

OSSD Meeting 12/2/2021

Attendance: Anne Kaplan, Chelsea Sprague, Hannah Arias, Megan Sault, Brian Baker, Ashley Lincoln, Rachel Gaidys, Katja Evans, Layne Millington, ORCA

Agenda Item I:

Board attendance confirmed to have a quorum. Anne Kaplan went over the items to be discussed at the meeting. Although there was not a board evaluation form available, Ms. Kaplan asked someone to “use their own judgement” in evaluating the meeting. Ashley Lincoln volunteered to evaluate.

Agenda Item II:

No public comment. Anne Kaplan had sent board members the VSBA proposal for board education, and it was noted that it was not exactly what the board was looking for. Ms. Kaplan met with Susan Holsom, who provides education and support to boards. She also met with another woman, Jackie, who was proposed to provide 5 hours of training to the board, to include an overview of Policy Governance training, lead a board self-evaluation, and help to make a training plan for the board for what the board feels it needs (ex. Policy, process). The cost is \$120/hour, which would come to a total of \$600. It was considered if the education portion of the board agenda could be used for this training. Anne and Katja did not feel this was productive, and would be too lengthy during meetings. Katja asked the board if the training was of value. The training would need to be concluded by Feb 1, 2022. It was noted we follow the trademark Policy Governance, and have been since before the merging of the OSSD district. Brian Baker moved that Anne Kaplan contact the VSBA on the board’s behalf to request an extension of the training timeframe to August. Megan Sault seconded. No discussion, vote was unanimous.

Anne Kaplan attended the VSBA Annual Conference. She noted a particularly effective speaker who focused on stress, conflict, and conflict resolution. The speaker was recorded, so Ms. Kaplan to find out if it is available and if so will share with the board.

The board discussed what members would like included in the report to voters to be included in the town report. Items to be included are: information regarding our ends, an acknowledgement of the OSSD staff for their work during this highly stressful time, the success of union negotiations, and the strategic planning process. Layne Millington suggested Ben Merrill, who handles both the website for the district and also the website, could be approached to help the board with writing the report. The deadline for a draft of the report would be early January. Katja Evans moved that Anne Kaplan and Chelsea Sprague represent the board in meeting with Ben Merrill to create a draft report. Rachel Gaidys seconded. No discussion, vote was unanimous.

Agenda Item III:

First review of Executive Limitations 2.4 and 2.5. Layne Millington noted that EL 2.4 is to ensure that the budget aligns with the ends, that the district is in the black, and that the superintendent’s budget projections are based on reasonable information. Layne Millington noted that EL 2.5 means he signs a letter of authority over to the cabinet, and that this makes a strong case for having an assistant superintendent.

OSSD Meeting 12/2/2021

Page 2

Layne Millington gave a presentation to discuss budget parameters. He explained there are three separate budgets: the OSSD budget which includes the three elementary schools and the middle and high school, the RTCC, and RAVEN. Mr. Millington explained that data had just been received from the state the morning of the meeting. He explained that tax rates are determined by the common level of appraisal, which has gone up as the housing market has risen – which means taxes will likely go up as well. He noted there has been a large increase in revenue for the OSSD, approx. \$1.2 million, and an increase in expenses, approx. \$1.1 million. Mr. Millington is prepared to cut \$274,000 to \$415,000 if necessary. There has been an increase in enrollment in RTCC, but it will take at least 3 years to see those benefits. If everything proposed in the RTCC budget were to be approved, Mr. Millington feels this would raise tuition too much. He is planning to talk to Felicia Allard about an online academy. RAVEN program is in good shape. There is an average of 14 students, with 1 instructor and 1 para. The OSSD central office is the RAVEN administrative body, providing oversight.

December financial reports are not yet reconciled. There will be 2 reports for the board to review in January.

Mr. Millington gave a Facilities report, which had to do mostly with the water in Brookfield. The well has been sealed off, and this has cut the dissolved solid levels in half. Mr. Millington is interested in using the leftover funds from those budgeted for the well sealing to do an osmotic study.

Mr. Millington reported on the OSSD Covid Operating Plan. The Test to Stay program will start with a small group on Friday 12/3/2021. The state asked schools to survey vaccination rates. 8th grade had the highest rate, 12th grade the lowest. Staff is at 70% vaccination rate.

Agenda Item IV:

The board discussed the education and training budget for the 2022-2023 FY. Brain Baker moved that the budget remain at \$10,000. Katja Evans seconded. No discussion, vote was unanimous.

Agenda Item V:

The 2nd reading of the AOE required policy: Special Education. This is a model policy of the VSBA policy, adapted for the OSSD.

Agenda Item VI:

Katja Evans moved to approve the consent agenda, including authorizing Anne Kaplan as signer for account name changes, and also signer for financial questionnaire. Megan Sault seconded. No discussion, vote was unanimous.

Agenda Item VII:

Layne Millington discussed his superintendent's report. He gave an update on the district financial software. He reports the district may need to obtain its own software that is compatible with the state's, which could cost \$50,000. Mr. Millington also added that every classroom will have a HEPA filter. Mr.

Millington noted that there are three board members up who have terms ending this year – Anne Kaplan, Brian Baker, and Ashley Lincoln.

Anne Kaplan gave an action item recap: Ms. Kaplan will connect with the VSBA about extending the training timeline to August. Ms. Kaplan and Chelsea Sprague will meet with Ben Merrill to create a draft of the board report to voters. The board will review monitoring reports 2.4 and 2.5.

Ashley Lincoln reported her meeting evaluation. Ms. Lincoln appreciates the goals being outlined at the beginning of the meeting, and action items being reviewed at the end. She felt there was good participation from board members, and that the board was able to make up the time needed to get agenda back on schedule.

Katja Evans moved that the board enter executive session at 7:40pm to discuss the bus driver contract negotiations, a personnel issue, and district real estate. Brian Baker seconded. The vote was unanimous.

The board exited executive session at 8:43pm. No action was taken. Katja Evans moved to adjourn the meeting. Brian Baker seconded. Meeting was adjourned at 8:44pm.

Respectfully submitted,

Hannah Arias
School Board Clerk