I. Call Meeting: Meeting was called to order at 6:43 p.m.

II. Board Reorganization: Needham opened meeting to accept nominations for the Board Chair position vacated by Carol Sobetzer. **Action:** Richardson nominated Sandra Smith-Ordway as Board Chair, motion seconded. **Approved.** Smith-Ordway requested nominations for the Vice Chair, noting that the nominees would need to be from New Hampshire. **Action:** Lyndes nominated Marc DeBois as Board Vice Chair and it was seconded. **Approved.**

III. Agenda Revision/Time Allocation: 
**Action:** Motion made by DeBois to move the discussion of Foreign Exchange students up on the agenda. **Approved.**

A. Foreign Exchange Students: Michelle Pierson requested that the Board allow for an additional student to attend RA – she already has a Fairlee family to host this student. Current policy limits the number of students to two, so Board would have to make an exception. Lyndes asked for information on all three students – all happen to be from Brazil and must be able to read and write in English, and pass an English test in order to be part of the program. 
**Action:** Motion made to accept an additional exchange student for 2011-2012 contingent on review and acceptance of the RA Principal. **Approved.**

IV. General Public Comments: None.

V. Presentation/Guests:

A. Technology Report (H. Plaisted & G. Martino): Martino started the discussion around the website. She reviewed statistics on usage, searches, how it’s accessed and the amount of time that users spend in the site; discussed ways to potentially use the website to promote Rivendell through videos of events and publicizing student works and activities. Board asked about the process used to post information on the web. Martino requests and receives information from the person heading up an event. However, there is not a specific protocol to be followed, so often what’s posted to the webpage is limited. Discussion held about the possibility of having the yearbook committee responsible for obtaining photos of school events to be posted on the website. Another area of concern was the static section of the website and it was suggested that the Long Range Planning Committee look into ways of refreshing the website on a regular basis. Plaisted discussed several items being worked on including the Board email/First Class system, Parent Portal, and the AlertNow system. He discussed the Acceptable Use Policy, which the Board will review at a later date.
Plaisted is working on revamping the internet structure to provide more opportunity for students to be able to use their personal equipment to access the internet at Rivendell. Smart Boards are being installed in classrooms to allow teachers to use their laptops to display information to the class. Plaisted is placing the computers into the room of teachers that are “power users” allowing ease of use for teachers who regularly use the computers and will allow them to become trainers to teachers who only occasionally use computers. He also reviewed the value of equipment housed in each building and compared the percent of value to the percent of students in each building which is pretty even but his goal is to match the percentages more closely.

Long term planning for expenses: the phone systems. Westshire will need a new phone system soon, as parts can no longer be obtained to make repairs - estimated at approximately $12,000 to complete. Also, the Academy phones will need to be replaced in the near future.

VI. Consent Agenda (Accept):
A. Minutes (June 7, 2011): Corrections were made.
B. Superintendent Report (written): Needham read the resignation letters from Deb O’Brien and Bonnie McCormack. She stated that both will be missed and is appreciative of their years of service. Needham passed around the resume of Kate Davidson and Matthew Smith for review and approval. Both have been issued contracts.

Needham requested the minutes reflect Board approval of the hiring of Ann O’Hearn which was omitted from previous minutes. Coaches – discussion clarified the liability coverage for M. DeBois even though he donates his coaching salary back to the school district. Discussion around the lack of coach evaluation forms being sent to athletes and parents. Board agreed that they need to be completed and reviewed as part of the analysis of a coach prior to offering that coach a new contract. Approval of fall coaches ONLY with further discussion on the winter and spring coaches after evaluations are received and reviewed by Board.

C. Head of Schools Report (written): Board discussed completion of the Co-Curricular Handbook and the desire to have it completed before the start of the school year. Board agreed to delay action on the CIM until the next meeting. Board agreed to delay action on change in hours for the Driver Education class until the next board meeting.

D. Principal Reports (written): Keiling addressed the resignation of Deb O’Brien briefly and discussed the Wellspring School and the impact on our Title I funds.

Action: Motion was made to approve the Consent Agenda as amended. Approved.

VII. Ongoing Business (Deliberation and Possible Action):
A. Policies – First Reading
   1. Admission of International Exchange Students, Code F20A, with changes noted

B. Administrative Roles & Responsibilities: Board had a brief discussion of the roles and responsibilities of the business leader and academic leader. Agreed the need to clarify what the Board voted on vs. the actual practice. Other areas of concern are PIC vs. COL and the roles of the Dean of Students and Dean of Studies.

C. Retreat: Ray Proulx will be facilitating the retreat – the agenda to follow soon.

VIII. New Business (Receive Information & Possible Action): Needham asked Board to allow the Executive Committee to act hiring new employees if action was needed between Board meetings. She indicated that they are interviewing candidates and don’t want to lose some-
one because of a delay in approval. **Action:** Motion made to approve Executive Committee hiring between summer Board meetings, if necessary. **Approved. Action:** Motion made for official contract approval by Board for Matthew Smith and Katherine Davison (teachers). **Approved.**

**IX. Future Agenda Items (Discussion):** Elementary Handbook; Academy Handbook; Professional Development in Service; CIM potential changes; Drivers Education class changes First Reading – Co Curricular Eligibility; Second Reading – Foreign Exchange Students **Action:** Motion made to go into executive session at 9.42 p.m. **Approved.**

**X. Anticipated Executive Session (Discussion):** Executive Session ended at 10:02 p.m.

**XI. Adjournment:** **Action:** Motion made to adjourned at 10:03 p.m.

Respectfully submitted,

Esther Dobbins-Marsh  
District Clerk/Treasurer