RIVENDELL INTERSTATE SCHOOL DISTRICT
BOARD MEETING
Westshire Elementary – West Fairlee, VT
May 7, 2019 – 6:30 p.m.

Members Present: Jon Lester, Jason Knowles, Dave Gagner (Fairlee); Kathy Hooke (Vershire); Marc DeBois, David Ricker, (Orford); (West Fairlee); Kathy Blanchard (at-large)

Members Absent: Kevin Dexter, Rebecca Wurdak (West Fairlee); Maria Koehler (Vershire), Vanessa DeSimone (Orford)

Administration and Staff Present: Bill Little (CFO), Keri Gelenian (Head of Schools), Terry Straight (Director of Operations), Rachael Weber (Elementary Teacher), Story Graves (Academy Teacher), Kerry Browne (Academy Teacher)

Public Present: Mark Burger, Chris Bills, Mark Blanchard, Bonnie McCouch (Orford); David Hooke (Vershire); Scott Eagen, Tyler Paine (Plodzik & Sanderson); Cicely Richardson (Journal Opinion)

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

II. Agenda Revision/Time Allocation: Section 7D is provided in a written report, Section 8C2 and 8H were struck from the agenda.

III. General Public Comments: None

IV. Executive Session - (Discussion), 1 VSA § 313
   A. Negotiations, 1 VSA § 313(a)(1)
   B. Personnel, 1 VSA § 313(a)(6)

Action: Motion made to move into Executive Session at 6:31 p.m. (Blanchard/Ricker) Approved by show of hands: unanimous.

Action: Motion was made to come out of Executive Session at 7:42 p.m. (Hooke/Gagner) Approved by show of hands: unanimous.

V. Consent Agenda
   A. Minutes
      1) Board – April 2, 2019
         Action: Motion made to approve consent agenda (Blanchard/Lester) Approved.

VI. Informational Reports (written)
   A. Superintendent Report: Elaine Arbour briefly reviewed her written report and mentioned that Julie Donahue is holding a Memorial Day ceremony the Friday before Memorial Day.
   B. Head of Schools Report: Keri Gelenian spoke about the hiring process for the Academy vacancies and provided an overview of activities occurring at the Academy. He also mentioned planning summer reading.
   C. Elementary Schools Report: Written only.

VII. Ongoing Business
   A. Plodzik & Sanderson – FY17 & FY18 Audit Reports: Tyler Paine and Scott Eagen of Plodzik & Sanderson (P&S) gave a brief overview of the audit reports and opinion letters and provided detailed definition about what the various opinions mean. Eagen spoke specifically about the adverse opinion issued as related to post-employment retirement benefits and indicated that a separate actuarial study needs to be completed. P&S provided a high level overview of several of the reports, schedules and recommendations. P&S suggested that financial close is the core issued to be addressed and should be the main focus of improvement. There have been several policies drafted and Bill Little is working on financial policies to meet the audit requirements. Action: Motion was made to approve the annual fiscal report for FY17 and FY18 (Ricker/Hooke) Approved.
B. Rivendell Review Committee Final Recommendations: David Hooke reviewed the RRC documents and said the RRC is requesting that the Board appoint a small subset of the committee to continue this work. **Action:** Motion was made to appoint David Hooke, Doug Tifft, Mark Blanchard and Mark Burger to a committee to write the Financial Practices and Articles of Agreement Policy and Field Guide for the Rivendell Interstate School District; this report to be based on the recommendations of the targeted RRC as voted by the RISD Board, 2018-2019, and accompanying footnotes, with such Guide to be completed by June 30, 2019 (Ricker/Knowles) **Approved.** **Action:** Motion was made to approve the RRC “Final” Recommendations Batch #4 (Knowles/Hooke) **Approved.** The RRC, along with the Local Elected Auditors, Business Office and Superintendent will compose a list of topics that merit further research/action and will bring the proposal to the Board.

C. Principals Search Update: Kathy Hooke reported that three candidates visited the schools and there will be a community forum tomorrow evening to meet these candidates. The search committee will meet again on Thursday and the search will remain open until positions are filled.

D. SummerScapes Program Update: There was some discussion about the number of students expected to attend the SummerScapes program which will be held at Samuel Morey. Title I grants will fund teachers only and support personnel will be paid through local funds. Title I funds will not cover bussing expenses.

VIII. New Business

A. Civil Rights Procedure Approval: **Action:** Motion was made to approve Civil Rights Procedure as presented (Gagner/Hooke) **Approved.**

B. Policies First Read: Elaine gave a brief overview of the policies. **Action:** Motion was made to approve first read as presented of Concussion/Head Injuries, Federal Grant Cash Management Procedure, Management of Equipment, Prevention of Harassment of Students, Records Retention, Time & Effort Reporting, Local Cash Management Procedure policies (Blanchard/Gagner) **Approved.**

C. Approve Job Descriptions
1) Human Resources Administrator: **Action:** Motion was made to approve the Human Resources Administrator job description as an exempt position (Ricker/Blanchard) **Approved.**
2) Principal (tentative): **Tabled.**

D. REA Union ESP Contract Approval: **Action:** Motion was made to approve the REA Union ESP Contract (Gagner/Hooke) **Approved.** Arbour said the sidebar related to two positions from the District Office was also approved by the union and will be included in final agreement.

E. Accept Resignation(s)/Nomination(s): **Action:** Motion was made to accept the resignations, with gratitude, of Carole Bando, Stephen Crimmin, Paula Driscoll, Sarah Klinkenberg, Kyle Limlaw, Leah Wolk-Derksen, and Singwai Yip (Gagner/Hooke) **Approved.**

   **Action:** Motion was made to approve the transfer of Kerry Browne to Digital Culture Leader and Story Graves to Academic Mentor (Hooke/Gagner) **Approved.**

   **Action:** Motion was made to approve Jeffrey Decker as Science Teacher at Rivendell Academy contingent upon verification of transcript and credentials (Blanchard/Gagner) **Approved.**

F. Approve Around Lake Champlain Overnight Field Trips (June 1-2 & June 24-July1): Story Graves spoke about the huge success of last year’s bike trip and provided a brief overview of the 8-day trip planned to include, six faculty members and seven to nine students. Fundraising efforts to make it as free as possible to all students. June 1st overnight will be at the school. **Action:** Motion was made to approve the Around Lake Champlain Overnight Field Trips (Gagner/Ricker) **Approved.**

G. Control System Update & Truck Lease vs. Repair: Terry Straight provided an update on the control system upgrade which has been completed on all three systems. Straight is working with the vendor to honor contracted hours not used in the previous year to address some issues identified at the Academy. Straight reported that the current truck will not pass inspection and is needed to move the mower around the district. There was some discussion about a lease option vs purchase. **Action:** Motion was made to approve an expenditure out of capital reserve in the amount of $35,594 for a new truck for operations department (Ricker/Lester) **Approved.**
H. Approve Continuous Improvement Plans (tentative):
I. Correspondence: The Town of Fairlee emailed regarding a planning panel discussion on the capacities, costs and opportunities involved in the addition of housing units to the Village Center in Fairlee on May 16th. Jon Lester and Jason Knowles will attend. Email Fairlee board members try to attend this meeting. Hooke reported that she received an email from a community member that eluded that the idea is circulating the schools are closing.

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, Flag of Compassion Discussion, School Board Training, Facilities Use/Rental, Quebec Bike Trip Presentation, Facilities Presentation, Presentation by LEAs (September), (June): CIPs Approval, Orford Academy Update, Adoption of First Reads, First Read of Financial Policies, Policy Recode Adoption – Table of Contents, PreK Region, Summer Program Update, Resignations/Nominations, RA Security Upgrade, Permission for Summer Hiring and Acceptance of Resignations by Superintendent, Update on Orford Lease Agreement, Principal Job Description, Sub Rates, Financial Report from Business Manager, Determine Scheduling July Board Meeting, August Retreat Confirmation

X. Adjournment (Action)
Action: Motion was made to adjourn (Ricker/Hooke) Approved.
Meeting adjourned at 9:46 p.m.

Recorded by:
Brenda Gray
Executive Assistant/HR Manager

Note: All Board votes were unanimous unless noted otherwise.