Members Present: Carol Sobetzer (at-large); Cicely Richardson (Orford); Sandra Smith-Ordway, Mark Avery, Bruce Lyndes (Fairlee); Jennifer Ricker (Vershire); Beverly Ash, Jennifer Shatney (West Fairlee), Will Ricker, Nick Ludwig (HS Student Board Representatives)

Administrators Present: Gail Keiling (Head of Schools/Superintendent).

Others Present: None.

I. Call Meeting: Meeting was opened at 6:25 p.m.

II. Agenda Revision/Time Allocation: None at this time.

III. General Public Comments: None.

IV. Student/Teacher Presentation & Recognition:
   A. Student Board Reps Report (N. Ludwig & W. Ricker): Ludwig reported on Mark Frazee’s and Robert Valenti’s Senior Project – a concert at the Bradford Academy attended by 160 people that fundraised $1,300 for Haiti relief and the Haven; that plans for the Winter Carnival include more activities, was brainstormed by the NHS and geared to foster community; seniors are applying to colleges and for scholarships; and the Senior Class Trip will be to Lake George to a water park and hotel. Ricker reported progress on the spring theatre production.

V. Consent Agenda (Accept):
   A. Minutes (January 12, 2010)
   B. Head of Schools (Superintendent) Report: Written report reviewed. G. Keiling reported NECAP preliminary scores arrived and appear very good at the elementary level. She will attend a scheduled workshop on the State’s new reporting system before commenting formally on the scores. She also reported she had not heard back from any Piermont School Board member that she had tried to contact, but instead had received correspondence from the SAU #23 Superintendent that all communications from Rivendell to the Piermont School Board should be directed to him. Keiling will contact the Piermont community members who expressed interest regarding partnering up with RISD.
   C. Finance Committee Minutes: S. Smith-Ordway presented and reviewed draft minutes from the January 12, 2010 meeting.
   D. School Improvement Committee Minutes: Keiling commented that RISD is applying for a 21st Century Grant for the VISIONS program.
      Action: Motion made to accept the above consent agenda items, with corrections to the January 12th Board minutes. Approved.

VI. Ongoing Business:
   A. 2010-2011 Budget Update: Keiling explained changes, including BC/BS premium increase July 1, 2010 of 3%, movement of line items, teachers’ salaries in negotiations presently, increase in some FTEs, decreases in EEE, significant savings of software licensing fees, rental fees and renovation fees for District Office, and other items.
   B. Next Steps for Reorganization of District: Keiling presented advertisement drafts for the .5 Superintendent position and asked comments/edits. Keiling presented administrators’ goals and responsibilities. Also, discussed was: honors designation – consistency of rigor, Student Handbook revisions, and effectiveness of high school Advisory and 3-Way Conferences.
C. Sprinkler System (MS): Phase II of the sprinkler system was not completed when original work was done years ago, however, the original contractor will honor its original quote and do the work now – which is a lot less expensive than current bids have been. Money for this would come from the capital fund. Action: Motion made to approve completion of the middle school building’s sprinkler system with payment for such coming from the capital fund. Approved.

VII. New Business:
A. Action Plan: Distinctions between the Action Plan and the Strategic Plan were discussed. The most important new goal is the Profile of the Graduate and the NEASC strategies needed to accomplish accreditation. Keiling would like to post Action Plan on RISD website and asked for Board approval of the Action Plan before doing so. Action: Motion made to approve Action Plan and have it posted on the RISD website. Approved.

B. 2010-2011 School Calendar: Tabled until next meeting as feedback needed due to change of grading periods at Academy affects dates for 3-way conferences.

C. Appoint Board Member for Resource Development Task Force: M. Avery had stepped down due to time constraints. C. Sobetzer volunteered to replace him. Board appointed Sobetzer.

D. Personnel: One item deferred until Executive Session. Keiling reported federal stimulus (ARRA) money available for a part-time Title I reading program and recommended Deborah Garrity as this hire. Also, Keiling recommended hiring Creigh Moffatt for the vacant school nurse position at the Rivendell Academy and requested Board approval to hire pending an interview on February 3, 2010. Action: Motion made to hire Deborah Garrity as Title I Reading Teacher and Creigh Moffatt as school nurse (contingent upon successful interview). Approved.

E. Correspondence: None.

F. Conservation Easement Committee – Added to Agenda During Meeting: There is a need for a RISD Board member on this committee. The Orford representatives of the RISD Board will be asked if one of them would like to be the Board representative. J. Ricker volunteered if the Orford members decline.

VIII. Strategic Action Plan:
A. Update of Process: Keiling stated that more outside expertise is needed to market RISD. Smith-Ordway suggested inviting Lyme students to activities so they get a chance to experience Rivendell, as an assumption is made that Lyme students automatically attend Hanover or Thetford. Graduate survey is in the works. Also, Alumni Association should be owned by the alumni not the RISD.

IX. Future Agenda Items:
A. Orford Academy Building Task Force
B. Preschool

At this point, Board discussed/noted some changes and additional upcoming meetings/events.

- 2/16/10 Public Budget Forum is at Westshire Elementary School
- 02/18/10 Public Budget Forum is at Rivendell Academy
- 04/03/10 Students from France will be arriving
- Spanish trip and OM trip are in the works.
- M. Avery stated that Lake Morey Inn would be hosting two upcoming winter events, Winterfest and Skate Weekend, which would be good fundraising opportunities for Rivendell.
- Keiling stated that May is the Raptor Run, another fundraising opportunity, and she will contact Tracy Martel of the CSO to discuss.
X. Anticipated Executive Session:
   A. Personnel Issue – Action: Motion made to enter into executive session to discuss supervision issue and request for leave of absence. **Approved.** Board went into Executive Session at 8:34 p.m. and came out at 9:17 p.m.
   **Action:** Motion made to approve Jennifer Bottum’s request for unpaid leave of absence for the 2010-2011 school year, with the stipulation that she must notify the RISD Superintendent no later than February 15, 2011 should she decide not to return for 2011-2012. **Approved.**

XI. Adjournment:
   **Action:** Motion made to adjourn. **Approved.** Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Mary Levin Sarazin
Board Recording Secretary