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

Members Absent: Mark Avery

Administration and Staff Present: Brenda Needham (Superintendent), Keri Gelenian (Head of Schools/RA Principal), Gail Keiling (Head of Elementary Schools/SME & WES Principal), Michael Galli (RA Dean of Students), Tammy MacQueen (WES Assistant Principal), Gary Collins (Director of Operations)

Others Present: Shirley Collins (Vershire)

I. Call to Order: Meeting was called to order at 6:34 p.m.

II. Agenda Revision/Time Allocation: M. DeBois reported that CSO group would be late. Decision made to adjust agenda for IV. A for when the CSO reps arrived.

III. General Public Comments: None.

IV. Presentation/Guests:
   A. CSO Recreation Activities: Postponed. M. DeBois received word during meeting that CSO reps would not be attending tonight.
   B. Science Presentation (NECAP, 4-Yr Progression & Student Presentation): Gelenian distributed grade 11 and grade 8 entire Science continuum. RA Grade 11 NECAP Science scores were the highest scores at RA in the past three years with 40% proficient (above State – 31%). Discussion regarding science and math staff and how they are teaching the students. RA Grade 8 NECAP Science scores were not as good: 3% proficient with distinction (above State – 1%); 32% proficient (above State – 29%); 32% were partially proficient (State – 48%); 34% substantially below proficient (State – 22%). Keiling presented elementary science sequence and the science NECAP scores for 2012, adding that she was disappointed in the scores. Keiling stated that the NECAP scores for math and reading for the same group of students were pretty good. She said that it doesn’t match up. The 2011 science scores for Westshire were the highest scores in the State that year. To have such a dip in 2012 requires a lot of analysis of the science scores and an item analysis of what the students are getting wrong. Gelenian handed out Academy Science Sequence and stated that 2014 is when scores should really reflect what is being worked on at RA. There was no student presentation.

V. Consent Agenda (accept)
   A. Minutes (September 11 & 18, 2012) – (Changes noted.)
   B. Head of Schools Report (written) – K. Gelenian reported on various items as follows: a college overview presentation with NHHEAF to be held at RA with River Bend on October 18 sponsored by Cohase Chamber; received a letter from teachers, J. Ellis and N. Barsamian, regarding an overnight art trip to NYC in December; T. Page’s suggestion for a breast cancer awareness week; a student interested in starting a Leo’s Club through the Orford/Fairlee Lion’s Club; distributed some teacher in-service information and stated that K. McGowan had observed math classes at RA before the in-service to work on the bridge between RA and Elementary; a college course – free for VT students but next step is to utilize the voucher – want to encourage RA students to sign up with maybe a central spot to do this perhaps after school; have a newly elected student government; and B. Thatcher has program set up for all athletes to get concussion baseline with parental signoff.
C. **Principal Reports (written)** – G. Keiling reported on: SME all-school hike had been postponed due to rain when originally scheduled but was a nice day when held on October 25th; NECAP testing starting at elementary schools today; planning a reading week in October and bring family to school next week. T. MacQueen spoke about WES going to the Tunbridge Fair and holding their first dance party last Friday; WES Open House had the most attendance ever; WES All-School Hike is scheduled for October 10; and Harvest Dinner scheduled for November 6th. In response to question are students are being challenged in classrooms, MacQueen reported yes and that she is in classrooms every day. Keiling added that they have been doing NECAP prep with the 3rd grade.

D. **Superintendent Report (written)** – Needham commented that the schools had a lot going on and publically supported and thanked the administrators for all they are doing. Needham also reported that per G. Collins the playground equipment had an anticipated three-week ship time and District had received an insurance check for $14,000, with anticipation when project is done of another $14,000, so should end with $1,000 out of District pocket. J. Shatney asked if additional equipment could be added to the new equipment in the future and Needham and G. Collins replied affirmatively.

**Action:** Motion made to approve consent agenda with changes to minutes. **Approved.**

VI. **Ongoing Business**

A. **Auditor Position:** Smith-Ordway reported that she had advertised the local auditor position on the listservs this week.

B. **JACE Computer Monitoring System & Summer Operations Follow-up Info (G. Collins)** – G. Collins reported on the system and referred to written report Board had received. Questions and discussion ensued including that every 10-15 years systems need to be replaced, have not done service contracts before, qualifies as a capital expense but hope to be able to just take from regular budget. Collins updated Board on summer work that Operations completed and the number of energy savings items completed and are looking forward to seeing the return on in future. Items on the horizon are outside energy efficient lights, natural playground, research agreement regarding possible leasing of roof space for solar facility, plastic recycling being added at SME and RA, Collins will be attending an OSHA course, and teaching underground storage tank class to Operations staff. Needham also mentioned that work Collins has been working on green cleaning items with the staff including MSDS sheets. Board thanked Collins.

C. **Committee Updates:** Needham distributed the 2012-2013 Expenditure Report as of September 30, 2012 as prepared by CFO Paulson. She requested the Board members review it and email her or Paulson with any questions or comments. Paulson will be come to next Board meeting if Board would like.

**Orford Academy Building Task Force:** D. Ricker and J. MacDonald updated Board on Task Force and that a number of non-profit and for-profit organizations are being contacted and have shown interest in the building primarily in regards to senior housing. Board confirmed that the District owns the building. D. Ricker requested a copy of deed to share with Task Force, along with architectural drawings of the building. Questions and comments ensued. Needham pointed out that currently the Task Force is working on a planning grant and answers to questions such as parking, use of school grounds, etc. would be answered by such a grant. D. Ricker stated that the Task Force needed to know how the Board felt regarding senior housing so that the Task Force could move forward. **Action:** Motion made to endorse the idea of senior housing. **Approved, with one abstention (DeBois).**

D. **Policy Reading/Adoption/Revision**

1) **HIPAA Compliance, Code D1 (revision):**
2) **Professional Development, Code D2 (revision):**
3) **Substitute Teachers, Code D6 (revision):**
4) **Volunteers and Work Study Students, Code D7 (revision):**
5) **Alcohol and Drug Free Workplace, Code D8 (revision):**
6) **Resignations, Code 9 (revision):**

**Action:** Motion made to adopt all polices as listed above. **Approved.**
VII. New Business
   A. Correspondence – Needham stated that she had received letters from the REA regarding their wish to start negotiations for both the teachers and support staff units, so will need a Board Negotiations Committee.

VIII. Future Agenda Items (Discussion)
   Long Range Plans to Address Flux in Population (Dec - Gelenian), Strategic Planning (Next Steps) (10/23/12), Community Outreach, Grants, Global Language for 6th grade, Policies to be Revised (ongoing), Food Service (Nov.), School Improvement Update & NEASC (Dec), Student Presentations, Department Reports, Field Trip Proposal (Ellis)

   Discussion ensued on what the CSO had wanted to discuss which was asking the District to take over the K-6 athletics. DeBois suggested that perhaps the CSO should go to the administrative team first. Board was in agreement. Tracy Martel, chair of the CSO, will be contacted.

IX. Anticipated Executive Session – The Board entered Executive Session at 8:29 p.m.
   A. Personnel – Contract Negotiations
      Board came out of Executive Session at 9:02 p.m.
      Marc DeBois agreed to serve as chair of Negotiations Committee made up of: Mark Avery, Cicely Richardson and Jennifer Ricker.

X. Adjournment: Action: Motion made to adjourn. Approved. Meeting adjourned at 9:04 p.m.

Recorded by:

Penny Perryman