Rivendell Interstate School District – Board Meeting Minutes
Westshire Elementary School – West Fairlee, VT
August 5, 2008

Members Present: Margaret Gladstone, Sandra Smith-Ordway, Doug Tifft (Fairlee); Carol Sobetzer, Marc DeBois (Orford); Beverly Ash, Heather Fahy (West Fairlee); Jennifer Ricker, Trevor Law (Vershire), Bruce Lyndes (at-large)

Administrators Present: Gail Keiling, Head of Schools (Superintendent); Bridget Fariel, Head of MS; Donna Valentine, Head of HS

Others Present: None

I. Call to Order: Meeting called to order at 6:33 p.m.
   A. Adoption of New Agenda Format: Carol explained the format for the new agenda.
      Action: Motion was made to approve the new agenda format. Approved.

II. Agenda Revision/Time Allocation: None.

III. General Public Comments: None.

IV. Student/Teacher Presentation & Recognition
   A. Academy Schedule (B. Fariel) - Bridget spoke about changes to the student handbook.
      One change was regarding High School absences - if a student is absent for more than seven days in any one term, they will be given a chance to make up the work. If they fail to make up the work, they will not be given credit for the course. The student has ten days to appeal the decision and the appeal will go to the Head of the High School. Bridget mentioned that the Board should review the Board Policy regarding vacation days. Action: Motion was made to approve the changes to the High School attendance procedure. Approved.
      Next item regarding senior privileges - seniors will be granted senior privileges if, after the first six weeks of their first term senior year, they have completed their CIM, are in good standing or have completed their Senior Project, have 45 hours of documented community service hours on file, are passing all classes, have completed required paperwork and have written parental permission. Privileges will be reevaluated every six weeks. Action: Motion was made to approve the changes to the procedure for how senior privileges are earned and maintained. Approved.
      Bridget then reported on the Middle School new schedule. The main goal in putting the schedule together was to give faculty the time for teaming and collaboration. Thursdays will be set aside for students to sign up for enrichment elective offerings. Band and chorus will be offered as part of the elective program. There will be two sections of lunch. The 8th grade has been split into three sections because of the high number of students. The High School will also have some changes since there will be different teachers teaching some of the same courses, but different sections of the course, giving them the same opportunity for teaming and collaboration. The freshman class has been split into three sections because of the high number of students. Students should receive their schedules the week of the August 11th. Freshman orientation is on August 21st.

V. Consent Agenda
   A. Minutes
   B. CEC/Policy Committee Report
   C. Long Range Planning Committee Report
   D. Head of Schools (Superintendent)’s Report - Gail reported on the size of SME 3rd grade and that she would have to make a decision regarding either hiring a full time aide or a part time teacher and splitting the class in the morning. She reported Gary Collins (Director of Operations) has looked at a program called “Alert Now” which is an automated contact system for emergencies and she has requested that Gary come to the next Board meeting to report on this program and costs. The Lion’s Club has requested to be allowed to sell refreshments at the soccer games this fall. It was noted that the Lion’s Club has always
been a supporter of the students at Rivendell. Gail will talk with them regarding the details.

Carol asked if there were any changes or questions regarding the minutes and other reports on the above listed consent agenda. **Action:** Motion was made to accept the consent agenda. **Approved.**

**VI. Ongoing Business**

A. **Life Threatening food Allergies – 2nd Reading:** **Action** – Motion was made to table the second reading of this policy since it was determined that changes needed to be made first. **Approved.**

B. **Committee Charges:** **Action** – Motion made to approve the Board Committee charges. **Approved.** Also, Marc DeBois has agreed to be the Board representative on SIT.

C. **District Action Plan:** Gail went over the District Action Plan that was in the Board packet. **Action:** Motion made to approve the 2008-2009 Action Plan. **Approved.**

**VII. New Business**

A. **Animal Dissection Policy – 1st Reading:** Discussion was held. **Action:** Motion made to approve first reading of this policy. **Approved.**

B. **New Hires** – Gail reported that she had offered teacher contracts to two teacher applicants, as the Board had given her prior permission to make offers to these late hires. **Action:** Motion made to approve hire of Ellen Fisher for MS Social Studies Teacher and Anna Jessica Melendez for Spanish Teacher, as well as Richard Paulson, Jr. as Chief Financial Officer (CFO). **Approved.**

C. **Memorandum of Understanding with Orford Police Committee and Date**

D. **Correspondence:** Gail received a letter from NH DOE asking the Board to sign the authorization to sign the OBM Forms 1, 3, and 4. **Action:** Motion made to approve Gail Keiling and Richard Paulson to sign the OBM forms. **Approved.** Carol reported that she had replied to the letter received from Peter Thurston regarding athletics (a copy of Peter’s letter was in the Board packet), suggesting that Peter meet with Gail and Bob Thatcher, Athletic Director, and then Gail report the outcome to the full Board.

**VIII. Anticipated Executive Session**

A. **Student Hearing Update:** **Action** – Motion made to go into Executive Session at 8:31 p.m. to discuss a student hearing update. **Approved.** Board came out of Executive Session at 8:42 p.m.

**IX. Strategic Action Plan**

A. **Update of Process** - Carol gave a process update. Gail and Trevor are working on a draft Mission Statement that will be presented at the Board Retreat on August 12th. They will also have a chart that explains what Strategic Plan items are already being worked on and those that need to be started. The LRP Committee will be gathering feedback from the wider community and will present the final plan to be approved at the Board’s October meeting.

**X. Future Agenda Items:** Margaret suggested that Tammy MacQueen report on the summer school program. Also suggested that Academy Task Force members come to our October meeting to report about their work.

**XI. Adjournment:** **Action** – Motion made to adjourn. **Approved.** Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Carol Sobetzer,
Recorder