jobsite
- Site preparation (grading, drainage, etc.)
- Finish work to site area (borders, protective surfacing)
- Removal/ Disposal of existing equipment
- Off-site disposal of shipping materials (cardboard, crating, etc.). Shipping materials will be neatly stacked on site, or placed in an on-site dumpster provided by site owner/manager.
- Equipment not included as part of original project number
- Any permits or clearance by utility companies and/or local building departments if applicable • Site security for rubber safety surface installation provided by others.
- If there are no on-site provisions for disposition of excavated footing materials (i.e. soil, blacktop, rocks, etc.)

NOTE: You should contact your utility companies directly to clear the area for all utilities prior to ordering equipment. Any necessary changes in equipment or layout can then be done prior to start of construction. You must indicate that the mark-out is for survey only. Customer is responsible for locating any privately owned utilities. We cannot be responsible for any damage to water, gas or other utilities as a result of owner's failure to clear underground plans.

If finish work is being done by installer (borders, protective surfacing), direct access for delivery trucks must be provided.

If site is to be graded or leveled, this must be coordinated and approved by installer to ensure adequate anchorage for structure.

The owner shall hold Ben Shaffer Recreation harmless in the event of injury due to lack of, or insufficient, resilient surface.

Sharp objects (i.e., sports spikes, heeled shoes, etc.) will damage rubber surface and void surface warranties

Ben Shaffer Recreation and its sub-contractors are in no way responsible for any issues associated with product design, manufacturing defect, lack of resilient surfacing or maintenance thereof.

I have read, understood, and agree to the above conditions.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign/save and email to [sales@benshaffer.com](mailto:sales@benshaffer.com); or print and fax to 973-663-4615.