

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

**WEDNESDAY, JULY 13, 2022 @ 6 P.M.  
RANDOLPH ELEMENTARY SCHOOL**

**To be approved at the August 10, 2022 board meeting**

**MINUTES**

**BOARD MEMBERS PRESENT:** Anne Kaplan, Katja Evans, Rachel Gaidys, Hannah Arias, Chelsea Sprague, Sarah Haupt & Scott Clouatre

**ADMINISTRATORS PRESENT:** Layne Millington & Heather Lawler

**GUESTS:** ORCA Media Video Taping & Teresa Kajenski

**I. Opening**

The meeting was called to order by Chair, Anne Kaplan at 6:03 p.m.

Board Attendance: Ensuring a Quorum

Meeting Purpose: Board Planning, Monitoring & Policy decision

**II. Board Education and Ownership Linkage**

a. Public comment (4.2.1) (Recognize e-communications to the Board): No comments.

**III. Executive Session: Appeal Hearing**

6:06 p.m. A motion was made by Katja Evans & seconded by Sarah Haupt to enter an Executive Session to hold an Appeal Hearing with the superintendent & assistant superintendent present.

7:50 p.m. The board exited Executive Session.

As a result of the executive session: The Chair of the Board will send an email and written version of the Board's Decision to the Complainant.

**IV. Monitoring: Organization**

a. Meet with Auditor

Teresa reviewed the audit letter (see copy) with the board. Some accounts still have the old school district's name on them and need to get those changed. Custodial and scholarship funds all need to be on the school district's accounting system. Those funds are outside of the school district's business office. Recommendation of a fund balance policy and maybe put in a trial balance system as all accounts need to be accumulated.

Layne explained to the board that our financial system was supposed to change to a statewide system for the past 5 years which hasn't happened due to problems with the proposed state system.

Fothergill, Segale & Valley have audited other school districts in the past, but they are decreasing the number of SDs that they are doing. The 2021-2022 school year is the last year they will be doing our audit. Teresa is concerned about the transition, but she feels any auditor can follow it. Page 11 of the audit report shows the fund balances.

Layne asked if there was a model fund balance policy. Teresa said that most school districts have adopted one now and that VT school districts are under statute. The VT League of Cities and Towns should have the policy model.

Anne Kaplan asked Teresa if she felt we had enough eyes on everything and Teresa feels we do. When doing the audit on random samples, everything was approved as it should be and the district followed COVID spending guidelines. Teresa advised that we look for someone sooner than later for the following year.

V. Policy Decisions: District Governance

- a. EL 2.7 Response from Pietro re: sufficient safeguards for misuse of benefit changes? Layne explained that he brought this to the attention of the board for possible increased oversight on provision #5 in EL 2.7. Pietro advised that the board be informed before benefit changes are implemented. Layne has updated his report according to Pietro's suggestions. The board will review the revised 2.7 report at their next regular meeting.

A motion was made to table the discussion on items #5 Discuss & Create Ownership Linkage Plan & #6 Review Draft of Annual Board Agenda for 2022-23 for a special work meeting.

By: Katja Evans  
Seconded by: Hannah Arias  
Motion passed: Yes

Members of the board feel that when they have a hearing it should be a special meeting instead of including it in a regular meeting. Katja will send out a doodle poll for a date for a special work meeting before the regular August board meeting. It will probably be the last week of July or the 1<sup>st</sup> week of August.

An amended motion was made to also table item #9 Assess Board's compliance with Board Governance Policy 4.2 to the special work meeting.

By: Katja Evans  
Seconded by: Hannah Arias  
Motion passed: Yes

VI. Consent Agenda (4.2)

There was discussion on some of the Consent Agenda items. Discussed Non-Union Agreements and the section about dismissal during the probationary period on the Confidential agreement. Layne told the board that some decisions of what category positions fell in were decided prior to his time.

Discussed bid proposals and possible hazardous materials. The age of the OSSD building is probably prior to the use of hazardous materials. Layne explained the bid information and told the board that given the supply chain issues, there could be up to a 15% increase on some things.

Layne told the board that each principal usually serves as the Truancy officer for their school and it makes most sense to have them be in this position. They would be Patti Sprague for

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Braintree Elementary, David Roller for Brookfield Elementary, Melinda Robinson or Cara Houston for Randolph Elementary, Caty Sutton or Lisa Floyd for RUHS, and Felicia Allard for RTCC.

The approval of the signer change for the Bar Harbor account is for Braintree Elementary School. This change is due to Heather Lawler leaving as principal. Patti Sprague is the new Braintree Elementary School principal as of 7/1/2022 and the bank account signer needs to be changed from Heather Lawler to Patti Sprague.

- a. Approve Minutes from OSSD Regular meeting on 6/8/2022 (enclosed with agenda)
- b. List of Professional Contracts issued since last board meeting (enclosed)
- c. Approve Updated Non-Union Master Agreements (enclosed)
- d. Approval of Facilities Reserve Funds for OSSD Renovation & Equipment (proposal enclosed)
- e. Appointment of School District Truant Officers
- f. Approve Continuous Improvement Plan (enclosed with agenda packet)
- g. Approval of Signer Change for Bar Harbor Account

Motion to approve the Consent Agenda to include the vote for approval of the Facilities Reserve Fund allocation of \$360,002.24

By: Katja Evans  
Seconded by: Chelsea Sprague  
Motion passed: Yes

## VII. Closing

### Action Items Recap

Special meetings for Hearings

Katja will do a doodle poll for a special meeting date for board education & annual board agenda

Reminder: Board Orientation Review for September meeting

### Needs Assessment

Data Inventory (document enclosed in the board packet)

Nurse Leadership Grant - for Nurse Leadership training. It is a competitive grant for \$70,000. Heather told the board that Beth Osha & Sadie Lyford did all the work on this grant.

A motion was made that the board recognizes the Nurse Leadership Grant

By: Rachel Gaidys  
Seconded by: Hannah Arias  
Motion passed: Yes

## VIII. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

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Linda Lubold, Board Clerk

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Next Scheduled Meetings:

Agenda Planning Meeting: Monday, July 25, 2022 - 6:00 p.m. @ OSSD

Regular Meeting: Wednesday, August 10, 2022 - 6:00 p.m. @ Brookfield Elem.