

**ORANGE SOUTHWEST SCHOOL DISTRICT (Unified)
BOARD MEETING**

**WEDNESDAY, DECEMBER 14, 2022 @ 6 P.M.
RANDOLPH ELEMENTARY SCHOOL**

To be approved at the January 11, 2023 board meeting

MINUTES

BOARD MEMBERS PRESENT: Anne Kaplan, Katja Evans, Rachel Gaidys, Hannah Arias, Megan Sault, Chelsea Sprague, Sarah Haupt & Sam Hooper
ADMINISTRATORS PRESENT: Layne Millington & Heather Lawler
GUESTS: ORCA Media Video Taping, John & James Helfant, & Ashley Lincoln

I. Opening

The meeting was called to order by Chair, Anne Kaplan at 6:02 p.m.

Board Attendance: Ensuring a Quorum

Meeting Purpose: Ownership linkage planning & Financial planning, Budgeting in relation to Ends Accomplishment

Anne Kaplan requested an addition to the agenda under Board Education regarding an update to board procedures which was emailed out to the board & will be replaced in their binders.

II. Board Education and Ownership Linkage

a. Public comment (4.2.1) (Recognize e-communications to the Board)

Anne read a statement regarding public comments at board meetings and then opened the meeting for public comments.

John Helfant - Feels that parents should be the main participant in the Portrait of the Graduate. He also feels that business owners are important as they know what the students need for the local workforce. He feels that Layne's comment regarding bigotry and hatefulness was highly inappropriate and feels it is an example of divisiveness in our community.

Anne Kaplan spoke about the addition to the agenda regarding an update to board procedures under section H of the binders. Anne reviewed the one change on sub committee meetings which have to be warned. There is no requirement that sub committee minutes have to be approved, but they should be sent to Linda to be posted on our website.

b. Review Annual Report to Voters

The sub committee met and Ben Merrill put together a first draft of the Annual Report to Voters which Anne has emailed out to the board. This report will be approved by the board at the January board meeting. Anne asked the board to let Chelsea or herself know if there should be any revisions to this report.

c. Review Board Member Terms

Katja, Hannah & Sam will be up for re-election at the town meetings in March. Discussed contacting the town clerks for the required paperwork to be added to the ballot.

- d. Review & Adopt Complaint Procedure in light of legal counsel review
Anne reviewed the language in the Complaint Procedure again with our lawyer to ensure all steps of the procedure were clear.

A motion was made to adopt the Complaint Procedure as written after review by legal counsel.

By:	Megan Sault
Seconded by:	Rachel Gaidys
Motion passed:	Yes

- e. Ownership Linkage Plan Committee update on Portrait of Grad etc.
The sub-committee met for a planning meeting to see what a Portrait of a Graduate would look like. Discussed community involvement with potential dinners to discuss ideas, how it would be structured and the importance of getting this work done by the end of the school year. Looking at the first dinner in late January or early February. This would be a base meal with an optional potluck option. The full meal would be under \$10 per person. Discussed how to calculate how many folks would attend - maybe asked to pre-register and maybe would rotate locations to reach out and get some diversity. Our Digital Film instructor will help create a marketing video. The plan is for student & parent and community & business involvement. Discussed maybe starting at RUHS with a tentative date of Thursday, Feb. 2. Also talked about a possible facilitator and timeline. Planning to have a January sub-committee meeting.

III. Monitoring: Organization

- a. Review EL Reports 2.4 & 2.5 (enclosed)
 - Policy 2.4 Financial Planning & Budgeting*
 - Policy 2.5 Emergency Superintendent Succession*This is the first review of these EL policies, next month will be the second review and approval. EL 2.4 is making sure we are following accepted financial procedures and making sure the data we use is credible for budgeting. EL 2.5 includes the procedure and process the board would follow for emergency superintendent succession.
- b. Quarterly Facilities Monitoring Report
There are two big things on this report. The total cost for the heating repairs so far is at \$285,000 with an estimated cost of \$150,000 for the remaining repairs. See Layne's report regarding other problems that were uncovered while doing the repair work. Layne expressed much gratitude to the facilities staff, the vendors, & community contractors for all their help with this emergency situation.
The structural engineer is concerned about the basement support at the OSSD Central office. The projection on the locker room revamp is six to eight weeks. There are currently 9 other spaces available for privacy.

Sarah Haupt asked if it is possible to hold the company who installed the heating system accountable. Layne explained that it was approximately 20 years ago when the wood chip boiler was put in by a Specialty company which has gone out of business. The Co-Facility Directors also discovered a few years ago that the water chemistry was not being monitored previously.

- c. Budget Overview in Relation to Ends
Layne presented his PowerPoint of a proposed OSSD Budget with the best data that is available at this time. He reviewed the budget process. Currently missing the impact of

negotiations, what the state will do with their 64 million surplus, if they will keep it in the education fund or not, and the amount of the OSSD surplus from last year. The auditors have to finalize the surplus amount. At this point there would be an 8.5% expected increase. The budget overview was reviewed noting the following revenue considerations: ACT 173 Block Grant for SPED, Equalized Pupils increase, Tuition students & the Operational Fund subsidy. The following new expenses were outlined:

General - Carnegie math, robotics, ELA Geodes, Wit & Wisdom, Foundations, Project Lead the Way, Lead curriculum (health), curriculum director planning, boot camp & transportation.

Pre-School - One paraprofessional for Brookfield due to pre-school enrollment rising

Braintree - Library/Media .2 FTE, Academic Interventionist .2 FTE

Brookfield - Library/Media .2 FTE

RES - None

RUHS - .5 Drug/Alcohol Counselor, Life Skills Program supplies/stipend, Career Exploration transportation

SPED - One paraprofessional, transportation for student's tuition to other facilities, OT for the growing need of daily life skills, move speech from grant funds to the regular budget, & vision equipment for a student

Reviewed contractual/mandatory obligations which there isn't much control over which are: salary increases, health insurance, supplies, heating, utilities & RTCC tuition increase. If all these changes happened would be looking at a 10% increase, but there are significant revenues so actually the budget would be \$901,005 less than last year. If the CLA comes in about what it was last year, the average tax reduction would be around \$180.

The **RTCC** proposed new expenses were reviewed as follows: An additional math & ELA/social studies teacher since there is only one math and one ELA/social studies teacher serving 160 kids. Moving a .3 FTE out of the Perkins grant & moving a .5 para out of Perkins grant as they have been in that grant for more than 3 years. The dental program moved to regular budget from Time grant, benefits for an administrative assistant replacement due to retirement, and a portion of the nurse share salary. These would be an 18% increase. Current tuition is \$18,670, projected would be \$23,291, a 20% increase. The board asked about the thought of changing to ½ days and we were advised to leave it alone as the state is looking at how tech centers are funded.

RAVEN - Collaborative program for high needs students. Looking at a 4.43% increase. Tuition currently at \$25,241 with projected at \$26,410.

Chelsea Sprague asked about the surplus. We should get the surplus amount soon. Layne explained the Facilities Reserve fund & the Operational Reserve fund set up to reduce taxes. Chelsea asked if the high school had plans for new programs. Layne told the board that they are looking at the master schedule, Carnegie math, a new ELA program, Life Skills program, equity work that Heather is working on, and a possible AP music theory course.

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IV. Monitoring: Board

- a. Assess Board's compliance with Board Governance Policy 4.5 - Board Member's Code of Conduct

Select area of improvement/leader/when to reassess

Anne reviewed each section of the Board Governance 4.5 policy - Board Member's Code of Conduct. Everyone felt the board was in the compliance with this policy. Will plan to review it again next year.

- V. Required State Policies: 1st Reading
Next meeting will be the 2nd reading of these required state policies. Layne reminded the board that when our website was hacked, the hackers were adding things where there were links on the website. We already have most of these policies, just cleaner language. The new one is F2 School Mascot & Branding and our auditors suggested the G3 Fund Balance.
- VI. Advocacy
- a. Report on VSBA Annual Meeting & Conference
Heather Lawler & Anne Kaplan attended the VSBA/VSA Annual Fall Conference. Heather told the board that “How Are the Students Doing” was one topic dealing with equity & diversity issues. The topics are still available online. Anne emailed a list of them to the board and will resend them again. They mentioned ACT 1 which is coming on equity & inclusion. Anne attended sessions on comprehensive assessments, VSBA procedures & board members thinking in a systemic way. She recommended attending next year if board members can.
 - b. Plan Meeting with Legislators
Since Braintree was redistricted, Katja feels it may be a good idea to invite the legislators to the February board meeting to connect with them. Anne Kaplan will invite the house representatives and the senate representatives for both Orange & Washington county to the February board meeting. Will put them on the agenda right after public comments.
- VII. Consent Agenda (4.2)
- a. Approve Minutes from OSSD Regular meeting on 11/9/2022 (enclosed with agenda)
Approve Minutes from OSSD Special meeting on 11/18/2022 (enclosed with agenda)
Approve corrected construction estimate (enclosed with agenda)
Approve RAVEN Budget (enclosed with agenda)
Approval of OSSD Facilities Reserve Funds for heating system repairs at RUHS & RTCC (see enclosed form)
- Motion to approve the Consent Agenda
- | | |
|----------------|--------------|
| By: | Katja Evans |
| Seconded: | Hannah Arias |
| Motion passed: | Yes |
- VIII. Other
- a. Update Negotiations with Unions
The support staff negotiations are at impasse and next session which will be mediation is scheduled for January 25. The teachers are in violation of the ground rules and if there is not significant movement at their next meeting on January 3, they will also be at impasse.

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- IX. Closing
- a. Superintendent’s Report (enclosed) was reviewed.
 - b. Principals’ & Director Reports (newsletter links sent out separately)
 - c. Financial Report (enclosed)
Layne reviewed with the board and noted there are lots of negative numbers in revenue as we are waiting for reimbursement from grants, etc. General liability insurance is a little over budget. Some lines in maintenance are significantly spent. Layne explained that we wait until the end of the year to spend approved reserve funds. Says that things are good.

Action Items Recap: Anne will invite legislators for February
Portrait of a Graduate committee meeting in January
Portrait of a Graduate gathering first part of February
Review monitoring reports

X. Executive Session: None needed

A motion was made by Katja Evans and seconded by Megan Sault to adjourn the meeting at 8:13 p.m.

Respectfully submitted,

Linda Lubold, Board Clerk

Next Scheduled Meetings:

Agenda Planning Meeting: Tuesday, January 3, 2023 - 5:15 p.m. @ RES

Regular Meeting: Wednesday, January 11, 2023 - 6:00 p.m. @ Brookfield