Members Present: Jason Knowles, Dave Gagner, Jon Lester - arrived 7:03 pm (Fairlee); Kathy Hooke, Maria Koehler (Vershire); Marc DeBois, David Ricker, (Orford); Kevin Dexter, Rebecca Wurdak (West Fairlee); Kathy Blanchard (at-large)

Members Absent: Vanessa DeSimone (Orford)

Administration and Staff Present: Elaine Arbour (Superintendent), Bill Little (CFO), Matt Joska (IT Director), Laszlo Bardos (Digital Culture Leader), Kerry Browne (Science Teacher), Barrett Williams (incoming Superintendent); Timm Judas (incoming Elementary Principal)

Public Present: Mark Burger, Chris Bills – arrived 7:08 (Orford), Cicely Richardson (Journal Opinion)

Before the meeting began Marc DeBois introduced Timm Judas as incoming elementary teacher and Barrett Williams as incoming Superintendent.

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

II. Moment of Silence: Marc DeBois led a moment of silence in memory of Josh MacDonald.

III. Agenda Revision/Time Allocation: Sections VII.A and VI.B were moved before Section VI.A and VI.B; Section VII.H was moved to Section VI.F; Section VI.B, VII.G and VII.J were stricken from the agenda and Section IX.C Student, 1VSA § 313(a)(7) was added.

IV. General Public Comments: None

V. Consent Agenda
A. Minutes
   1) Special Board Meeting – April 11, 2019
      Action: Motion was made to approve the special board meeting minutes of April 11, 2019 as presented (Ricker/Hooke) Approved.
   2) Board – May 7, 2019
      Action: Motion was made to approve the May 7, 2019 minutes with the correction of adding Elaine Arbour as administration present (Hooke/Knowles) Approved.

VI. Ongoing Business
A. Policy Adoptions from May Meeting: Action: Motion was made to approve policy C40: Concussions/Head Injuries (Gagner/Hooke) Approved. Action: Motion was made to approve policy F20-R2: Federal Grant Cash Management Procedure (Hooke/Knowles) Approved. Action: Motion was made to approve policy F40: Records Retention (Gagner/Ricker) Approved. Action: Motion was made to approve policy F44: Local Cash Management Procedure (Knowles/Gagner) Approved. Action: Motion was made to approve policy F45: Time & Effort Reporting (Ricker/Hooke) Approved.
B. Summer Program Update:
C. Rivendell Academy Security Project Update: The security installation project has been completed at the Academy and will go live after the school year ends with swipe cards and re-keying. The District will receive a $12,000 reimbursement from the State of New Hampshire. There was discussion about a data security policy.
D. Orford Lease Agreement Update: Elaine Arbour reported that she met with Eric Jansen, along with Terry Straight and Ross Convertino. An agreement has been drafted and is awaiting comments which will be shared with the Orford Town attorney and RISD school board.
E. **Monthly Finance Update:** Bill Little explained that the business office will cut over to eFinancePlus on July 1 and training for administrators will begin. ADP data has been returned to FA2 and seems to be working well.

F. **Line of Credit Approval: moved up under monthly finance update:** Little explained that expenditures are near 88%. There will be a deficit and cash short fall in July and likely again in October. This will be dependent on receipt of revenues. Due to this timing, he requested a line of credit. **Action:** Motion was made to accept the terms of a $1,000,000 non-revolving line-of-credit with Woodsville Guaranty Bank. Financial terms are it is available immediately; paid-in-full by December 27, 2019; at a rate of 3.375%. Worst case, we draw 100% of the line-of-credit on today, payback principal plus interest on December 27, at an interest cost $19,047.95. Actual payback amount will depend upon (1) draw amount; (2) draw timing; and (3) payback timing. Signature of District Treasurer and Chair of the Board required for loan documents. Authorization to draw on the line-of-credit should require the same two signatories. (Ricker/Koehler) **Approved.**

VII. **New Business**

A. **Overnight Kayaking Trip Approval:** Kerry Browne provided an overview of the proposed 2-week long kayaking trip to the Bahamas in February 2020 and said students (approximately 12 in grades 10-12 only) have started to apply. The plan would involve getting students out kayaking this summer (August and/or September). The trip would connect to several courses taught at the Academy next year, possibly to include marine biology, geology, Caribbean history and will also have leadership, cultural exchange, and community service components. Fundraising will support the trip. Browne will present in November/December to the board with an update on the trip. **Action:** Motion was made to approve the overnight kayaking trips as presented – summer 2019, fall 2019 and February 2020 (Gagner/Hooke) **Approved (abstained - 1).**

B. **One-to-One Laptop Agreement:** Matt Joska provided a brief background about 1-1 laptops for students in grades 9-12 and the proposed laptop agreement which informs students of their responsibility/ownership of the device and consequences if negligent. The policy aligns with other districts. There was discussion about putting together a checklist for seniors in order to receive their diploma which administration will work on putting into effect for next year. **Action:** Motion was made to approve the one-to-one laptop agreement as submitted with a future checklist to follow (Wurdak/Koehler) **Approved.**

C. **Permission for Superintendent to Accept Resignations and Approve Nominations for Summer ’19:** Action: Motion was made to give permission for the superintendent to accept resignations and approve nominations for summer ‘19 (Dexter/Koehler) **Approved.**

D. **Miscellaneous Policies First Reads**

1) **C20: Student Conduct & Discipline:** Arbour explained the policy is consistent with the language of the weapons on school policy. This item will be added to August agenda for policy adoption.

E. **Policy Table of Contents (re-code) Adoption:** Action: Motion was made to approve policy index as submitted (Gagner/Hooke) **Approved.**

F. **Substitute Teacher and Nurse Rates:** Arbour explained RISD is in the ballpark for teacher substitute rates. There was some discussion about using a tool such as Subhub to provided additional training for substitutes. **Action:** Motion was made to increase the substitute daily pay from $85 to $90/day effective July 1, 2019 (Ricker/Koehler) **Approved.**

G. **PreK Region:**

H. **New Hampshire Assurances:** Arbour summarized the assurance document that incoming superintendent, Barrett Williams, will need to sign once he comes on board. It states, in short, that RISD will follow all rules and laws as related to grant funds, including programming, reporting and financial requirements and all federal/state laws for use of the funds in order to receive 2019/20 federal funds. **Action:** Motion was made to allow school board chair, Marc DeBois, and incoming superintendent, Barrett Williams, to sign the general assurances for FY2020 in order to accept NH federal grants (Gagner/Koehler) **Approved.**

I. **Meal Price Update:**
J. Accept Resignation(s)/Nomination(s): Action: Motion was made to accept the resignations of James Graham, Ryan LaBella, Lauren Lacasse and Sara Rose (Gagner/Dexter) Approved. Action: Motion was made to approve the nominations of Nicole Butters Davis, Paul DeSantis, Tanya Libby, Noah Pierpont, Andrew Stevenson, Kaitlyn Townsend (Gagner/Knowles) Approved. Arbour also mentioned that Rachael Weber is voluntarily transferring to Westshire at her request.

K. Approve Continuous Improvement Plans: Arbour explained there is a sequence of events that need to occur in order to be in compliance with Vermont state law to receive federal grant funding which include submitting central data and approval of continuous improvement plans. The plans were updated and have been submitted and approved by the VTAOE. Action: Motion was made to approve the continuous improvement plans (Hooke/Knowles) Approved.

L. Correspondence: DeBois mentioned he had received correspondence for discussion in executive session. DeBois presented Arbour with a certificate and wished her luck in her future.

VIII. 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 by LEAs (September), Orford Academy Update, First Reads of Financial Policies (August), PreK Region (August), Summer Resignations/Hires (August), Update on Orford Lease Agreement (August), Financial Report from Business Manager (August), Second Read & Approval Policy C20 (August), Meal Price Update (August); Appoint VT LEA (August)

IX. 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 8:23 p.m. (Koehler/Gagner) Approved.
Action: Motion was made to come out of Executive Session at 9:45 p.m. (Koehler/Ricker) Approved.

X. Adjournment (Action)
Action: Motion was made to adjourn (Ricker/Koehler) 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.