RIVENDELL INTERSTATE SCHOOL DISTRICT
BOARD MEETING

Westshire Elementary School – W. Fairlee, VT
September 4, 2018 – 6:30 p.m.

Members Present: Kathy Blanchard, Kevin Dexter, Marc DeBois, Kathy Blanchard, Jon Lester, Vanessa DeSimone, Dav Gagner (arrived at 7:30)

Members Absent: Bruce Lyndes, David Ricker, Maria Koehler, Cory Austin

Administration and Staff Present: Ross Convertino, Keri Gelenian, Elaine Arbour, Jan Cole, Bill Little, Julie Donahue

Public Present: Cicely Richardson (Journal Opinion), Mark Burger (Orford)

I. Call Meeting to Order: 6:30

II. Agenda Revision/Time Allocation
No Changes to agenda

III. General Public Comments (Listen & Defer Action to Future Mtg.)
No comments

IV. Presentation
None

V. Consent Agenda (Accept)
No changes/no discussion Hooke/Blanchard

VI. Ongoing Business (Deliberation & Possible Action)

A. Approve School Board SMART Goals & Set Work Plan for Board
   Elaine brought the list from board retreat. The board has highlighted Safety and Communication as the goals. Kathy Hooke has looked into those.
   Communication - Marc critiqued that as board members the word is not getting out to the voters. Possibilities were discussed such as a monthly board newsletter, coffee with principal and board member, monthly town meetings with a board member and administrator. Ideally voters would come to board meeting but if they aren’t coming to board meetings why would they come to a different nightly meeting. Gelenian wondered if minutes are being posted on the list serves. Dexter wondered if we should as the community how they would like to receive information. Mark Burger thought that communication would be good to present before or after an event. Hooke said it would be nice to have face to face communication.
   Safety - Looking more at policy, review anything that refers to school safety.
   Moving goals to October going to research how voters would like to receive info.
B. Approve Superintendent SMART Goals & Set Check-In Dates

Elaine identified her goal “I will help RISD become a smoothly operating school district that can focus energy on teaching and learning rather than the management of the district by building systems and defining procedures with the Leadership Team, staff and School Board. This includes working as a team to build systems and procedures that people understand and support to make the management aspects of the district more predictable and efficient, allowing people to spend more time and energy on our mission and decreasing the interpersonal discord that occurs through missteps and misunderstandings. Success will be measured by progress in policy development (employee conduct, employee handbook, HHV, concussion, wellness, other required policies), beginning development of MTSS for academic and behavior, specific professional development to support the teaching and learning goals, new teacher evaluation system, decreased grievances, and development of a dashboard for monitoring district priorities between September 2018 and June 2019”.

Elaine explained about this and how it got put together. The board agreed that these are some hefty goals and wondered how success is measured for 3 tier. Elaine said this is a snapshot overtime. She will be working with administrators and staff. She would like to see how well students are doing and if they know how they are doing. Gelenien would like to see the tracking align with what is already in place and what we are working toward. Blanchard – Hefty goals for this year. Hooke – how is success measured for 3 tier. Elaine says overtime give “snapshot” Working with administrators and staff. Approve superintendent goals – Dexter/Hooke approved. Check in will be in November.

C. School Board Training

Policy Board Member Conflict of Interest Code B3 was handed out. This is required in VT – if a member will benefit or be harmed you should recuse yourself.

Mark Burger suggested we separate personal and work e-mails and information.

VII. New Business (Receive Information & Possible Action)

A. Orford Community Field Agreement

We are taking care of the fields but we currently don’t have a contract which was confirmed by Ester. Information was taken from e-mails for a contract, Elaine would like to make it a 2 year. Ester is bringing it to the Select board at their meeting tonight. There was a discussion if we are paying a lease and taking care of the fields then we should have a say in who uses the field and the condition it is sometimes left in. A concern of our custodians are losing time doing things at our schools because we are taking care of the fields. An update will happen in the October meeting after the select board meeting night.

B. Memorandum of Understanding with Orford Police Department

Jason Bachus is the new Orford Chief of Police he is currently going through Police Academy right now to be certified in NH. A copy of the draft Memorandum of Understanding between Rivendell Academy and the Orford Police Department was included in the packet. Elaine requested if you’d like to see changes, please let Elaine and Brenda know before next meeting.
C. **Staffing to Meet the Needs of the District**

1) **Cost for additional ½ day of Superintendent (FY19)**

Handout – adding .69 to .80 - $14,651.95

Where will the money come from? Jan shared change of Medicaid in state of VT to go to Mental Health budget $100,000. The additional amount for the ½ day change would come from the $100,000.

Elaine does not want to pull away services from students. Title 1 all the grants have been submitted. Elaine has been meeting with staff and visiting classrooms, taking care of legal and personnel things.

Mark – Jan - Collecting more from NH that we couldn’t get before.

Approved: Hooke/Blanchard -

2) **Cost for HR Assistant (FY19)**

HR Assistant would be for Brenda what she needs, proposing a new full time position with a job description. This in informational at this point.

3) **Business office needs (FY19 and FY20)**

Assessing the big picture researching what we need. The new program will go live in January not October now.

D. **Posting of Positions for Clubs Versus Athletic Teams (EOE implications)**

ANY Paid position needs to be posted because we are EOE Employer.

E. **Approve 8th Grade Overnight Trip to Hulbert Outdoor Center**

29 students attending

Elaine thanked Kathy for helping getting this – scholarship money for the Winter Program is fully paid for.

Gagner/Hooke - approved

F. **Resignation**

1) **District Clerk/Treasurer**

Ester going to work for the town of Orford – would have a conflict staying with us

Accepting resignation when replaced comes OR how we can fill vacancy

Approve resignation upon successful replacement with regret Blanchard/Hooke

Info to fill – majority appoint someone within 30 days until next elected vote to fill the position.

G. **Correspondence**

None
Elaine received a question from Kelly Monahan for the status with the AHEAD project. Elaine will reach out to Mike Claflin.

VIII. Future Agenda Items (Discussion)
Approve
Update on Orford Lease Agreement
Mike Claflin AHEAD

Elementary Updates from Julie:
School is off to a great start; the schedule is ready to go. Discipline procedure has been set in place, teachers took responsive classroom over the summer. Scheduling is working well. Julie is communicating with parents and staff weekly and there is consistency between both elementary school. EST process has been changed and combined both elementary and the Academy. Julie is pushing to be proactive instead of reactive.

Academy Updates:
Middle of Day (MOD) is a combination of MAS and Study turned it into a block. The groups are Literacy, Math, skills and organizational functions with 6-10 kids in a group. There are no seniors. Special Ed students are in the Resource Room at this time. This block is covered by ½ the staff the other are meeting about kids going to EST. Teachers are encouraged to call home, and solicit information from parents. The schedule has been finalized. Our new staff is awesome and we are very lucky, they have been active members of the team. The Advisory Open House will be Sept. 13th at 6:30 p.m. We have a lot of teaming going on. We are in dire need of furniture.

Elaine thanked Keri and Julie for their hard work over the summer collaborating and getting this ready for the staff and students.

IX. Executive Session – (Discussion)
A. Personnel – No new information.

X. Adjournment (Action)
7:58 Gagner/Dexter