RIVENDELL INTERSTATE SCHOOL DISTRICT
BOARD MEETING
Westshire Elementary School – West Fairlee, VT
May 1, 2018 – 6:30 p.m.

Members Present: Marc DeBois (Chair), David Ricker, Vanessa DeSimone (Orford); David Gagner, Jon Lester, Bruce Lyndes (Fairlee); Kathy Hooke, Maria Koehler (Vershire), Kevin Dexter (West Fairlee); Kathy Blanchard (at-large)

Members Absent: Cory Austin (W. Fairlee)

Administration and Staff Present: Elaine Arbour (Superintendent); Keri Gelenian (RA Principal); Michael Foxall (SME Principal); Jan Cole (Director of Special Education); Patsy Belknap

Public Present: Mark Burger (Orford); Julie Donahue; Cicely Richardson (Journal Opinion)

I. Call to Order: Meeting called to order at 6:30 p.m.

II. Agenda Revision/Time Allocation: Reallocate Item IV – Presentation to appoint elected local auditor from Vermont. Remove Section VII B. Ratify REA EST Agreement (tentative). Agreement not ready.

III. General Public Comments: None

IV. Presentation: Action: Motion was made to appoint Doug Tifft from Fairlee as the elected auditor from Vermont (Lyndes/Dexter) Approved.

V. Consent Agenda
A. Minutes
1) Board April 3, 2018
   Action: Motion made to approve consent agenda. (Blanchard/Ricker). Approved.

VI. Informational Reports (written)
A. Superintendent Report: Elaine Arbour provided an update timeline for the transition to the new financial data system, eFinancePLUS, with a go live date of October 1, 2018. Arbour reported that some changes were made to the REA teacher contract so it aligns with Vermont statute requirements. She added that there will be some office moves within the Business Office late spring/early summer which will allow for better team collaboration and provide extra conference room space. As of April 26, 2018 the audit still had not been received from Gene Besaw. An administrator survey was distributed for each of the building principals; Arbour will with them individually. Arbour said the District has applied for the REAP grant to help fund an elementary reading coach with Title IIA funding as a backup if needed. Kathy Hooke has agreed to work on the Winter Program Committee with Arbour. Planning for opening days in the fall has begun. Arbour reported the hire of Richard Young, as Custodian Team Leader 2nd shift. The elected auditors asked for a seat at the table when selecting the next auditor and Arbour agreed.

B. Head of Schools Report: Keri Gelenian reported the 7/8 Counselor and Language Arts teacher positions were offered and spoke about the remaining open positions at the Academy. Gelenian said the work on the new schedule is continuing which will allow for increased time for common planning among project teams, collaboration and integration on a deeper level for a larger group of students. He briefly mentioned Trimester 2 grade results and plans to investigate areas of concern. Rachel Sanders was nominated for a teaching excellence award. General comments about activities happening at the Academy, including senior class trip to Lake George, the spring musical production and 7/8 grade passages ceremony.

C. Elementary Schools Report: Michael Foxall said that author, Jim Arnoksy is visiting the elementary schools next week made possible under CLiF and the schools are continuing their
relationship with the Fairlee Garden Club. The spring concerts are next week and hiring for a long-term substitute teacher for a Samuel Morey maternity leave next year is underway.

VII. Ongoing Business
A. School Vision Discussion – Flag of Compassion: Arbour asked Board members to describe what a safe learning environment looks like in their mind. Responses included: students who are not fearful of what might and could happen, students well known by faculty and staff, attitude of familiarity of those who routinely visit the schools so you know when something is out of place, low absenteeism level, staff that can identify risk factors and refer to appropriate resources within the community or school, students feel emotionally and physically safe, high moral, bring out compassion in young people in our schools and community, students are not afraid to bring concerns to an adult, safe entrances and exits, drills to prepare students and staff, bullying incidents are very low or nonexistent, knowing and supporting students in every way possible, parent/teacher outreach and mandated reporting. Arbour asked member to think about how these value statements translate into policy and what changes we might want to make to existing policies. Arbour recapped the previous conversation with Mark Avery about the flag of compassion and stated that if the Board accepts the donation of the flag it will require a flagpole and an agreed upon location.
B. Ratify REA EST Agreement (tentative): See Section II. Agenda Revision/Time Allocation
C. Marketing Committee Update: Bruce Lyndes reported the committee has not yet met.
D. Approve Annual Meeting Minutes: Action: Motion was made to approve the Annual Meeting Minutes from March 20, 2018 (Gagner/Dexter) Approved.
E. School Board Training: Arbour shared documentation about open meeting laws and highlighted the basic rules of public meetings, including the use of email and best practices. School board member emails will be established through the District Office once we migrate to Microsoft Office 365. Mark Burger requested that the Local Elected Auditors also get a District email address.
F. Integrated Field Review Report: Arbour distributed a copy of the Integrated Field Review report which provided a snapshot of what the team saw in each area. The report included broad based district-wide recommendations; not school based - nothing that was a big surprise. There was some discussion about technology and the availability and usage of the tools. There was additional discussion about the school meal program recommendations and Arbour commented that she is already working with Celise Johnson on this.

VIII. New Business
A. Superintendent Evaluation Discussion (Content & Process): Kathy Blanchard and Kathy Hooke will work on the evaluation process for Arbour. It will be similar to the last few years, with some input from Arbour as well on the structure. The timeline for completion is August 15, 2018 or by the August Board retreat.
B. Approve Quebec Bike Trip Overnight Cycling & Camping Trip: Action: Motion was made to approve the Quebec Bike Trip Overnight Cycling & Camping Trip (Dexter/Hooke) Approved.
C. Approve Senior Class Overnight Trip to Lake George: Action: Motion was made to approve the Senior Class Trip (Ricker/Koehler) Approved.
D. Personnel Updates
1) Administrator Nomination: Action: Motion was made to accept the nomination of Julia Donahue as the new elementary principal beginning July 1, 2018 (Lester/Lyndes) Approved.
Action: Motion was made to approve the following administrator nominations for the 2018-2019 school year: Jan Cole, Director of Special Education; Michael Galli, Dean of Students; Keri Gelenian, Head of Schools; Tammy MacQueen, Assistant Elementary Principal (Lyndes/Ricker) Approved.
Action: Motion was made to accept the nomination of Paul Ronci, Language Arts Teacher, Rivendell Academy and Emily Cousens, School Counselor, Rivendell Academy (Hooke/Maria). Approved.
2) **Resignations:** **Action:** Motion was made to accept the letter of resignation/retirement (with regret) from Michael Foxall, Samuel Morey Principal (Dexter/Lyndes) **Approved.**

**Action:** Motion was made to accept the letter of resignation from David Kirk II, Elementary Music Teacher (Hooke/Gagner) **Approved.**

**E. Correspondence:** Arbour reported that she received a right to know request from Kelley Monahan requesting information about the Orford Academy Task force. Arbour stated there is no record of this being a Board appointed committee, but we are going through all of our records.

**IX. Future Agenda Items**

- 20th Anniversary
- Crisis Response
- Community Outreach
- Department Reports
- Vision for Food Service
- Cooperation w/Thetford Academy
- Electronic Devices
- Elected Local Auditors’ Role
- ALICE – Active Shooter Response Training
- Keys and Access to Buildings
- Rivendell Review Committee Report (June)
- School Safety Policy Discussion - Values Statements (June)
- Marketing Committee Update (June)
- Summer Permission to Hire (June)
- Financial Update (June)
- Use of Facilities & Charges (June)

**X. Executive Session**

**Action:** Motion made to move into Executive Session at 7:53 p.m. (Gagner/Hooke) **Approved.**

**Action:** Motion was made to come out of Executive Session at 8:32 p.m. (Ricker/Koehler). **Approved.**

**XI. Action:** Motion was made to adjourn (Dexter/Lyndes) **Approved.**

Meeting adjourned at 8:33 p.m.

Recorded by:

Brenda Gray

Executive Assistant/HR Manager

Note: All Board votes were unanimous unless noted otherwise.