

MINUTES
Orange Southwest School District (OSSD)
Regular Board Meeting on Wednesday March 11, 2026
Brookfield Elementary School
6pm

[Click Here](#) for a video recording of the meeting.

I. Opening (6:00 pm)

- Superintendent Michael Clark calls meeting to order at 6:00 pm. He will facilitate the meeting until a new Board Chair is elected.
- **Board Attendance:** *Ensuring a quorum*

Board members: Martha Hafner, Anne Kaplan, Aimil Parmelee, Bev Lauchner, Ryan Anderson, Ray Zapata, Rachel Gaidys. Administration: Michael Clark, Kyle Southworth, ORCA Media. Guests: Lynn Tabor.

- **Meeting Purpose:** Election Results and Board Reorganization
- **Review and Accept Agenda:** Any changes needed? *Meeting purpose? Are these the right agenda items? Is the right amount of time allotted?*

No changes requested.

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.*

Lynn Tabor, Tunbridge resident and Randolph Elementary paraprofessional speaks to how they feel paras are overlooked in the operation of the schools. They feel the lack of staff impacts on the learning and positive environment of the schools, feels paras aren't represented as well as they could be. Suggests pay and general culture at the schools are significant in the district's challenges in finding and keeping paraprofessional staff. Michael Clark responds by directing them to their union rep, clarifying that representation is available for eligible union and non-union members alike. They also discussed briefly the monthly voluntary faculty and staff meeting and how to participate in that.

- **Introductions of Board Members and OSSD School Administration**

Board members go around the table, introducing themselves to Ray Zapata, the newest board member.

- **Board Reorganization (Motion for each item will be needed)**
 - **Chair**

VOTE: Anne Kaplan moves to nominate Aimil Parmelee as Board Chair. Seconded by Ryan Anderson. Motion passes unanimously.

- **Vice Chair**

VOTE: Aimil Parmelee moves to nominate Anne Kaplan as Vice Chair. Seconded by Ryan Anderson. Motion passes unanimously.

- **Clerk**

VOTE: Ryan Anderson moves to nominate Ray Zapata as Board Clerk. Seconded by Anne Kaplan. Motion passes unanimously.

- **Board Member to sign in absence of Chair**

VOTE: Ryan Anderson moves to authorize Anne Kaplan, as Vice Chair, to sign in the absence of the Chair. Seconded by Ray Zapata. Motion passes unanimously.

- **Standing Committees**

- **Teacher Negotiations**

VOTE: Martha Hafner moves to accept Ryan Anderson, Rachel Gaidys and Aimil Parmelee to the Teacher Negotiations committee. Seconded by Anne Kaplan. Motion passes unanimously.

- **Support Staff Negotiations**

VOTE: Rachel Gaidys moves to accept Anne Kaplan, Bev Lauchner and Martha Hafner to the Staff Negotiations committee. Seconded by Ryan Anderson. Motion passes unanimously.

- **Regional Advisory Board for RTCC**

VOTE: Anne Kaplan moves to accept Ray Zapata to the Regional Advisory Board. Seconded by Bev Lauchner and Rachel Gaidys. Motion passes unanimously.

- **Set meeting date and time**

VOTE: Anne Kaplan moves to maintain the current board meeting schedule of the 2nd Wednesday of the month, rotating school locations. Seconded by Ryan Anderson. Motion passes unanimously.

- **Review and affirm meeting procedures**

VOTE: Anne Kaplan moves to affirm that the board has reviewed the procedures and accepts them after striking the assistant superintendent reference. Seconded by Martha Hafner. Motion passes unanimously.

- **Decide parliamentary procedures (Roberts Rules for small boards)**

VOTE: Ray Zapata moves to accept use of Roberts Rules for small boards. Seconded by Ryan Anderson. Motion passes unanimously.

- **Set posting locations for Warnings**

VOTE: Anne Kaplan moves to warn school board meetings at all district schools, Randolph/Brookfield/Braintree Town Clerks', the OSSD website and the Herald of Randolph or WCVR. Seconded by Ryan Anderson.

Martha Hafner requests that the motion be amended to include the Randolph Senior Center to inform that population more easily about meetings. Discussion about posting requirements, and commitment of agencies to those postings. Michael Clark agrees to contact the senior center to see if they would like to be informed of meetings, so they might voluntarily post the information.

Original motion, unamended, passes unanimously.

- **Designate Official Newspaper**

VOTE: Ryan Anderson moves to designate the Herald of Randolph as the official newspaper. Seconded by Bev Lauchner. Motion passes unanimously.

- **Discuss and adopt Code of Ethics**

Discussion about this being a VSBA recommendations, and reflects base ethical expectations.

VOTE: Bev Lauchner moves to accept the Code of Ethics as written.

Seconded by Ray Zapata. Motion passes unanimously.

- **Review and reaffirm Conflict of Interest Policy**

VOTE: Ryan Anderson moves to accept the policy as written. Seconded by Anne Kaplan. Motion passes unanimously.

- **Review best practices for communication**

Michael Clark reminds board that any communications may be subject to the Freedom of Information Act, best practice is to use OSSD email and devices for board business. They also note that Open Meeting Law restricts board communications involving a quorum to warned meetings only.

- **Budget and Annual Meeting Debrief**

Michael Clark speaks to the great voter turnout at Town Meeting polls this year, and the good support of the budget. Robin Pembroke, OSSD business manager, did an amazing job of condensing the district financial data into a palatable, understandable amount of information. Discussion of if news of the OSSD budget got out to the towns/communities at town meeting. Anne Kaplan mentions posts on Front Porch Forum, Martha Hafner suggests comparing budget votes from past years. Ray Zapata responds that year-to-year comparisons may not be the most effective, suggests looking across the state at other budgets that passed. Martha Hafner is concerned that 2-1 is perhaps not as supportive as it should have been.

Michael Clark states that having board candidates on the ballot would be helpful. Board Chair Aimil Parmelee says that at the next meeting the board will craft the annual agenda, and expiring terms and deadlines should be considered in that planning. Discussion of the low attendance at both the informational meeting and the annual meeting, Rachel Gaidys says the public doesn't attend meetings when they are happy with what's happening. Ray Zapata inquires if the district has a social media presence, Michael Clark responds that schools are now prohibited from posting on social media (specifically Facebook), Parent Square is the secure manner of communication. Michael Clark references the monthly community Google Meet they host the third Wednesday of every month, as well as the monthly faculty/staff Google Meet held on the first Wednesday, as sources of information for the school and wider communities. Ray Zapata suggests the board be more active in reaching out to the community on social media, Aimil suggests the ownership linkage committee explore this further.

- **Legislative Updates**

Discussion of H.205, an act regarding non-compete clauses – currently the statute holds that a teacher who breaks a contract cannot work for another school district in the

state for that same school year. This assures that a district that has hired a full slate of educators for a school year will not be left short-staffed mid-year with little notice. The question has been raised as to whether this is a non-compete clause. The VSBA, VSA and other agencies are reviewing to find a solution to this.

Law enforcement and immigration protocols as well as re-districting maps were also reviewed. Details on these may be found in the March Superintendent's Report.

III. Board Process (7:20)

- **Support Staff Negotiations Update**

Michael Clark reports that the Association and the District have exchanged proposals, suggests that the staff negotiations committee may want to meet to review the proposal before the next negotiations meeting scheduled for Thursday, March 19 at 5 pm.

- **Teacher Appreciation Idea (Celebrated Week of May 4-8)**

Michael Clark is currently working on the idea previously discussed, it's progressing . . .

IV. Board Education (7:30)

- **Reminder of Policy Governance Virtual Training March 26, 2026**

Discussion of upcoming virtual training as well as other trainings that are available. Aimil Parmelee suggests board education should be on next month's agenda to more thoroughly explore while working on the annual agenda.

V. Monitoring the Organization (7:35)

- **2nd Read EL 2.3 Financial Conditions & Activities and 2.6 Asset Protection (Action)**

VOTE: Anne Kaplan moves to accept EL 2.3 Financial Conditions & Activities as written. Seconded by Ryan Anderson. Motion passes unanimously.

VOTE: Anne Kaplan moves to accept EL 2.6 Asset Protection as written. Seconded by Ryan Anderson. Motion passes unanimously.

- **Financials (Information in support of EL 2.3 Financial Conditions)**

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

- **Cell Phone Policy Second Read (Action)**

VOTE: Ryan Anderson moves to accept the cellphone policy as written. Seconded by Bev Lauchner. Motion passes unanimously.

- **Behavior Threat Assessment Policy (First Read)**

Michael Clark advises this is required by the Agency of Education.

VII. Monitoring the Board (7:55)

- *Board Self-Evaluation: Monitoring compliance with Board Governance Process and Board Management Delegation Policies.*

- BMD 3.0 Global Governance-Management Connection – Self Evaluation (Discussion)

Aimil Parmelee, Board Chair, leads the discussion among board members.

VIII. Consent Agenda (8:10)

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 February 11, 2026
- New Hires
- IT Request to Use Funds

VOTE: Martha Hafner moves to approve the consent agenda. Seconded by Ryan Anderson. Motion passes unanimously.

IX. Closing/Incidental Information (8:10)

- Superintendent's Report
 - **Ends Snapshot**

Michael Clark advises the board that the search for a Brookfield Principal is progressing, the interview process begins next week. The Up For Learning team gave testimony last month at the House and Senate, and has been invited to give the keynote address on the second day of the VSA/VSBA spring conference. Michael Clark gives much applause to all of the students involved.

Ends Snapshot is reviewed briefly, with Michael Clark explaining how the new process allows the Board, as well as the cabinet, to see progress in a real time manner rather than looking back a year.

- **Action Item Recap**

Items added to next month's annual agenda planning (training, expiring terms)

Michael Clark to contact Randolph Senior Center

Policies and procedures to be updated and posted

With no further business, Amil Parmelee adjourns the meeting at 7:33 p.m.

X. Executive Session

Future Meetings

- Agenda Planning Meeting: Tentatively Tuesday March 31st at 5 pm
- Regular Board Meeting: 6 pm April 8, 2026 at Braintree Elementary

Respectfully submitted,

Kyle M Southworth

Kyle Southworth, Admin. Assistant

3/12/2026