RIVENDELL INTERSTATE SCHOOL DISTRICT
BOARD RETREAT
Lake Morey Resort, Fairlee, VT
August 9, 2012
Meeting Minutes

Members Present: Cicely Richardson, Marc DeBois (Orford); Dawn Stever, Jennifer Shatney (W. Fairlee); Jennifer Ricker, Jean MacDonald (Vershire); Kathy Blanchard (at-large); Bruce Lyndes, Mark Avery, Sandra Smith-Ordway (Fairlee)

Members Absent: Vanessa DeSimone (Orford)

Administration and Staff Present: Brenda Needham (Superintendent), Keri Gelenian (Head of Schools/RA Principal), Gail Keiling, (Head of Elementary Schools/Principal SME), Jan Cole (Director of Special Education)

Others Present: Ray Proulx, Facilitator

I. Call to Order: Meeting was called to order at 4:35 p.m.

II. Review and edit expectations for this retreat: Ray reviewed the overall agenda – no changes made.

III. Overview of Roles and Responsibilities for School Boards and Individual Board Members: Ray reviewed and discussion proceeded on:

1) Importance of boards
2) Agents of:
   a. State of Vermont/New Hampshire
   b. Local representatives of the “total community”
   c. Ambassadors of the District Mission
3) Authority (Board) – Individual
   a. Law
   b. Policy(ies)
   c. Charter
      ● Disposal of Properties
      ● Board Salaries
      ● Leases
4) Most Important Functions
   a. Policies
   b. Enter Into Contracts
   c. Strategic Planning
   d. Fiduciary
   e. Protect Assets
   f. Budgeting
   g. Resourcing Needs to accomplish mission
   h. Compliance with laws and state board policies, rules, & regulations
   i. Employing a Superintendent/CEO
   j. Quasi-judicial responsibilities
5) Operations/Procedures:
   a. Regular Meetings
      ● Creating Agenda
      ● Warning Sessions
      ● Minutes
      ● Public Comments
      ● Executive Sessions
   b. Special Meetings
   c. Emergency Meetings
   d. Standing Committees
e. Ad Hoc Committees
f. Delegation of Authority – does not abrogate responsibility
g. Avoiding/Preventing conflict of interest
   - Remuneration
   - Contract for Services
   - Special Interest Groups
   - Personal Agendas
h. Protocols (Behavioral guidelines)
i. “Hot Spots”:
   - Personal Liability – Sovereign immunity, Tort
   - Open Meeting Law
   - Electronic & other forms of communications
   - Transparency
   - Act 153
   - Senate Bill 113
   - State Board, etc. governance initiatives

IV. Dialogue, questions and answers regarding roles and responsibilities: Board members and administrators spent time fleshing out the various topics and clarifying many points. Administrators left at 5:30 p.m.; dinner. Action: Motion made to go into executive session at this time to discuss personnel. Approved. Board went into executive session at 5:45 p.m. Board came out of executive session at 6:45 p.m. No action was taken

V. Examine Need for Board subcommittees: Number, Purpose, Expectations, and relationships to Board as a whole
Standing Committees:
   a. Community Engagement – somewhat ad hoc
   b. Finance
      - Budget
      - Monthly reports
      - Balance Sheets (not currently looking at these)
WHY?
   - Charge to Committees
   - Expectations
   - Roles of subcommittees to whole board
   - Expectations for Administrators
   c. Long Range Planning

While discussion revolved around all these topics, time ran short. It was decided Board would continue the meeting on September 18, at 6:00 p.m. at the District Office to establish board goals for the year as well as determine how committees will continue and begin discussions regarding charges to administrative team.

Action: Motion made to go into Executive Session to discuss personnel contracts at 8:01 p.m. Approved. Board came out of Executive Session at 8:17 p.m. Action: Board authorized Board Chair to sign contracts that align vacation time for all admin/district office personnel. Approved.

Meeting adjourned at 8:18 p.m.

Recorded by:

Sandra Smith-Ordway