

Orange Southwest School District (OSSD)
Regular Board Meeting on Wednesday February 11, 2026
Randolph Union High School
6pm

Google Meeting Joining Info
Video call link: <https://meet.google.com/gny-vojs-xie>
Or Dial: (US)[+1 530-618-7105](tel:+15306187105)
PIN: 601 861 576#

I. Opening (6:00 pm)

- Board Attendance: *Ensuring a quorum*
- Meeting Purpose: Preparation for Town Meeting and understanding the legislative landscape
- Review and Accept Agenda: Any changes needed? *Meeting purpose? Are these the right agenda items? Is the right amount of time allotted?*

II. Ownership Linkage (6:10)

- General Public Comment: *The Board welcomes comment but is not able to take any action. Comments limited to 3 minutes per speaker.*
- Legislative Updates
- Budget Review
- Annual Report - complete and will be available on the OSSD website and locally at town clerks, schools, and libraries.
- Informational Meetings
 - Thursday February 26, 2026 Budget Meeting
 - Monday March 2, 2026 Annual School District Meeting to elect moderator, clerk, and review the school ballot for town meeting
 - Two open seats, Randolph and Brookfield

III. Board Process (7:10)

- Support Staff Negotiations Update (Pick meeting date)
- RTCC Program Closures: Criminal Justice and Health Careers (Vote)
- Teacher Appreciation Idea (Celebrated Week of May 4-8)

IV. Board Education (7:25)

- Reminder of Policy Governance Virtual Training March 26, 2026

V. Monitoring the Organization (7:30)

- 1st Read EL 2.3 Financial Conditions & Activities and 2.6 Asset Protection
- EL 2.5 Emergency Succession Report Adoption Consideration (Vote)
- Financials (Information in support of EL 2.3 Financial Conditions)

VI. Policy Decisions for District Governance (7:40)

- Cell Phone Policy First Read
- Criminal History Record Checks Policy – Second read
- B2 Volunteers and Work Study Students – Second Read
- C10 Prevention of Harassment, Hazing and Bullying – Second Read
- C14 Section 504 and ADA Grievance Protocol – Second Read

VII. Monitoring the Board (7:55)

- *Board Self-Evaluation: Monitoring compliance with Board Governance Process and Board Management Delegation Policies.*
- GP 4.4 Board Chair's Role – Self Evaluation (Discussion)

VIII. Consent Agenda (8:05)

Board motion I move to approve the Consent Agenda

- Vote on acceptance of Consent Agenda: *Items that the Board has previously delegated to the Superintendent, but that an external authority requires the Board to approve. The entire Consent Agenda is adopted by one motion, without discussion. However, an item can be removed from the Consent Agenda for discussion with a majority vote GP 4.3.4.*
- Approve Minutes from January 14, 2026
- Superintendent Contract
- New Hires
- Approve 26-27 Calendar
- Request to Purchase Van for Transportation

IX. Closing/Incidental Information (8:10)

- Superintendent's Report
 - Ends Snapshot
- Action Item Recap

X. Executive Session

Future Meetings

- Agenda Planning Meeting: Tuesday March 3 at 6 pm
- Regular Board Meeting: 6pm March 11, 2026 at Brookfield Elementary

Monitoring Report

Superintendent Monitoring Report:	Internal	Organization:	Orange Southwest School District
Policy Type:	Executive Limitations	Policy Number/Title:	2.3 Financial Condition and Activities
Submitted on:	6 February 2026	Period Covered	July 2024 -January 2026

Policy

With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in Ends policies. Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

- 1. Expend more funds than have been received in the fiscal year to date;*
- 2. Expend more funds than have been budgeted;*
- 3. Incur debt in an amount greater than can be repaid by certain otherwise unencumbered revenues within sixty days;*
- 4. Use any long-term reserves;*
- 5. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain otherwise unencumbered revenues within thirty days;*
- 6. Allow debts to be settled in an untimely manner;*
- 7. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed;*
- 8. Spend any surplus revenues;*
- 9. Allow receivables to be unpursued after a reasonable grace period; or,*
- 10. Accept non-resident students unless tuition is being paid by another Vermont school district or the state.*

Interpretation

The Superintendent must ensure that all district assets, including financial, physical, informational, and reputational assets, are appropriately safeguarded, responsibly maintained, and not exposed to avoidable risk.

Observable Conditions:

a)	The Superintendent spent less funds than received in the fiscal year to date
b)	The Superintendent spent less funds have been budgeted
c)	Any debt the OSSD incurred was repaid within 60 days
d)	The Superintendent only used long term reserves with the permission and vote of the board
e)	The Superintendent conducted inter-fund transfers which could be restored to a condition of discrete fund balances by certain otherwise unencumbered revenues within thirty days
f)	All Debts are settled in a timely manner
g)	All tax payments or other government ordered payments or filings are accurately made on time
h)	The superintendent does not spend surplus revenue
i)	The superintendent pursues receivables within a reasonable period
j)	The superintendent accepts nonresident students only if tuition is paid or the student is participating in a state required program.

Rationale:

1)	The rationale for this policy is to protect the Board's ownership interest in the district's assets and ensure the organization's long-term sustainability and effectiveness.
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Evidence:

Observable Condition	Data/Result
a) Year to date funds	<i>Monthly Financial Reports</i> <i>Business Manager Statement</i>
b) Annual funds spent	<i>Monthly Financial Reports</i> <i>External Annual Audit Report</i> <i>Business Manager Statement</i>

c) 60 day Debt	<i>External Annual Audit</i> <i>Business manager statement</i>
d) Long Term Reserve Use	Board Reserve Use Process Followed Documentation External Annual Audit Business manager statement
e) Inter Fund Transfers	<i>Business manager statement</i>
f) Timely Debt Payments	<i>Monthly Warrants and Financial Reports</i> <i>Business manager statement</i>
g) Governmental Tax Payments and Filing	<i>External Annual Audit</i> <i>Business manager statement</i>
h) Surplus Revenue	<i>External Annual Audit</i> <i>Business manager statement</i> <i>Board reserve spending procedure</i> <i>Annual board decision about what to do with surplus funds</i>
i) Receivables	<i>External Annual Audit</i> <i>Business manager statement</i>
j) Tuition Students	<i>The Board sets the statutorily required school choice in and out numbers</i> <i>Business manager statement all required tuition monies collected.</i>

Compliance:

I report full compliance with EL 2.3

Michael J. Clark, Superintendent

Notes:

Monitoring Report

Superintendent Monitoring Report:	Internal	Organization:	Orange Southwest School District
Policy Type:	Executive Limitations	Policy Number/Title:	2.6 Asset Protection
Submitted on:	6 February 2026	Period Covered	July 2024 -January 2026

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 \$40,000 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 asset; 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.

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 \$40,000.
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)	Procedures are in place to protect district's endowments to unnecessary financial risks

Rationale:

1)	The rationale behind this limitation is fundamentally about ensuring the stability, security, and integrity 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.
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Evidence:

Observable Condition	Data/Result
a) Insurance Policies	<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> <i>VSBIT Insurance policy renewal statements and coverage updates.</i>
b))Bonding and Personnel Records	<i>VSBIT Bond Insurance</i> <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> <i>External audit Report</i>
c) Maintenance and Facilities Records	<i>Quarterly monitoring reports to the board completed by the Facilities Co-Directors</i>
d)Liability Protection and Legal Safeguards	We provide education and training on Federal and State laws annually as required. 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. 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 & seclusion, harassment, bullying, social media & boundaries, School Safety, as well as VOSHA training.
e)Bid Process	<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>

Monitoring Report

Superintendent Monitoring Report:	Internal	Organization:	Orange Southwest School District
Policy Type:	Executive Limitations	Policy Number/Title:	2.5 Emergency Superintendent Succession
Submitted on:	8 December 2025 Additional report submitted on 11 February 2026	Period Covered	November 2024-December 2025

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 adopt a distributed model of leadership which ensures as a team the cabinet will be able to ensure with a good degree of competence that the OSSD is able to operate efficiently until a replacement is named. The cabinet must be kept informed of ongoing matters and initiatives, enabling them to fulfill the superintendent's role seamlessly and with minimal disruption. Specific individuals will be thoroughly cross-trained in various responsibilities of the superintendency, ensuring as a team they are well-versed in the full scope of duties.

Observable Conditions:

a)	The Org Chart has oversight responsibilities for all major areas of operations including
b)	Department and Building leads are regularly be mentored by the superintendent
c)	Department and Building Leads Increased responsibility of reporting on the ends
d)	The Administrative Assistant to the Superintendent is knowledgeable about all major initiatives before the Superintendent and maintains a thorough understanding of his schedule. Additionally, she is able to direct individuals to appropriate resources or personnel when matters do not require the Superintendent's direct involvement.

Rationale:

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

Evidence:

Observable Condition	Data/Result
a) Department and Building Leads Hired	<i>Updated Org Chart</i>
b) Regular Operations, Cabinet and Curriculum Meetings And Individual Department and Building Level Mentoring meetings	<i>Operations meetings are brief meetings held every Monday at 1:00 p.m. to highlight the week ahead.</i> <i>Curriculum Meetings are held every Wednesday from 9:00-10:30 and cover more indepth</i> <i>Individual Department and Building Level Mentoring meetings occur both at regularly scheduled times and on an as needed basis.</i>
c) Ends Snapshot	<i>This year the Department and Building Leads have specific responsibilities to report on ends progress</i>

d) Knowledge of calendar and Major initiatives	<i>The Administrative Assistant maintains the Superintendent's daily calendar, as well as a schedule of major upcoming events and required actions.</i>
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Compliance:

I hereby report compliance with this policy. Please see notes for a more full explanation.

Michael J. Clark, Superintendent

Notes:

February 11, 2026 Update

With this update, I am able to report full compliance with EL2.5: Emergency Superintendent Succession.

High School Principal Lisa Floyd has agreed to serve as the temporary Superintendent in the event that an emergency superintendent succession is required. In addition to the regular cabinet meetings in which all members participate—meetings that support and reinforce the shared leadership culture within OSSD—Principal Floyd and I meet biweekly for individual one-on-one meetings. These meetings provide an opportunity to ensure that Principal Floyd is fully informed of any major initiatives, priorities, or situations that may not be fully addressed through regular leadership meetings.

Additionally, as noted in the observable conditions, “The Administrative Assistant to the Superintendent is knowledgeable about all major initiatives before the Superintendent and maintains a thorough understanding of his schedule. Additionally, she is able to direct individuals to appropriate resources or personnel.” These established connections and systems will enable Principal Floyd to quickly acquire any necessary information and assume responsibilities effectively in an emergency succession situation.

Explanation of partial compliance (8 December 2025)

The elimination of the Assistant Superintendent position has added complexity to succession planning in the event that an emergency replacement of the Superintendent is required. Department and building leaders are fully capable of managing the day-to-day operations of the OSSD, and many of our administrators are highly experienced. When unfamiliar situations arise, they have strong mentoring networks they can rely on for guidance. I am confident that, in an emergency, a successful transition could occur.

However, this monitoring report highlights the need for a more formalized and pre-arranged plan to guide our response in the event of a catastrophic emergency. I propose working with the Cabinet to develop such a plan for the Board’s review at its February meeting, with an interim update included in my Superintendent’s Report at the January meeting

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.

f) Data Protection and Information Security	<i>To safeguard sensitive information, the district implements a comprehensive set of protocols designed to ensure both security and compliance:</i> • <i>Offsite electronic storage and automatic backup procedures.</i> • <i>Locking file boxes and fireproof cabinets for physical records.</i> • <i>User agreements that must be reviewed, signed, and understood by all students and staff prior to gaining access to district systems.</i> <i>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.</i> <i>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.</i>
g) Financial Reports and Audits	<i>Regular financial reports demonstrating that the district's assets are protected and properly accounted for according to Generally Accepted Accounting Principles (GAAP) are provided to the board.</i> <i>Independent audit reports confirm compliance with accounting standards and transparency in financial practices annually.</i>
h) Board Oversight and Independence of Audits	<i>Minutes from Board meetings or committee discussions regarding audits, external monitoring, or oversight activities.</i> <i>Reports from external auditors or consultants that are free from conflicts of interest and demonstrate independence in their assessments.</i>
i) Public Image and Reputation Protection	<i>Newsletters from individual schools and the district as a whole</i> <i>Exploring merger opportunities before Act 73 passed into law</i> <i>Proactively addressing the 2025-2026 Tax Increases</i> <i>UP For Learning Vermont Public Education Vision Project</i> <i>Supporting Students and Faculty through the death of a student</i>

j) Building Uses and Closure	<i>No buildings have been closed</i> <i>Supporting the building staying open through investment</i> <i>Transformer Project Initiation at RUHS</i> <i>Environmental Control Systems at RES</i>
k) Compliance with Investment Procedures	<i>Superintendent and Business manager meet 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</i> <i>Status report of investment accounts</i>

Compliance:

I report full compliance with EL 2.6

Michael J. Clark, Superintendent

Notes:

Monitoring Report

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Notes:

February 11, 2026 Update

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**ORANGE SOUTHWEST SCHOOL DISTRICT
2025-26 SUMMARY**

	2024-25 ACTUAL	JANUARY 2025 YTD	2025-26 BUDGET	JANUARY 2026 YTD	DIFFERENCE
GENERAL FUND					
REVENUE:					
LOCAL REVENUE	1,354,748	206,386	1,189,650	423,399	-766,251
SPECIAL PROGRAMS	2,616,499	1,294,269	2,990,612	1,379,726	-1,610,886
STATE REVENUES	20,691,892	11,311,487	22,261,348	12,263,008	-9,998,340
BEGINNING BALANCE:	1,033,333	1,033,333	703,333	703,333	0
TOTAL REVENUE	25,696,472	13,845,476	27,144,943	14,769,466	-12,375,477
EXPENDITURES:					
INSTRUCTION	8,247,339	3,631,482	9,717,310	3,714,016	6,003,294
SPECIAL EDUCATION	4,228,182	1,937,001	5,338,977	2,056,632	3,282,345
ADMINISTRATION	1,592,667	894,412	1,788,349	858,259	930,090
CENTRAL OFFICE	1,094,277	659,003	1,179,694	610,851	568,843
SUPPORT SERVICES	2,173,217	1,042,015	2,265,939	1,026,696	1,239,243
MAINTENANCE	2,821,446	1,209,136	3,174,406	1,296,396	1,878,010
TECHNOLOGY	733,816	346,450	873,473	417,963	455,510
TRANSPORTATION	732,534	320,154	799,838	327,207	472,631
OTHER EXPENSES	215,945	39,109	175,403	41,249	134,154
TECHNICAL EDUCATION	1,290,619	658,592	1,194,920	643,939	550,981
PRE-SCHOOL	671,711	324,290	636,634	248,170	388,464
SCHOOL TOTAL:	23,801,751	11,061,645	27,144,943	11,241,379	15,903,564
SURPLUS/DEFICIT	0	0	0	0	0
TOTAL EXPENDITURES	23,801,751	11,061,645	27,144,943	11,241,379	15,903,564

7/1/2025

OTHER FUNDS	BEG BAL	REVENUE	EXPENDED	BALANCE
TRANSFER FUND	474,677	120,202	548,223	46,656
TITLE 1	40	153,449	149,324	4,166
EPSDT FUNDS	127,415	15,628	7,904	135,140
FOOD SERVICE	-21,759	210,476	403,352	-214,634
FRESH FRUITS & VEGS	-4,298	0	0	-4,298
MEDICAID FUNDS	789,861	16,275	76,533	729,602
R.A.V.E.N.	53,549	164,691	91,327	126,913
IDEA-B - FLOW-THROUGH	0	156,581	180,346	-23,765
IDEA-B - PRE-SCHOOL	0	3,020	3,678	-659
VEHICLE/BUS FUND	965,014	0	0	965,014
BUILDING MAINT FUND	1,446,348	970,400	111,510	2,305,238
LEGAL FUND	140,000	0	0	140,000
SPECIAL EDUCATION FUND	515,697	0	0	515,697
OPERATIONAL RESERVE	678,304	1,200,000	703,333	1,174,971
TECHNOLOGY RESERVE	325,500	0	0	325,500
ESSENTIAL EARLY ED	43,426	0	0	43,426
AFTER SCHOOL PROGRAM	69,950	47,576	57	117,469
STANDARDS BOARD	0	0	0	0
SUMMER FEEDING	24,530	39,706	19,727	44,510
SCHOOL WIDE PROGRAMS	0	182,134	246,661	-64,526
TITLE II	0	43,024	47,097	-4,073
TITLE IV	0	37,179	37,179	0
CONSOLIDATED ADMIN	0	4,500	4,500	0
CRF - LEA GRANT	10,348	0	0	10,348
ARP - ESSER SUMMER	0	-5,322	0	-5,322
ARP - ESSER	0	0	0	0
ARP - AFTERSCHOOL	159	-12,301	7	-12,149
ARP - PRESCHOOL	3,547	0	0	3,547
TOTAL OTHER FUNDS	5,642,309	3,347,219	2,630,758	6,358,770

ORANGE SOUTHWEST SCHOOL DISTRICT - REVENUE

Account Name	2024-25 Actual	January 2025 Revenue	2025-26 Budget	January 2026 Revenue	Under (Over)
<u>LOCAL REVENUES:</u>					
Tuition	401,801	96,585	370,000	133,109	-236,891
Overhead Tuition	0	0	5,000	0	-5,000
Transportation	104,262	15,864	40,000	31,971	-8,029
Interest	168,922	89,319	75,000	95,318	20,318
Early Ed Receipts	500	0	0	0	0
Lease Land - Brookfield	0	0	0	0	0
Contracted Services	0	0	0	0	0
RTCC - Shared Services	626,995	0	652,000	163,000	-489,000
Admin Svcs - EPSDT	0	0	0	0	0
Admin Svcs - VIP	0	0	0	0	0
Admin Svcs - RAVEN	47,650	0	47,650	0	-47,650
Rental Income	0	0	0	0	0
SWP - Salary Reimb	0	0	0	0	0
Prior Year Refunds	4,618	4,618	0	0	0
Total Other Revenues:	1,354,748	206,386	1,189,650	423,399	-766,251
<u>SPECIAL ED:</u>					
Core Block Grant	0	0	0	0	0
Special Ed Reimbursement	1,798,682	1,199,122	1,850,859	1,232,166	-618,693
State Placed Students	41,816	-205	0	57,343	57,343
Extraordinary Reimbursement	660,143	-1	1,029,400	811	-1,028,589
Essential Early Ed	95,353	95,353	95,353	89,636	-5,717
IDEA-B - Pre-School	0	0	0	0	0
IDEA-B	0	0	0	0	0
Excess Costs Reimbursement	20,505	0	15,000	-230	-15,230
Total Special Ed	2,616,499	1,294,269	2,990,612	1,379,726	-1,610,886
<u>STATE REVENUES:</u>					
State Technical Centers	627,121	0	560,420	0	-560,420
State Education Fund	19,528,184	11,140,718	21,214,722	12,089,565	-9,125,157
ELL Categorical Grant	50,000	50,000	50,000	50,000	0
State Unenrolled Residents at Tech	18,639	0	0	0	0
State Placed Students - Reg Tuition	0	0	0	4,973	4,973
State Transportation	281,652	0	255,000	0	-255,000
Small Schools Grant	177,706	118,471	177,706	118,471	-59,235
Driver Education	8,590	2,298	3,500	0	-3,500
Total State Revenues	20,691,892	11,311,487	22,261,348	12,263,008	-9,998,340
BEGINNING BALANCE:	1,033,333	1,033,333	703,333	703,333	0
SCHOOL TOTAL:	25,696,472	13,845,476	27,144,943	14,769,466	-12,375,477
<u>FEDERAL FUNDS:</u>					
IDEA - B	0	0	329,400	0	-329,400
IDEA - B - PreSchool	0	0	6,800	0	-6,800
Title I and II - School Wide	0	0	680,960	0	-680,960
Medicaid	0	0	155,000	0	-155,000
EPSDT	0	0	10,500	0	-10,500
Total Federal Funds	0	0	1,182,660	0	-1,182,660
TOTAL VOTER APPROVAL:	25,696,472	13,845,476	28,327,603	14,769,466	-13,558,137

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

Account Name	2024-25 Actual	January 2025 Expenditure	2025-26 Budget	January 2026 Expenditure	Encumb	Balance Under (Over)	Percent Inc/Dec
<u>INSTRUCTION:</u>							
Salaries	5,082,570	2,340,739	5,611,830	2,436,826	0	3,175,004	56.58%
Benefits	1,746,726	674,799	2,212,209	692,217	0	1,519,992	68.71%
Drivers Education	0	932	4,000	0	0	4,000	100.00%
Remedial/Interventionist Service	295,262	130,449	455,272	122,194	113	332,965	73.14%
Testing/Tutorial/OT-PT Svcs	34,718	12,861	47,560	8,288	5,406	33,866	71.21%
Contracted Services	39,535	39,100	48,250	34,811	1,420	12,019	24.91%
Staff Training	148,808	79,464	278,730	72,498	24,847	181,385	65.08%
Co/Extra Curricular	470,048	205,735	541,536	205,473	75,129	260,934	48.18%
Tuition	102,719	10,272	58,000	870	18,000	39,130	67.47%
Travel/Field Trips	8,083	6,891	26,400	6,757	6,255	13,388	50.71%
Supplies/Textbooks/Equip	318,870	130,241	433,523	134,083	35,288	264,152	60.93%
Total Instruction	8,247,339	3,631,482	9,717,310	3,714,016	166,458	5,836,835	60.07%
<u>SPECIAL EDUCATION:</u>							
Salaries	1,637,092	869,704	2,087,862	824,541	0	1,263,321	60.51%
Benefits	634,533	263,880	1,006,270	273,775	0	732,495	72.79%
Contracted/Prof Services	30,804	14,213	0	6,038	14,817	-20,855	
Transportation	261,849	1,557	252,275	50,774	17,948	183,553	72.76%
Travel/Conferences	21,639	13,834	12,800	2,786	2,511	7,504	58.62%
Supplies/Textbooks/Equipment	17,927	15,313	28,520	21,933	10,757	-4,170	-14.62%
Tuition	840,570	386,257	1,189,000	527,824	606,963	54,213	4.56%
Behavioral Services	204,746	87,580	226,211	96,335	372	129,505	57.25%
Testing/Tutorial/OT-PT Svcs	262,879	144,025	144,000	103,067	197,043	-156,110	-108.41%
Speech Services	316,142	140,637	392,039	149,560	64,790	177,689	45.32%
Total Special Education	4,228,182	1,937,001	5,338,977	2,056,632	915,201	2,367,144	44.34%
<u>ADMINISTRATION:</u>							
Salaries	1,061,637	623,144	1,122,282	608,951	0	513,331	45.74%
Benefits	416,746	216,036	547,402	209,644	0	337,758	61.70%
Repairs/Maint	255	255	9,000	0	0	9,000	100.00%
Postage/Telephone	35,565	18,100	39,750	16,891	400	22,459	56.50%
Travel	26,455	20,540	14,100	6,441	400	7,259	51.48%
Supplies/Equipment	52,009	16,338	55,815	16,332	3,941	35,542	63.68%
Total Administration	1,592,667	894,412	1,788,349	858,259	4,741	925,349	51.74%
<u>CENTRAL OFFICE:</u>							
Salaries	743,493	453,477	713,922	411,622	0	302,300	42.34%
Benefits	257,657	138,429	340,022	145,157	0	194,865	57.31%
Contracted Services	8,057	2,173	10,000	1,000	4,750	4,250	42.50%
Legal Fees	0	0	0	0	0	0	
Staff Development	11,651	10,323	7,500	1,847	818	4,835	64.47%
Repairs/Maintenance	24,180	24,180	30,000	25,389	0	4,611	15.37%
Board Expense	0	0	0	0	0	0	
Building Construction	0	0	0	0	0	0	
Insurance	0	0	0	0	0	0	
Travel	7,112	2,784	13,900	1,373	4,295	8,232	59.22%
Supplies/Equipment	42,126	27,637	64,350	24,463	19,098	20,789	32.31%
Total Central Office	1,094,277	659,003	1,179,694	610,851	28,961	539,882	45.76%
<u>SUPPORT SERVICES:</u>							
Guidance	742,463	265,235	664,975	277,449	13,277	374,248	56.28%
Behavioral Interventionists	343,590	155,636	383,110	165,533	250	217,327	56.73%
School Nurse	476,043	207,378	383,647	155,283	723	227,641	59.34%
Media Services	381,278	179,149	358,437	167,097	2,302	189,038	52.74%
Curriculum Develop	12,977	12,977	31,310	11,248	4,175	15,887	50.74%
C.A.R.	47,992	9,281	113,500	5,619	2,674	105,207	92.69%
Teacher Mentoring	33,487	14,539	58,010	13,998	12,250	31,762	54.75%
Board of Education	92,517	188,549	123,450	222,399	10,838	-109,787	-88.93%
Legal Fees	42,870	9,270	64,500	8,069	0	56,431	87.49%
Fiscal Services	0	0	85,000	0	0	85,000	100.00%
Total Support Services	2,173,217	1,042,015	2,265,939	1,026,696	46,489	1,192,754	52.64%
<u>MAINTENANCE:</u>							
Salaries	852,328	492,327	856,950	479,646	0	377,304	44.03%
Benefits	383,982	170,117	523,880	183,296	0	340,584	65.01%
Contracted Services	520,351	258,681	235,531	95,422	99,331	40,779	17.31%
General Liability Ins	94,929	0	98,500	105,829	0	-7,329	-7.44%
Repairs/Maintenance	102,586	-21,719	287,260	71,885	80,067	135,308	47.10%
Utilities	435,651	142,795	564,200	196,516	250	367,434	65.12%
Supplies/Travel/Equipment	202,917	91,023	353,400	86,257	59,816	207,328	58.67%
Care of Grounds	215,128	68,279	224,200	72,824	59,805	91,571	40.84%
Reserve - Repairs/Maint	0	0	0	0	0	0	
Vehicle Services	13,574	7,633	30,485	4,722	1,214	24,548	80.53%
Total Maintenance Svcs	2,821,446	1,209,136	3,174,406	1,296,396	300,482	1,577,527	49.70%

**ORANGE SOUTHWEST SCHOOL DISTRICT -
EXPENDITURES**

	2024-25 Actual	January 2025 Expenditure	2025-26 Budget	January 2026 Expenditure	Encumb	Balance Under (Over)	Percent Inc/Dec
<u>TECHNOLOGY:</u>							
Salaries	325,002	202,135	384,024	215,295	0	168,729	43.94%
Benefits	123,421	67,384	202,499	65,807	0	136,692	67.50%
Contracted Services	19,539	1,560	24,500	2,110	520	21,870	89.27%
Technology Fund Transfer	108,500	0	108,500	0	0	108,500	100.00%
Repairs/Maintenance	453	279	2,500	0	0	2,500	100.00%
Supplies	156,901	75,093	151,450	134,750	1,232	15,468	10.21%
Equipment	0	0	0	0	0	0	
Total Technology	733,816	346,450	873,473	417,963	1,752	453,758	51.95%
<u>TRANSPORTATION:</u>							
Salaries	302,319	180,961	324,750	164,007	0	160,743	49.50%
Benefits	55,921	25,209	76,783	25,215	0	51,568	67.16%
Contracted Svcs/Rent	68,014	46,901	73,000	47,238	0	25,762	35.29%
Travel/Conferences	0	0	100	0	0	100	100.00%
Repairs/Supplies/Equip	76,647	25,566	69,250	46,271	7,679	15,300	22.09%
Diesel Fuel	55,601	18,931	92,000	20,096	0	71,904	78.16%
Unallowed Spec Ed	2,734	0	0	0	0	0	
After School Bus	2,462	986	0	0	0	0	
Field Trips	25,056	2,946	32,830	6,565	3,416	22,849	69.60%
Tuition Student Transportation	43,779	18,655	31,125	17,816	8,786	4,523	14.53%
Bus Fund Reserve	100,000	0	100,000	0	0	100,000	100.00%
Total Transportation	732,534	320,154	799,838	327,207	19,881	452,750	56.61%
<u>OTHER EXPENDITURES:</u>							
Food Service Transfer	138,443	0	70,000	0	0	70,000	100.00%
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	9,754	9,588	10,050	9,774	0	276	2.74%
EEE Services	67,748	29,521	95,353	31,474	0	63,879	66.99%
Total Other Expenditures	215,945	39,109	175,403	41,249	0	134,154	76.48%
<u>TECHNICAL EDUCATION:</u>							
State - Act 68	627,121	0	560,420	0	0	560,420	100.00%
Local Tuition	663,498	658,592	634,500	643,939	0	-9,439	-1.68%
Total Tech Education	1,290,619	658,592	1,194,920	643,939	0	550,981	46.11%
<u>PRE-SCHOOL</u>							
Salaries	418,276	206,740	337,262	161,206	0	176,056	52.20%
Benefits	178,535	72,387	198,722	70,201	0	128,521	64.67%
Administration	26,904	16,813	0	0	0	0	
Tuition/Partnerships	26,633	13,895	82,000	8,710	13,595	59,694	72.80%
Supplies/Travel/Equip	21,363	14,455	18,650	8,052	6,724	3,874	20.77%
Total Pre-School	671,711	324,290	636,634	248,170	20,319	368,145	57.83%
SUPRLUS/DEFICIT	0	0	0	0	0	0	
<u>SCHOOL TOTAL:</u>	23,801,751	11,061,645	27,144,943	11,241,379	1,504,284	14,399,280	53.05%
<u>FEDERAL FUNDS:</u>							
IDEA - B	0	0	329,400	0	0	329,400	
IDEA - B - PreSchool	0	0	6,800	0	0	6,800	
Title I and II - School Wide	0	0	680,960	0	0	680,960	
Medicaid	0	0	155,000	0	0	155,000	
EPSDT	0	0	10,500	0	0	10,500	
Total Federal Funds	0	0	1,182,660	0	0	1,182,660	
TOTAL VOTER APPROVAL:	23,801,751	11,061,645	28,327,603	11,241,379	1,504,284	15,581,940	55.01%

**RANDOLPH TECHNICAL CAREER CENTER
2025-26 FINANCIAL SUMMARY**

	2024-25 ACTUAL	JANUARY 2025 YTD	2025-26 BUDGET	JANUARY 2026 YTD	BALANCE	% BAL
1 GENERAL FUND						
A. STATE REVENUES	2,256,975	1,014,668	2,076,339	1,375,329	-701,010	-33.76%
B. OTHER REVENUES	1,647,171	1,024,744	1,588,875	958,520	-630,355	-39.67%
C. SURPLUS/DEFICIT	783,335	783,335	0	783,335	783,335	
TOTAL REVENUE	4,687,482	2,822,747	3,665,214	3,117,184	-548,030	-14.95%

EXPENDITURES:

D. INSTRUCTION	1,924,947	783,464	1,756,790	654,852	1,101,938	62.72%
E. ADMINISTRATION	429,051	252,986	512,604	267,200	245,404	47.87%
F. SUPPORT SERVICES	372,083	167,877	600,835	167,884	432,951	72.06%
G. MAINTENANCE OF PLANT	186,916	39,798	232,800	106,674	126,126	54.18%
SCHOOL TOTAL:	2,912,997	1,244,125	3,103,029	1,196,610	1,906,420	61.44%
H. OSSU/ADMIN/MAINT	538,000	0	560,000	140,000	420,000	75.00%
I. ADULT EDUCATION	0	0	2,185	0	2,185	100.00%
J. DEBT SERVICE	0	0	0	0	0	
K. TUITION REFUND	0	0	0	0	0	
SURPLUS/DEFICIT	0	0	0	0	0	
TOTAL EXPENDITURES	3,450,997	1,244,125	3,665,214	1,336,610	2,328,605	63.53%

	7/1/2025 OTHER FUNDS BEG BAL	REVENUE	EXPENDED	BALANCE
2 TECH GRANTS	6,795	73,750	73,750	6,795
3 TRANSFERS	800	0	0	800
4 CARL PERKINS	0	1,263	3,069	-1,806
5 PROGRAM INNOVATION	0	29,520	29,520	0
6 VACTED	28,237	0	28,237	0
7 VACTED - PERKINS	0	0	0	0
8 ADULT ED - DEPT LABOR	0	0	0	0
9 ADULT ED EVENING	-1,736	0	0	-1,736
TOTAL:	34,096	104,533	134,576	4,054

**RANDOLPH TECHNICAL CAREER CENTER
REVENUE**

Account Name	2024-25 Actual	January 2025 Revenue	2025-26 Budget	January 2026 Revenue	\$ Inc/Dec
<u>A. STATE REVENUE:</u>					
General State Support Grant	1,522,001	1,014,668	1,390,079	926,720	-463,359
Overhead Support	612,282	0	559,260	288,333	-270,927
Technical Ed - Transportation	0	0	0	22,936	22,936
Program Innovation Grant	0	0	0	0	0
Adult Ed	0	0	0	0	0
Coop Salary Reimb	27,895	0	32,000	35,450	3,450
Guidance Salary Reimb	28,900	0	30,000	30,717	717
Director Salary Reimb	65,898	0	65,000	71,173	6,173
Adult Coord Salary Reimb	0	0	0	0	0
Carl Perkins	0	0	0	0	0
Total State Revenue:	2,256,975	1,014,668	2,076,339	1,375,329	-701,010
<u>B. OTHER REVENUES:</u>					
Adult Ed Services	0	0	2,184	0	-2,184
Tuition	1,626,458	1,019,087	1,572,741	958,492	-614,249
Tuition - Other Sources	0	0	0	0	0
Interest	11,762	5,657	5,000	28	-4,972
Services to Other Districts	0	0	0	0	0
Maintenance Reimb - VIP	0	0	0	0	0
Overhead Costs - RAVEN	8,950	0	8,950	0	-8,950
Prior Year Refunds	0	0	0	0	0
Total Other Revenues:	1,647,171	1,024,744	1,588,875	958,520	-630,355
<u>C. SURPLUS/DEFICIT</u>	783,335	783,335	0	783,335	783,335
SCHOOL TOTAL:	4,687,482	2,822,747	3,665,214	3,117,184	-548,030

**RANDOLPH TECHNICAL CAREER CENTER
EXPENDITURES**

Account Name	2024-25 Actual	January 2025 Expenditure	2025-26 Budget	January 2026 Expenditure	Encumb	Difference
<u>D. INSTRUCTION:</u>						
Salaries	1,075,662	549,155	881,664	381,091	0	500,573
Benefits	340,919	126,693	391,365	135,076	0	256,289
Staff Development	10,389	6,617	18,425	4,206	2,095	12,124
Computer Network	88,995	0	92,000	23,000	0	69,000
Co/Extra Curricular	7,952	2,400	64,145	1,170	830	62,145
Overhead Tuition	0	0	10,000	0	0	10,000
Carl Perkins	0	0	0	0	0	0
Travel/Field Trips	5,879	-1,690	28,560	2,854	6,510	19,196
Transportation - Other Tech Ctr	0	0	0	7,496	44,554	-52,050
Supplies/Textbooks/Equip	395,150	100,289	270,631	99,960	46,579	124,092
Total Instruction	1,924,947	783,464	1,756,790	654,852	100,568	1,001,369
<u>E. ADMINISTRATION:</u>						
Salaries	283,538	175,257	312,483	181,687	0	130,796
Benefits	101,069	48,307	116,166	58,405	0	57,761
Contracted Svcs	476	0	1,000	186	456	358
Overhead Tuition	0	0	0	0	0	0
Repairs/Maintenance	6,645	6,549	22,555	10,565	0	11,990
Travel	1,515	1,469	3,000	0	0	3,000
Supplies/Equipment	35,807	21,404	57,400	16,358	5,192	35,851
Total Administration	429,051	252,986	512,604	267,200	5,647	239,757
<u>F. SUPPORT SERVICES:</u>						
Assessment Coordinator	96,227	44,133	157,305	68,481	0	88,824
Cooperative Education	130,308	59,766	165,763	18,026	250	147,487
Guidance	80,223	37,289	159,079	45,578	0	113,501
School Nurse	59,736	25,281	68,573	25,011	803	42,759
Board of Education	5,184	1,002	16,115	10,787	0	5,328
Legal Fees	406	406	8,000	0	0	8,000
Fiscal Services	0	0	26,000	0	0	26,000
Total Support Services	372,083	167,877	600,835	167,884	1,053	431,898
<u>G. MAINTENANCE OF PLANT:</u>						
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Contracted Svcs	0	0	0	0	0	0
General Liability Insurance	40,726	0	35,000	47,156	0	-12,156
Utilities	142,778	36,499	188,800	59,518	0	129,282
Repairs & Maintenance	3,412	3,298	9,000	0	0	9,000
Supplies/Equipment	0	0	0	0	0	0
Total Maintenance	186,916	39,798	232,800	106,674	0	126,126
SCHOOL TOTAL	2,912,997	1,244,125	3,103,029	1,196,610	107,269	1,799,151
H. OSSU/ADMIN/SP ED	153,000	0	160,000	40,000	0	120,000
OSSU MAINTENANCE	385,000	0	400,000	100,000	0	300,000
<u>I. ADULT ED:</u>						
Salaries	0	0	2,000	0	0	2,000
Benefits	0	0	185	0	0	185
Travel	0	0	0	0	0	0
Supplies/Textbooks/Equip	0	0	0	0	0	0
Total Adult Ed	0	0	2,185	0	0	2,185
J. DEBT SERVICE:	0	0	0	0	0	0
K. TUITION REFUND	0	0	0	0	0	0
<u>SURPLUS/DEFICIT</u>	0	0	0	0	0	0
TOTAL	3,450,997	1,244,125	3,665,214	1,336,610	107,269	2,221,336

POLICY ON STUDENT USE OF CELL PHONES

Statement of Policy

It is the policy of Orange Southwest School District to maintain a cell phone-free school environment to promote focus, improved mental health, and increased social cohesion among our students.

The goal of this policy is to enable both students and teachers to work free from distractions that impact learning by prohibiting student use of and access to cell phones and other prohibited devices during the academic day from arrival to dismissal.

Definitions

1. **“Cell phone”** means any device capable of using cellular technology to facilitate voice service through a commercial telecommunications company, regardless of whether the device can access internet services and electronic mail.
2. **“Other prohibited device”** means any non-school-issued personal electronic device that connects to cellular networks, the internet, or has wireless capabilities (e.g. smartwatches, earbuds, and smart glasses).
3. **“Individualized health care plan”** means a written document developed by a school nurse, in collaboration with parents, students, and other relevant professionals, to outline specific health care needs and management strategies tailored to the unique health condition of a student.
4. **“Parent”** means a parent of a student and includes legal guardians who are legally authorized to make education decisions for the student.
5. **“School”** means any public school, approved independent school, or career and technical education center located in Vermont.
6. **“Student”** means an individual currently enrolled in or registered at a school located in Vermont, as defined in (5).

Administrative Responsibilities

The superintendent, head of school, or designee shall establish procedures that outline:

1. the daily routines, staff responsibilities, and communication strategies to uphold the intent of this policy;
2. an implementation plan for each school to provide storage of all students' cell phones and other prohibited devices;
3. how staff monitor compliance (e.g. prohibition includes restrooms, locker rooms, buses), where devices are stored, and how exceptions are communicated (including explanation in student handbook); and,
4. details regarding supervision on field trips or how district-operated after-school programs handle student access to cell phones.

Exceptions

Students will be permitted to use a cell phone or other personal electronic device if they:

1. require a cell phone/ personal electronic device as part of their individualized health care plan, individualized education program, or 504 plan, which shall be documented according to applicable state and federal law (or in a manner that the superintendent, head of schools, or designee deems appropriate);
2. have been granted permission by an administrator for an academic, school-sponsored athletic, or cocurricular purpose, for the most limited use reasonably possible; or
3. require a cell phone/ personal electronic device for compliance with the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431–11435.

Each superintendent, head of school, or designee shall establish procedures for verifying exceptions as outlined above. With respect to accommodations documented in an individualized student plan (IEP or 504) or as required for compliance with the McKinney-Vento Homeless Assistance Act, the process shall give preference to the use of district-owned devices first.

Family and Guardian Communication During the School Day

The superintendent, head of school, or designee shall establish procedures to ensure families can communicate with students during the school day.

Enforcement Actions

The superintendent, head of school, or designee shall establish procedures which describe the sequence of consequences and the process for contacting parents or guardians when a student has violated the policy.

Legal Citations

16 V.S.A. § 582 Definitions

16 V.S.A. § 583 Student use of cell phones and personal electronic devices in schools 16 V.S.A. § 822(a) School district to maintain public high schools or pay tuition

Date Warned:

Feb 11, 2026 -- First Read

Date Adopted:

Orange Southwest School District
POLICY GOVERNING
FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI)
CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for Orange Southwest Supervisory Union (OSSD) purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and Vermont Crime Information Center (VCIC), in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the VCIC and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

III. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at OSSD will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on an annual basis. This training will be accomplished using the training provided by CJIS Online.

IV. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, OSSD will take the following steps prior to making a final adverse determination:

- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time of 15 days to correct or complete the CHRI.

V. Point of Contact (POC) and Local Agency Security Officer (LASO)

Each NCJA receiving CHRI is required to designate a POC and a LASO.

The OSSD POC is Kyle Southworth. The POC is responsible for the following:

- Ensuring all authorized personnel
 - Complete the appropriate level of CJIS Security Awareness Training in CJIS Online
 - Sign an Acknowledgement Statement of Misuse
- Inform the VCIC of changes in the agency head or any relevant business information (agency name changes, mailing/physical address changes, etc.)
 - Contact the VCIC immediately to update the User Agreement and, if necessary, submit the new authorization to the VCIC

The OSSD LASO is Kyle Southworth. The LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI
- Ensuring that personnel security screening procedures are being followed as stated in this policy
- Ensuring the approved and appropriate security measures are in place and working as expected
- Terminate access to CHRI immediately upon notification of an individual's termination of employment

VI. Retention of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in:

- Hard copy form in personnel files located in the locked filing cabinet located in the locked filing room
 - CHRI will be retained for the (3) years. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy

- **Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent FBI security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

VIII. Media/Physical Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Physical Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media: background check results will be stored in locked cabinets in a secure office. Cabinets will remain locked unless the contents are being worked with. Documents will be held for a period of three years before being destroyed.

IX. Destruction of CHRI

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by OSSD, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. OSSD will ensure such destruction is witnessed or carried out by authorized personnel:

- The LASO shall witness or conduct disposal
- Cross-cut shredding will be the method of destruction used by OSSD

X. Disciplinary

If an individual at OSSD has misused or is currently misusing CHRI, the following requirements will be adhered to.

- Using CHRI for any purpose other than what is allowed by state statute or Federal code is considered misuse
- The specific steps your agency will take in the event intentional misuse is discovered
- Misuse of CHRI can result in loss of access to CHRI, loss of employment and/or criminal prosecution
- Misuse of CHRI shall be reported to the state

XI. Incident Response

The security of information and systems in general, and of CHRI in particular, is a top priority for OSSD. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the LASO as soon as practical
- If any records were stolen, the incident will also be reported to appropriate authorities

- Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy

In addition to the above, the LASO shall report all security-related incidents to the VCIC as soon as practical and submit an incident response form.

All agency personnel with access to FBI and/or VCIC CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and OSSD regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

Date Warned: Jan 14, 2026 -- First Read

Date Adopted:

POLICY B2: VOLUNTEERS AND WORK STUDY STUDENTS

The OSSD recognizes the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

Definitions: For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. **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.
2. **Work Study Student** means a post-secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

Policy: The superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent have unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Offender Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

Date Warned:

Jan 14, 2026 -- First Read

Date Adopted:

April 13th 2020

Legal Reference(s):

16 V.S.A. § 260

POLICY C10: PREVENTION OF HARASSMENT, HAZING AND BULLYING (POLICY)

Policy Statement

The Orange Southwest School 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 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 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 Procedures are expressly incorporated by reference as though fully included within this Policy. The Procedures are separated from the policy for ease of use as may be required.

Implementation

The Superintendent or her/his 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 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.

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.

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
 - c. (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

- d. (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 school district 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:
 - a. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
 - b. 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 (1) 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:

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) 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.

APPENDIX A

Equity Coordinators:

Robin Pembroke, Chief Financial Officer
(802) 728-5052
rpembroke@orangesouthwest.org

Designated Employees:

The following employees 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 discrimination laws;

Orange Southwest School District

Kayla Link: Director of Special Education (802) 728-5052

klink@orangesouthwest.org

Randolph Elementary School

Melinda Robinson. (802) 728-9555

mrobinson@orangesouthwest.org

Braintree Elementary School

Dan Morrison. Principal. (802) 728-9373

dmorrison@orangesouthwest.org

Brookfield School

Principal. (802) 276-3153

Randolph Union High School

Kara Merrill, School Counsellor. (802) 728-3397

kmerrill@orangesouthwest.org

Randolph Technical Career Center

Nika Oakes, Director, (802) 728-9595

noakes@orangesouthwest.org

Date Warned:

Jan 14, 2026 -- First Read

Date Adopted:

April 13th 2020

POLICY C14: SECTION 504 AND ADA GRIEVANCE PROTOCOL

It is the policy of The Orange Southwest School District not to discriminate on the basis of disability. The district has adopted this internal protocol for prompt handling and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA).

Section 504 and the ADA prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance.¹ The District further provides assurance that strictly prohibits any form of retaliation against persons who utilize this Protocol. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint of unlawful discrimination. **Nevertheless, a person is not required to use this protocol and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, Office for Civil Rights, Boston Office:**

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

The following protocol is available and shall be distributed to all third parties for their use in filing complaints of discrimination based on disability.

This protocol will be distributed by the building 504 coordinators or their designees to all employees prior to the start of co-curricular activities every school year, preferably during the August In-Service, and again with the recommencement of co-curricular activities immediately following the December vacation.²

It will also be distributed by Building 504 Coordinators, or their designees, to all third parties, at the time of their engagement for services.

¹Step 1 A person (an employee, student, or third party) who believes that he/she has been discriminated against by the district is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (when the person is a student) or with his/her immediate supervisor (when the person is an employee). NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator, Kayla Link (klink@orangesouthwest.org).The person receiving the complaint, or their designee, shall investigate and then verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

¹ 29 U.S.C. § 794; 42 U.S.C. § 12132; 34 C.F.R. § 104.4; 28 C.F.R. § 35.101

² 28 C.F.R. § 35.107(b); 34 C.F.R. §§ 100.6(d), 104.7(b), 104.61

Step 2 If the informal Step 1 process does not resolve the matter, OR if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to either the District Section 504 Coordinator, Kayla Link (klink@orangesouthwest.org) or the appropriate school specific Building 504 Coordinator who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator (or third party) to conduct the investigation. If both the Section 504 Coordinator and the Superintendent have involvement with the complaint, the written complaint may be submitted to Mindybeth Pike, mpike@orangesouthwest.org.

The complaint shall be in writing and signed by the grievant and include:

1. the grievant's name and contact information;
2. the facts of the incident or action complained about;
3. the date of the incident or action giving rise to the complaint;
4. the type of discrimination alleged to have occurred; and
5. the specific relief sought;

Or, alternatively, the grievant may use the 504 Complaint Form. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will begin within 10 business days following the submission of the written complaint.

The investigation may be informal, but it must be thorough and shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.

A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties.

Copies of the disposition, subject to FERPA confidentiality,³ will be given to both the grievant and the person who is the subject of the complaint. If discrimination was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3 If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed, written appeal to the Superintendent (or Board if the Superintendent is the subject of the complaint) within 15 business days after receipt of the written disposition. The Superintendent/Board or his/her designee shall respond to the complaint, in writing, within 30 business days of the date of the appeal. Copies of the response shall be provided to

both the grievant and the person who is the subject of the complaint.

The ADA/504 Coordinator(s) will maintain the files and records related to any complaints filed under this protocol.

³ 20 U.S.C. § 1232f; 34 C.F.R. § 99.1

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Protocol. The District will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

If you have questions regarding these procedures or desire to file a complaint, please contact either the District 504 Coordinator or Building Section 504 Coordinator Kayla Link, klink@orangesouthwest.org.

<i>VSBA Version:</i>	<i>January 25, 2022</i>
<i>Date Warned:</i>	<i>Jan. 14, 2026 -- First Read</i>
<i>Date Adopted:</i>	<i>April 13, 2022</i>
<i>Legal Reference(s):</i>	<i>20 U.S.C. § 1232f 28 C.F.R. § 35.101 28 C.F.R. § 35.107(b) 29 U.S.C. § 794 34 C.F.R. § 99.1 34 C.F.R. § 104.4 34 C.F.R. §§ 104.7(b), 104.61 34 C.F.R. § 100.6(d) 42 U.S.C. § 12132</i>
<i>Cross Reference:</i>	

Worksheet for Board Self-Evaluation of Governance Process Policies

Policy Number 4.4 Chair's Role
Time period being monitored: FY 25-26
Date Completed: 2/11/26

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

Policy Wording	Have we acted consistently with this item of the policy	Specific representative examples to support your response
The Chair, a specially empowered member of the Board, ensures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly:		
1. The assigned result of the Chair's job is that the Board behaves consistently with its own rules and those legitimately imposed on it from outside the organization. 1. Meeting discussion content will consist solely of issues that clearly belong to the Board to decide or to monitor according to board policy. 2. Information that is for neither monitoring performance nor board decisions will be avoided or minimized and always noted as such.		

3. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.		
2. The authority of the Chair consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Delegation, with the exception of (a) employment or termination of a Superintendent and (b) areas where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies. 1. The Chair is empowered to chair board meetings with all the commonly accepted powers of that position, such as ruling and recognizing. 2. The Chair has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the Superintendent. 3. The Chair may represent the Board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him and report such activity at the next meeting of the Board. 4. The Chair may delegate this authority but remains accountable for its use.		

5. The Chair will ensure that the Board fulfills its obligations and work to improve the Board's performance.		
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Which areas were rated as “some of the time,” “rarely,” or “never?”

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

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

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

WHEN will we reassess our progress?

Orange Southwest School District (OSSD)
Regular Board Meeting on Wednesday January 14, 2026
Randolph Elementary School
6pm
Minutes -- DRAFT

I. **Opening (6:00 pm)** called to order by Board Chair Anne Kaplan at 6:00 pm

- Board Attendance: *Ensuring a quorum – Board: Anne Kaplan, Aimil Parmelee, Beverly Lauchner, Ryan Anderson, Martha Hafner, Rachel Gaidys, Rachel Fish. Remote – Sam Hooper. Administration: Michael Clark, Robin Pembroke, Bob Worley, Wes Gibbs, Kyle Southworth, ORCA. Public (all remote): Alexandria McLaughlin, Avery McGill, Jane Ertel, Kelsey, Norie Belanger, Amanda Cotter, Sean McAnulty.*
- Meeting Purpose: Approve and Warn the Annual Budget for Orange Southwest School District:
- Review and Accept Agenda: Any changes needed? Meeting purpose? Are these the right agenda items? Is the right amount of time allotted?
Anne Kaplan requests to add an executive session, without the superintendent present, at the end of the public meeting to discuss the superintendent's contract.

II. **Ownership Linkage (6:10)**

- General Public Comment: Please hold comments on the budget until the second public comment. *The Board welcomes comment but is not able to take any action. Comments limited to 3 minutes per speaker.*
No public comment
- Up for Learning Presentation (Information)
Randolph Union High School students Shota Armstrong and Harold Quayle presented project work between RUMHS, White River Valley and Montpelier to develop a vision of what education could look like. Students collaborated with each other to develop awareness and identify issues. They met with community to share ideas, then returned to discuss learnings. The students discovered that while the schools themselves were very different, the students were looking for very similar things – increased learning opportunities, flexible pathways, encouragement to develop soft skills and to fail safely as an essential step in learning. Up For Learning students spoke with students in their schools and discovered great consistency across grade levels, with students stating having a voice in their education and being a real part of it was important. The students shared a slideshow which begins at 3:19 of the attached meeting recording.
- Facilities Update (Information/Board Discussion)
Facilities Directors Bob Worley and Wes Gibbs Updated the board on planned and in-progress projects around the district then moved into conversation about the replacement of the main transformer. They confirmed that the transformer could be moved and used in the future if the location and design of the school accommodate that. A proposal to renovate the climate control system at RES was introduced. RES is a 25 year old facility that was designed for future educational needs, and is in the best shape of all schools in the district. There is a perception of air quality issues, and there are moisture concerns in the building and while testing doesn't indicate any problems, there is an opportunity to update the environmental system at the school. Wes Gibbs addresses the complexity of maintaining outdated equipment rather than replacing

the systems with current technology and an eye to the future. Discussion turned to assessment of RES, administration requirements, permits, schematics and working with known contractors and engineers. Michael Clark discusses funding and time frame for this project, advising that this project be given good consideration. The board requests that they hear more about this at the February regular meeting.

- Updated Budget Numbers and Preliminary Data

Cost per pupil is 1.22% lower than last year. Michael Clark commends data manager Crystal Larocque and business manager Robin Pembroke for providing accurate, plentiful data which enabled the district to claim more students, reducing the per pupil cost. He outlined other cost savings that impacted the budget, and referenced his Superintendent's Report as well as the preliminary tax impact on page 102 of the board packet. Although these projections are dependent on state decisions still under consideration by the legislature, the OSSD projects a decrease of 4.22% from last year's rate.

- **Public Comment on Budget:** specific to the updated budget information. The Board welcomes comment but is not able to take any action. Comments limited to 3 minutes per speaker.

No public comment

- OSSD Budget Board Motion: I move to authorize the OSSD expenditure budget in the amount of 29,159,606.

Moved by Aimil Parmelee, seconded by Martha Hafner, passes unanimously with no abstentions.

- RTCC Budget Board Motion: I move to authorize the RTCC expenditure budget in the amount of \$3,605,569.

Moved by Rachel Fish, seconded by Aimil Parmelee, passes unanimously with no abstentions.

- Raven Budget Board Motion: I move to authorize the R.A.V.E.N. expenditure budget in the amount of \$347,436.

Moved by Aimil Parmelee, seconded by Ryan Anderson, passes unanimously with no abstentions.

- Next steps and Budget Timeline reviewed

Michael Clark points out that this meeting almost completes the budget process, with the informational, annual and town meetings finalizing things.

- Informational Meeting Motion: I move to approve the Informational Meeting date, time and location as presented – Thursday, Feb. 26 at 6 pm at Murray Auditorium, RUMHS, Randolph.

Moved by Rachel Gaidys, seconded by Aimil Parmelee, passes unanimously with no abstentions.

- Ballot:

- The Board needs to discuss the Operation reserve account and the Buildings reserve account and decide how to use the 2024-2025 reserve account. Please see the superintendent report for details about this.

Michael Clark discusses the strategy of not putting money into the operational reserve but instead into the building reserve. The board discusses.

- Annual Warning Approval

- Kyle will update the Annual meeting agenda based on what is decided above and share the warning at the meeting

Board Motion: I move to approve the 2026 annual warning as amended, and to place the full 2024-2025 surplus in the amount of \$1,887,000 in the OSSD Building Reserve Fund..

Moved by Martha Hafner, seconded by Beverly Lauchner, passes unanimously with no abstentions.

- Board seats on the Ballot (Discussion)

- Randolph – Beverly Lauchner (appointed) is up for election and will be running.
- Brookfield – Sam Hooper's term is expiring, he hasn't decided at this point if he is running again.

III. Board Process (7:00)

- Support Staff Negotiations Update (Information)
Michael Clark has a meeting scheduled with the Association Thursday, Jan 15.
- Annual Report to Voters from the Board
 - Board Motion: I move to approve the annual report as discussed.

Moved by Rachel Fish seconded by Aimil Parmelee, passes unanimously with no abstentions.

- Update on meeting with Legislators in February (Information)
Sam Hooper reports he has drafted the invitation email to legislators and is waiting for one email address before sending that off.

IV. Board Education (7:10)

- Reminder of Policy Governance Virtual Training January 22, 2026

V. Monitoring the Organization (7:15)

- Accept/Reject EL 2.4 & 2.5 (BMD 3.4.5) 2nd Read (Action)
Board discusses tabling EL 2.5 until all information is received rather than conditionally approving the item.
 - Board Motion: I move to approve Executive Limitation 2.4 as presented

Moved by Beverly Lauchner, seconded by Ryan Anderson, passes unanimously with no abstentions.

- Board Motion: I move to table Executive Limitation 2.5 until the February meeting.

Moved by Aimil Parmelee, seconded by Ryan Anderson, passes unanimously with no abstentions.

- Financials (EL 2.3 Financial Conditions) (Information)

VI. Policy Decisions for District Governance (7:30)

- Criminal History Record Checks Policy -- First Read
- B2 Volunteers and Work Study Students -- First Read
- C10 Prevention of Harassment, Hazing and Bullying -- First Read
- C14 Section 504 and ADA Grievance Protocol -- First Read

Michael Clark explains the purpose and any changes to each policy, Anne Kaplan notes that policies are required and are part of the Superintendent's charge in keeping the district compliant. Rachel Gaidys asks if, for the policies that are being approved due to staffing changes, the language could be modified to be more consistent with the position rather than the individual. Michael Clark is waiting for an answer from the VSBA on that issue.

VII. Monitoring the Board (7:45)

- *Board Self-Evaluation: Monitoring compliance with Board Governance Process and Board Management Delegation Policies.*
- GP 4.5 Board Members' Conduct & 4.6 Committee Principles – Self Evaluation (Discussion)
- District Quality Standards Survey (Discussion)

VIII. Consent Agenda (8:00)

- Vote on acceptance of Consent Agenda: *Items that the Board has previously delegated to the Superintendent, but that an external authority requires the Board to approve. The entire Consent Agenda is adopted by one motion, without discussion. However, an item can be removed from the Consent Agenda for discussion with a majority vote GP 4.3.4.*
- Approve Minutes from December 10, 2025 and Minutes from Jan 5, 2026
- Approve Annual Tuition Rate
- Set High School Choice Numbers (15/15)
- AOE Financial Management
- New Hires

Board motion: I move to approve the Consent Agenda

Moved by Aimil Parmelee, seconded by Ryan Anderson, passes unanimously, no abstentions.

IX. Closing/Incidental Information (8:10)

- Superintendent's Report

Discussion of calendar as well as noting that Cara Houston has submitted her resignation as Brookfield principal effective June 30, 2026.

- Ends Snapshot

Michael Clark introduces the ENDS snapshot and reminds that winter break fell during this report

- Action Item Recap

X. Executive Session

I move to find that premature general knowledge regarding the superintendent's contract clearly places the board at a substantial disadvantage because the board risks disclosing its negotiation strategy if it discusses the superintendent's contract in public

Moved by Aimil Parmelee, seconded by Ryan Anderson, passes unanimously, no abstentions.

I move to enter Executive Session, without the superintendent present, for the purpose of discussing the superintendent's contract under Title 1, Section 131 (a)(1).

Sam Hooper seconds, the motion passes unanimously.

Moved by Aimil Parmelee, seconded by Rachel Fish, passes unanimously, no abstentions.

Board enters Executive Session at 8:13 pm.

Future Meetings

- Agenda Planning Meeting: Tuesday February 3 at 6 pm
- RAB Meeting: 5 PM RUMHS
- Regular Board Meeting: 6pm February 11, 2026 at RUMHS

Respectfully submitted,

Kyle M Southworth 01/16/2026

Kyle M. Southworth, Administrative Assistant

FORM FOR TAKING MINUTES AT
EXECUTIVE SESSION

Name of Board: OSSD

Date of Meeting: Jan. 14, 2026

Continuation of minutes provided by Martha Hagner

Executive Session

8:13 p.m. A motion was made (Amil Parmelee) & seconded
(Rachel Fish) to enter Executive Session to discuss
_____ (with the ^{out}superintendent present*).

Passed unanimously (or vote: ✓yes; no; abs.).

*cross out this section if supt. is excused from Exec. Session.

_____ p.m. The board exited Executive Session.

As a result of the executive session:

no action was taken

With no further business to discuss, a motion was made by _____ and
seconded by _____ to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Martha Hagner

New Hires

Lanie Thayer, Substitute

Toni Sferlazza, RTCC Vocational Teacher

Lindsay Wissink, Nurse, substitute

Adam Cushman, Benefits & Employment Specialist

Bill Garvey, Food Service

Resignations

Brenda Perkins, Paraprofessional

Cheryl Vincent, Teacher

Orange Southwest School District

2026-2027 School Calendar

August 2026				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Student	4	Cumulative	4
Staff	9	Cumulative	9

Aug 17-18 New Faculty Orientation

Aug 19-25 In-Service -- (Staff)

Aug 26 First Day of School -- Students

Aug 27-28 Kindergarten Half-Days

September				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Student	21	Cumulative	25
Staff	21	Cumulative	30

Sept 7 Labor Day (No School)

Sept 25 Early Release/Half Day In-Service (Staff)

October				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student	21	Cumulative	46
Staff	21	Cumulative	51

Oct 12 Indigenous Peoples Day (No School)

Oct 16 Early Release for Fall Conferences

Oct 23 Early Release for Fall Conferences

November				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Student	17	Cumulative	63
Staff	17	Cumulative	68

Nov 10 Veterans Day (No School)

Nov 25-27 Thanksgiving Break (No School)

December				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Student	16	Cumulative	79
Staff	16	Cumulative	84

Dec 23-31 Winter Break (No School)

January 2027				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Student	19	Cumulative	98
Staff	19	Cumulative	103

Jan 1 New Years Day/Winter Break (cont'd)

Jan 18 Martin Luther King Day (no school)

Jan 29 Early Release/Half Day In-Service (Staff)

February				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Student	15	Cumulative	113
Staff	15	Cumulative	118

Feb 22-26 February Break (No School)

March				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Student	20	Cumulative	133
Staff	21	Cumulative	139

Mar 1 & 2 (No School)

Mar 8 Spring Conferences (No School)

Mar 26 Early Release/Half Day In-Service (Staff)

April				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student	17	Cumulative	150
Staff	17	Cumulative	156

Apr 19-23 Spring Break (No School)

May				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Student	20	Cumulative	170
Staff	20	Cumulative	176

May 28 Early Release/Half Day In-Service (Staff)

May 28 Senior Project Defenses

May 31 Memorial Day (No School)

June				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Student	9	Cumulative	179
Staff	9	Cumulative	185

Jun 11 Last Day for Students if no snow days

1/2 Day In-Service (pm)

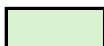
Jun 18 Last Day for Students if 5 snow days

1/2 Day In-Service (pm)

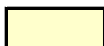
Key

 First Day (students)

 Holidays and Breaks (No School)

 Staff In-Service (No Class)

 1/2 Day In-Service Day (Early Release)

 Last Day (Students) if no snow days/
1/2 Day In-Service (pm)

 Last Day (Students) if 5 snow days/
1/2 Day In-Service (pm)

Orange Southwest School District

Consent Agenda Form –

Description of the item requiring Board approval:

OSSD is requesting the expenditure of Transportation Carryover/Reserve funds to add one Hybrid Van to the fleet to accommodate a new route.

Reason for required approval including applicable policies:

In accordance with policy 2.4, the Board must approve all expenditure 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 \$48,550 for the purchase of one hybrid van including a camera system and radio.

The Orange Southwest School District transportation reserve fund has \$965,014 available and therefore has sufficient funds to cover the proposed expenditures.

Signed:

Date:
Feb. 6, 2026

Orange Southwest School District

Consent Agenda Form –

Description of the item requiring Board approval:

Transportation is looking to add one Hybrid Van to our fleet to accommodate a new route.

Reason for required approval including applicable policies:

We are looking to use the Transportation Fund Reserve for the purchase of the van, cb radios and camera systems.

Evidence demonstrating policy compliance (attach any necessary documents):

I am attaching three quotes for busing.

- 1) Kia Carnival Hybrid, \$45,000 + Camera system \$2,450 and Radio \$1,100 (Prestons Kia)
- 2) Toyota Sienna, \$50,179 + Camera system \$2,450 and Radio \$1,100 (White River Toyota)
- 3) Chrysler Pacifica, \$47,852 + Camera system \$2,450 and Radio (Mcgee) \$1,100

I would propose that we go with the Kia Carnival.

Signed: Date:

Feb 5, 2026

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.



February 04, 2026 3:44 PM

Proposal Prepared For

Craig Russell
crussell@orangesouthwest.org
(805) 440-1709

Your Deal Breakdown

MSRP / Market Value	\$49,625.00
Selling Price	\$49,625.00
Sales Sub Total	\$49,625.00
State Taxes And Fees	\$155.00
Doc Fee	\$399.00
Final Price	\$50,179.00



2026 Toyota Sienna
N29778 · 5TDYSKFC2TS237908
Trim XLE AWD 7-Passenger
Exterior Blueprint
Interior Gray
Miles 53

Your Sales Consultant

Robin Morgan
rmorgan@drivewhiterivertoyota.com
(802) 299-2817

Guest Signature

Manager Signature

SPONSOR FIN IN CREDIT APPROVAL

Includes all discounts, rebates, and incentives



Purchase Agreement

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

Buyer	Co-Buyer	Vehicle
Orange Southwest School District (no name) 24 CENTRAL ST Randolph, VT 05060 crrussell@orangesouthwest.org		2026 Kia Carnival Hybrid EX VIN: KNDNC5KA3T6121509 Stock #: K26135 Mileage: 10 Color: Blue

Purchase Details	
Retail Price:	\$44,970.00
Sales Price:	\$44,153.00
Savings:	\$817.00
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$148.00
Proc/Doc Fees:	\$699.00
Total Taxes:	\$0.00
Total Sales Price:	\$45,000.00
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Cash Down:	\$0.00
Cash Price:	\$45,000.00

X

Customer Signature

Date

X

Manager Signature

Date

Disclaimer:

With Approved Credit.

Printed 2/5/26 2:24 PM



Date/Time: Feb 4, 2026 04:00 PM

Buyer: Craig Russell

Phone:

Phone:

Salesperson: Rob Collins

2026 Chrysler Pacifica, Body Type:

Color: Blue, 150 Miles VIN:2C4RC3BG3TR218678

Cash	Balance Due
\$ Down	
\$0	\$47,852

MSRP/Retail	\$51,950.00
Discount	\$1,254.00
Selling Price	\$50,696.00
REGISTRATION	\$15.00
TITLE FEE	\$42.00
DOCUMENT FEE	\$599.00
Subtotal (Selling Price +	\$51,352.00
Rebates	\$3,500.00
Total Balance Due	\$47,852.00

X

Customer Signature

Date

X

Manager Signature

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.



Orange Southwest School District

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Michael J. Clark, Superintendent

Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

Mindybeth Pike, Director of Curriculum and Student Achievement

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February Board Report

Prepared by Michael J. Clark

6 February 2026

Budget Information

During the FY27 budget development process, our primary focus was maintaining as many student-centered services as possible while limiting budget growth. As a result, the proposed budget reflects a **decrease** of \$191.69 or 1.22%, in the cost per equalized student.

This was achieved by limiting the overall expenditure increase to 3.07% while increasing our long-term weighted average daily membership by the equivalent of 28.01 students (a 2% increase).

Significant service and budget adjustments include:

- Transitioning a 0.5 FTE elementary physical education position from grant funding to the local budget
- A projected \$800,000 increase in out-of-district special education placements
- Eliminating the Assistant Superintendent position and replacing it with a Director of Curriculum and Student Achievement
- Eliminating the Associate Principal position at Randolph Union High School and restructuring responsibilities
- Eliminating the Assistant Director of Special Education position (0.5 FTE local / 0.5 FTE IDEA) and replacing it with an Inclusion Specialist funded through Medicaid surplus and IDEA funds (with sufficient surplus to sustain the position for approximately three years)
- Removing an unfilled OSSD-level interventionist position
- Transitioning teacher laptops to high-end Chromebooks



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Overall Impact

These adjustments result in an estimated cost of \$15,539.41 per equalized pupil, keeping OSSD under the Excess Cost Threshold.

Preliminary Tax Rate Outlook

Please note that these projections depend on state decisions still under consideration by the legislature. Based on data released with the annual tax letter:

- The OSSD equalized homestead tax rate is projected at **\$1.7561**, a **decrease of 4.22%** from last year's rate of \$1.8301.

The table below shows the expected tax rate for each of our towns, taking all of the factors discussed above into account.

Town	*2025-2026 Tax Rate	CLA	*2026-27 Tax Rate	Annual	Monthly
				Change**	Change**
Braintree	\$1.9254	62.87%	\$1.9644	\$97.5	\$8.13
Brookfield	\$1.5723	76.60%	\$1.6123	\$100	\$8.33
Randolph	\$1.2842	94.93%	\$1.3010	\$42	\$3.50

* Per \$100 of assessed value

** Based on a \$250,000 property value



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Ballot Language

Article IX: Shall the voters of the Orange Southwest School District approve the school board to expend \$29,159,606, which is the amount the school board has determined to be necessary for the ensuing fiscal year? The Orange Southwest School District estimates that this proposed budget, if approved, will result in per pupil education spending of \$15,339.41, which is 1.22% lower than per pupil education spending for the current year.

Article X: Shall the voters of the Orange Southwest School District approve the transfer of \$1,887,000 in surplus funds from the 2024-2025 school year to the Building Reserve Fund?

Open Board Seats

Neither the Brookfield nor Randolph board seats scheduled for election this year received candidate petitions. As a result, these positions may be filled either by a successful write-in candidate who receives the required number of votes (as defined by statute as the lesser of 30 votes or 1% of the electorate) or, if no write-in candidate is elected, by appointment of the Board.

I recommend that the Board consider making the promotion of interest in board service and succession planning a priority for the coming year.

Annual School Report

I'd like to thank everyone who was involved in creating this year's annual report. The report gives a clear picture of what is happening in the schools as well as shares the financial picture. Each year we print copies of the Annual School Report and they are available at the Schools, Town Offices, and Libraries. The report is also available as a PDF on the OSSD website and this year we have a new innovative electronic flipbook of the report which is available at <https://heyzine.com/flip-book/c35baf063a.html>

Annual Informational Meeting and Annual School Meeting

The OSSD Budget Informational Meeting is February 26, 2026 in the RUHS Murray Auditorium at 6:00 p.m.

The OSSD Annual School Meeting is March 2, 2026 in the RUHS Murray Auditorium at 6:00 p.m.



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Criminal Justice and Health Careers Program Closures

At last month's Board meeting, administration shared ongoing concerns regarding low enrollment in the Criminal Justice and Health Careers programs at RTCC. During that meeting, administration presented a budget that included the closure of both programs, along with a proposed alternative pathway to provide students and community members access to an LNA program. The Board subsequently adopted that budget.

The next step in this process is for the OSSD Board to take formal action to close the programs. An appropriate motion would be:

I move to close the Criminal Justice and Health Careers programs effective for the 2026–2027 school year.

Brookfield Principal Hiring Advisory Committee

The Brookfield Principal Hiring Advisory Committee is forming and will have its first meeting on February 11, 2026 to discuss the process as well as identify the knowledge, skills, qualities, and experiences we are looking for as we go through the hiring process. Candidate applications will be reviewed on March 4, 2026. The first round of interviews are scheduled for March 17, 2026.

2026-2027 Draft School Calendar

Included with this report is a draft of the 2026–2027 OSSD School Calendar. As a reminder, under current statute each Technical Center Region is required to develop a common calendar consisting of 175 common school days. I have been collaborating with the superintendents of WRVSU and CVSU in developing this calendar. The calendar is up for approval in the consent agenda. .

Executive Limitation 2.5 Emergency Superintendent Succession

High School Principal Lisa Floyd has agreed to serve as the temporary Superintendent in the event that an emergency superintendent succession is required. In addition to the regular cabinet meetings in which all members participate—meetings that support and reinforce the shared leadership culture within OSSD—Principal Floyd and I meet biweekly for individual one-on-one meetings. These meetings provide an opportunity to ensure that Principal Floyd is fully informed of any major initiatives, priorities, or situations that may not be fully addressed through regular leadership meetings.



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Additionally, as noted in the observable conditions, “The Administrative Assistant to the Superintendent is knowledgeable about all major initiatives before the Superintendent and maintains a thorough understanding of his schedule. Additionally, she is able to direct individuals to appropriate resources or personnel.” These established connections and systems will enable Principal Floyd to quickly acquire any necessary information and assume responsibilities effectively in an emergency succession situation.

With this update, I am able to report full compliance with EL2.5: Emergency Superintendent Succession.

Superintendent Contract

I would like to thank the board for the updated contract offer. I have accepted all of the proposed changes the board put forward in their latest proposal and look forward to continuing to work with OSSD.

Support for Rutland City School District’s exploration of Policy Governance

On January 27, 2026, Board Chair Anne Kaplan and I traveled to Rutland at the invitation of the Rutland City School Board to discuss policy governance. As they considered a transition to a Policy Governance model, board members raised a number of thoughtful questions.

It was both informative and rewarding to share how Policy Governance has supported our district’s success and to discuss the work our Board has undertaken to clearly define its Ends and Executive Limitations.

Up For Learning Update

I am extremely pleased with the work undertaken by students from Orange Southwest, White River Valley, and Montpelier to articulate a shared vision for a merged district in the Central Vermont region. As I have previously shared with the Board, working with these 25 students has been one of the true highlights of my work as superintendent.

I am now proud to share that this student group has been invited to provide testimony to the Vermont House Education Committee on Friday, February 13, 2026, at 11:30 a.m., and to the Vermont Senate Education Committee later that day at 1:15 p.m. To my knowledge, this is the only student group bringing a regional student voice to either the House or Senate on a vision for Vermont public education.



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I greatly look forward to seeing them present and to the leadership they continue to demonstrate on behalf of students across our region.

Teacher Appreciation Week

This year, Teacher Appreciation Week will be celebrated May 4–8. Traditionally, the School Board has partnered with local businesses to provide OSSD educators with a \$10 gift card in recognition of their service.

Given the many changes currently shaping Vermont education, this may be an opportune time to bring the OSSD community together in a different way. One idea to consider is providing educators with an item of Orange Southwest School District apparel as a means of celebrating our shared identity and reinforcing our collective sense of community.

If this is an initiative the Board is interested in pursuing, I would be happy to coordinate the effort on the Board's behalf.

FY 2026–2027 Budget Development Timeline

September 17, 2025

- Budget timeline and template reviewed with Leadership Team

September 17 – October 17, 2025

- Administrators complete budget templates for their respective areas

October 8, 2025 (Public Participation Encouraged)

- Budget timeline presented to the OSSD Board

October 15, 2025 (Public Participation Encouraged)

- Monthly Community Google Meet with the Superintendent to Review the outcome of the board meeting (meet.google.com/bco-dimc-wrf)

October 20 – 31, 2025

- Budget discussions held with Central Office Leadership and:

- Elementary Principals



Orange Southwest School District

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Telephone (802) 728-5052

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Robin Pembroke, Business Manager

Kayla Link, Director of Special Education

Mindybeth Pike, Director of Curriculum and Student Achievement

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- RUHS Administrative Team
- RTCC Leadership
- Raven Program
- Technology Director
- Facilities Director
- Transportation Director
- Special Education Department
- Central Office Staff

November 12, 2025 (Public Participation Encouraged)

– First draft of the FY27 Expenditure Budget presented to the Board, including preliminary education finance context

November 13 – 20, 2025

– Board feedback shared with Leadership Team; deeper review at November 19 Cabinet Meeting (if necessary)

November 19, 2025 (Public Participation Encouraged)

– Monthly Community Google Meet with the Superintendent to Review the outcome of the board meeting (meet.google.com/bco-dimc-wrf)

November 19 – December 4, 2025

– Ongoing budget development continues

December 10, 2025 (Public Participation Encouraged)

– Second draft of the FY27 Expenditure Budget and draft Revenue Budget presented to the Board

– Tax Commissioner's December 1 Letter expected

– Awaiting LTWADM and CLA data

December 11 – 19, 2025

– Additional Board feedback reviewed



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December 17, 2025 (Public Participation Encouraged)

– Monthly Community Google Meet with the Superintendent to Review the outcome of the board meeting (meet.google.com/bco-dimc-wrf)

December 17 – January 1, 2026

– Final revisions and preparation for Board approval

January 14, 2026 (Public Participation Encouraged)

– Final FY27 Budget presented for Board discussion and approval if not finalized at the December 10, 2025 meeting.

– Special meeting scheduled if needed

Mid–Late January 2026

– Budget data submitted to town clerks for inclusion in town reports

February 26 2026

– Budget informational meeting at the RUHS Murray Auditorium at 6:00 p.m.

March 2, 2026

– Annual School Meeting at the RUHS Murray Auditorium at 6:00 p.m.

March 3, 2026

– Town Meeting Day

Happy School Board Appreciation Month!

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

Ends Snapshot

February 2026 Update

At its October 2025 meeting, the Orange Southwest School District (OSSD) Board adopted the following amended Ends for the district. The administration believes it is essential to keep the Board regularly informed about specific progress toward achieving these Ends.

To that end, in addition to the traditional annual End-of-Year Ends Report, the administration will prepare an Ends Snapshot Report to share with the Board at each monthly meeting. These monthly reports are not intended to capture every initiative or activity related to the Ends across the district. Rather, they will highlight selected examples of ongoing work to help the administration, Board, educators, students, and the broader community better understand how we are ensuring that OSSD graduates possess strong academic and essential life skills and are prepared to actively contribute to their communities.

We anticipate that the format and content of these reports will evolve over time to provide a more comprehensive and efficient picture of our progress. We welcome your feedback as we refine this process.

Policy Title 1.0 Ends Statement:

All students of Orange Southwest Schools will graduate with strong academic and essential life skills, prepared to actively contribute to their communities, as supported by community-approved resources.

The above will be achieved through the following priorities:

- 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, curiosity, 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

February Snap Shot

1.1 A rigorous academic foundation

1.1.1 ELA (Reading, writing, listening, communicating)

- RES: We are kicking off I Love to Read month with a school wide assembly. Encouraging and celebrating students are completing reading logs. This is partnership with all unified arts classes, classroom teachers and all staff. Early grades are working on creating class books to keep in their classroom libraries and the school wide library. We are holding data dive meetings in both our team meetings and our PLC in the month of February.
- RU: 8th grade English is beginning to work with a Midsummer Night's Dream and the 7th grade is drafting narratives based on what they are learning about the middle ages.
- RTCC: Elec: Lab Reports, Newela (weekly), NEC Interpretation CJ SkillsUSA Report and Interview prep

1.1.2 Mathematics

- RES: We have had a refocus on math launch. This was a nice chance to revisit this and bring it back to the front.
- OSSD: RU Math Pilot Round 2
- RU: VT Math Fair project selection for students has begun. UVM math test (for volunteering students) has been announced for March.
- RTCC: CUL: Valentine's Day fundraiser/ costing Elec: Box fill calculations, Transformer calculations, solar calculations, Material list pricing, Conductor sizing, Conduit fill, Ohms Law, Series/Parallel circuit calculations. CJ Math in CJ/speed estimation project

1.1.3 Science and technology

- RES: District science committee met this month to work on forwarding our science curriculum. 3rd/4th grade team taking their semester for STEM.
- RU: Chemistry classes are developing in depth research projects
- RTCC: CUL: Beginning our nutrition segment Elect: Transformers, Electric Motors, Amateur radio, Renewable Energy CJ VR Tech Projects and Drone Proficiency continue
- OSSD: Finished faculty AI stakeholder feedback sessions

1.1.4 Social studies

- BRN: 2nd Grade learning how to use their Chromebooks to program Robots. IEP students who have had behavioral challenges in the class prior are exceeding expectations.
- RU: 9th Grade USH: Foundations of U.S. Government Summative (Articles of Confederation, U.S. Constitution, & Bill of Rights)

- RTCC: The Greenland Crisis and its effects on US bi-lateral relation with Europe. (Changing of the world order) CJ Current Events Project

1.1.5 Arts

- RU: MS: Balance with Name Blocking and Blending AdjectivesProject. Arch: Mini diagrams of exterior glossary items D/P: Baba Yaga houses, construction, safety Yrbk: Filler pages and fair use
- RTCC: CUL: Designing posters and presentations on vitamins and minerals Elec: Tech project. CJ Virtual Reality Persistent World Dialogue
- OSSD: Chandler visited BRK with Nomfusi

1.2 Life skills, personal development and self-care

1.2.1 Vocational skills

- RTCC: CUL: Catering events Elec: SkillUSA prep CJ SkillsUSA prep Elec:Weekly individual academic and SEL 1:1 checkin with program teacher
- RES: We have several students that are 'working' in the cafeteria to support vocational and life skills work.

1.2.2 Wellness

- RES: After school yoga opportunity
- RTCC: CUL: Yoga and meditation once a week for supplemental PE credits CJ incorporates Academy Physical fitness readiness
- DESSA data dive and commitment to push out lessons in elementary school to support SEL learning.

1.2.3 Financial literacy

- RU: Economics: Personal Finance unit covers budgeting, saving and investing, debt and credit
- RTCC: CUL: Reading hospitality financial documents, extensive costing and pricing, recipe conversions

1.2.4 Self-direction

- RES Our PBIS goal for January was to work on student goal setting and advocacy. Classes have focused on students setting goals for themselves in either an academic or SEL growth need.
- RU: PBL challenges center student choice and voice and student autonomy within a rigorous framework: a number of students are leading projects to benefit the community.
- RTCC: Meeting with School counselor in regards to career goals, skills, resume writing, applying for jobs and aspirations and weekly open college hours. CUL: College application and job application support

1.2.5 Social-emotional skills

- RTCC: school wide direct 1:1 counseling students on self awareness, management and social skills, group counseling, grieving group counseling, Counselor drop-in presentations on SEL topics by program

1.2.6 Critical thinking, curiosity, and creativity

- RES: Destination Imagination programs happening afterschool for grades 3-6
- OSSD: Up for Learning trip to the State House
- BRN: We are providing instruction around collaboration.. This includes picture books, activities, and other high engagement items that help them understand "we're in this together."
- RTCC: Elec: Circuit wiring concepts CJ Virtual Reality Tech Projects

1.3 Community engagement and global citizenship

1.3.1 Global awareness (including world languages)

- RES: In January, we held a very successful family event, our mini-golf night. This was one of our most well-attended family event. In February we held a prek family sledding event.
- RU: AP Statistics collaborates with Public Assets Institute to develop investigative project
- RU: During Hispanic Heritage month, all Spanish students learn about *world geography of Spanish--speaking countries; *cultural context of car street racing in antique Cuban cars.
- RTCC: CUL: International cheese tasting during dairy unit

1.3.2 Civics

- OSSD: Up for Learning trip to the State House
- RU: 9th Grade USH: Foundations of U.S. Government Summative (Articles of Confederation, U.S. Constitution, & Bill of Rights)
- RTCC: Deterrence - How does the proliferation of weapons impact a country's ability to defend itself. CJ Right to Assemble project

1.3.3 Community involvement

- OSSD: Up For Learning Testimony with House and Senate Ed Committees
- RTCC: CUL: working with RUHS PBL class to serve hot meals to unhoused Elec: Field Trip to Huntington Homes

1.3.4 Care for the environment

- BRN: Student council / RTCC thinking about a collaboration around storytelling.
- RES: Recycling student leaders weekly manage our recycling in the building
- RTCC: CUL: Composting program with cafeteria to feed local chickens

1.3.5 Respect for and inclusion of diversity

- RTCC: Black History Month - Understand the key figures and significance of various civil rights events throughout our country's history.