RIVENDELL INTERSTATE SCHOOL DISTRICT
BOARD MEETING
District Office Conference Room – Orford, NH
October 2, 2018 – 6:30 p.m.

Members Present: David Gagner, Jon Lester, (Fairlee) Kathy Hooke, Kevin Dexter (West Fairlee); David Ricker (Orford); Kathy Blanchard (at-large)

Members Absent: Maria Koehler (Vershire); Vanessa DeSimone (Orford); Bruce Lyndes (Fairlee); Cory Austin (West Fairlee)

Administration and Staff Present: Elaine Arbour (Superintendent); Keri Gelenian (RA Principal); Julie Donahue (SME Principal); Jan Cole (Director of Special Education); Bill Little (CFO); Ross Convertino (Athletic Director)

Public Present: Cicely Richardson (Journal Opinion), Carl Schmidt (Orford), Erin Cilley (West Fairlee)

I. Call to Order: Meeting called to order at 6:30 p.m.

II. Agenda Revision/Time Allocation: Revision to move Section VIIIC FY 19 Finance Update and Section VIIID School Board Budget Priorities for FY2020 to Section VID and Section VIE. Revision to replace Section X Executive Session – (Discussion), 1 VSA § 313 with Section IV Presentation.

III. General Public Comments: None

IV. Executive Session – (Discussion), 1 VSA § 313
A. Academic Records or Suspension of Discipline of Students, 1 VSA § 313(a)(7)
Action: Motion made to move into Executive Session at 6:32 p.m. (Ricker/Blanchard) Approved.
Action: Motion was made to come out of Executive Session at 7:04 p.m. (Gagner/Hooke) Approved.

V. Consent Agenda
A. Minutes
1) Board Retreat – August 22, 2018
Action: Motion made to approve Board Retreat Meeting Minutes of August 22, 2018 (Blanchard/Ricker) Approved.
2) Board – September 4, 2018
Action: Motion made to approve consent agenda with the following change to Section VIIC(1) Cost for additional ½ day of Superintendent (FY19): adding .69 to .80 - $14,651.95 (Gagner/Dexter) Approved.

VI. Informational Reports (written)
A. Superintendent Report: Elaine Arbour reported meeting with students about small change projects, working with COL to develop a professional development plan for in-service on October 8th, and attending several workshops and webinars. Brenda Gray will send out a link for the VSBA Budget Webinar scheduled for October 4th to the Board. In addition, she spoke about a NH DOE site visit to the Academy on October 15th, safe and healthy schools, locking the district office entrance door and routing all visitors to the Academy entrance. As part of this process the district office mailing address has been changed to PO Box 271. The Academy safety team is also working on a revised emergency operations plan template provided by NH Department of Homeland Security Emergency Management. Once the plan is approved it will translate to the elementary schools. Arbour discussed the social/emotional support internal audit identified some gaps and said WeRHope has started services with some students. She also addressed a few significant budget implications for next year’s budget, including replacing chairs that are broken or breaking. Arbour reported that the district has hired new auditors, Plodzik & Sanderson, to replace Besaw and Associates. They will begin to start the audit,
including addressing FY17 close out, on October 15th. She also said the winter program work is underway. Arbour reported to the Board that the district is transitioning from DataPath to HealthEquity effective January 1, 2019 as the third party administrator for HRAs.

**B. Head of Schools Report:** David Ricker asked Keri Gelenian to share a copy of the Rivendell slide show he referenced in his report and Gelenian will add it to the Facebook page. Kathy Hooke inquired about the failure rate and Gelenian said Trimester 3 was actually pretty good, including Honor Roll. Gelenian reported that more targeted support and services in literacy at different levels is now built into the schedule. There was discussion about collaboration with families to also help support these students. Gelenian added that blending of different types of instruction supports the greatest number of students along the way and that the exhibitions focus on the work in a live environment.

**C. Elementary Schools Report:** Julie Donahue added to her written report that she met with Celise Johnson, Food Service Director, and is working on a Farm to School Grant to look at changing how we envision food culture in the district.

**D. FY19 Finance Update:** Bill Little provided a high level overview of the FY19 School Board Report and explained there were a few budget revisions from the original budget approved in the spring which involved moving some money from guidance to the business office. Little stated the auditors are doing an accelerated audit because both states want information. The PowerSchool conversion is still moving forward. There was discussion about where the budget is at in terms of salaries versus actual and Little reported we are where we should be. Little added the health insurance premium rates will increase for next year and spoke about some unexpected expenditures, including the transition in the business office and the Academy freezer/refrigerator. Monies allocated for the overseeing of the Samuel Morey Field have been reallocated to help cover some of the refrigerator expense. There was discussion about the quality of the fields which Arbour will further discuss with John Jakubens and Ross Convertino to bring back to the budget conversation.

**E. School Board Budget Priorities for FY2020:** The Board identified the following budget priorities for FY2020: physical safety and emotional safety. There was discussion about school access, ability to secure school campuses and the possibility of re-keying all buildings. There was additional discussion about instructional materials at the elementary level and the roof at the Academy.

**VII. Ongoing Business**

**A. Adopt School Board Goals:** Arbour said she is still in the process of the building discussion which started last year. She added elementary teachers are supportive of clustering grade level students and the community forum provided feedback about concerns with primary students traveling long distances. Arbour will send a short survey to families with the predominant themes to identify their preference for consideration to bring to the board. Arbour does not see any grounds for closing a building as we can’t fit all of our students into two buildings so we either stay where we are or cluster elementary. There is no recommendation on the table for the Academy at this time. **Action:** Motion was made to adopt the School Board Goals #1 and #2 as presented for the 18-19 SY (Gagner/Ricker) **Approved.**

**B. Orford Academy Update:** There was discussion about the update provided by Mike Claflin/AHEAD that the project has not changed other than the cost of construction has increased approximately 10%. There was discussion about the need for approval every year and Carl Schmidt confirmed that this needs to be done every year with the Community Development Block grant.

**C. Facilities Rental/Use Process Recommendations:** There was discussion about the discrepancies in the facilities use form, including rental fees. Kathy Blanchard said when it was designed the intention was to provide expense free facility use to organizations directly connected to the school (non-profits). There was discussion about the cost to the district and the possibility of building these costs into the budget.
D. **Orford Community Fields Update:** Arbour reported that the Orford Select Board had voted to accept the recommendations outlined in the document provided in the board packet effective September 26, 2018. Esther Dobbins-Marsh will work on amending the current lease agreement for the RISD board to review and approve at the November meeting. There was additional discussion about subleasing of the fields for community leagues and agreed these groups should be filling out the facility use form and providing proof of insurance.

E. **School Board Training – Budget Process:** The budget process was reviewed along with the draft budget calendar. Arbour encouraged the board to consider priorities as a board so we can align them with our continuous improvement plan. Consideration needs to be given for any state level changes that might also have an effect on our budget and information is needed about the tax impact (ADM, equalized pupil number, anticipated income). Blanchard added the Rivendell Review Committee (RRC) might have some thoughts about how the ADM should be figured. There was additional conversation about proofing of the annual report and how the financial reports are presented.

VIII. **New Business**

A. **Approve Overnight Trips**
   1) Senior Trip (TBD)
   2) Outing Club (October – Hexacube Shelter, Mt. Cube)
   3) National Honor Society – Upper Baker Pond (December)
   4) New York City Art Trip (January 2019)
   5) French Trip (April 15-30, 2019)
   6) Quebec Trip (May 25-28, 2019)
   7) Wilderness Exploration (TBD)

   The board needs a date for the Senior Trip and Wilderness Exploration in order to approve.

   **Action:** Motion was made to approve the following trips as presented: Outing Club, National Honor Society, New York City Art Trip, French Trip, Quebec Trip (Hooke/Gagner) **Approved.**

B. **Policy First Reads:**
   1) **Employee Conduct:** There was discussion that the policy will be included in an employee handbook, but it is appropriate to have it in policy. The board will vote on it at the November meeting.
   2) **Indoor Air Quality:** This policy is required by New Hampshire state law.

C. **REA Negotiations Teams:**
   1) **Teachers**
   2) **Support Staff**

   Arbour made a request for Brenda Gray and Bill Little to attend the negotiations meetings.

   **Action:** Motion was made to establish the REA Negotiations Teams for the 19-20 SY to include Blanchard, Hooke, Arbour with Little and Gray (as appropriate) (Gagner/Hooke) **Approved.**

D. **Correspondence:** There was discussion about communicating athletic scheduling changes.

IX. **Future Agenda Items**

20th Anniversary, Crisis Response, Community Outreach, Department Reports, Vision for Food Service, Cooperation w/Thetford Academy, Electronic Devices, Elected Local Auditors’ Role, ALICE – Active Shooter Response Training, Keys and Access to Buildings, Flag of Compassion Discussion, Rivendell Review Committee Report (Nov), Second Read and Adoption of Indoor Air Quality and Employee Conduct Policies (Nov), First Read of Concussion Policy (Nov), Orford Field Lease Agreement Review/Approval (Nov), Monthly Finance Update (Nov), School Board Training (Nov), Job Descriptions - SEA,SEA IN (Nov), Appoint District Treasurer (Nov), Thetford Academy MOU (Nov), Facilities Use/Rental Recommendations (Nov), Quebec Bike Trip Presentation (Nov)

X. **Action:** Motion was made to adjourn (Hooke/Gagner) **Approved.**

Meeting adjourned at 9:05 p.m.

Recorded by:

Brenda Gray
Executive Assistant/HR Manager

Note: All Board votes were unanimous unless noted otherwise.