Members Present: Marc DeBois, David Ricker, (Orford); Mark Avery, Bruce Lyndes (Fairlee); Kathy Hooke, Jean MacDonald (Vernshire); Kevin Dexter (W. Fairlee); Kathy Blanchard (at-large)

Absent: Margaret Gladstone (Fairlee); Michael Smyth (Orford)

Administration and Staff Present: Mike Harris (Superintendent); Keri Gelenian (Head of Schools/RA Principal); Michael Foxall (SME Principal); Tammy MacQueen (WES Principal); Jan Cole (Director of Special Education); Michael Galli (RA Dean of Students); Robert Bryant (Consultant)

Others Present: Cicely Richardson (Journal Opinion); Orford residents - Sara Day, Bonnie McCouch, Elizabeth & Joseph Schwendler, Joanne Brown, Ken Wiren, Eva Daniels, Ann Green, Sue Ford (NH House of Representatives), Rusty Keith

I. Call to Order: Meeting called to order at 6:30 p.m. DeBois stated that Richardson was recording the meeting as a Journal Opinion reporter for her reporting purposes.

II. Agenda Revision/Time Allocation: Addition under New Business - River Bend.

III. General Public Comments: Joe Schwendler asked for any action regarding the Orford Citizens Committee concerns from the October Board meeting. This update was scheduled for later in meeting, however, Harris reported now that he had sent emails to both the NH DOE Commissioner and the VT AOE Secretary on the day following the meeting asking for them to appoint representatives to work with RISD. He received no reply to those messages. About two weeks later, he tried to contact them again by telephone, but he still has received no reply. Harris stated that this was not encouraging, but he had begun a third attempt this week via personal contacts and will know soon if that will produce replies.

IV. Presentation:
A. Program Evaluations (R. Bryant): Harris gave a brief introduction of Bryant emphasizing Bryant’s skills and experience at other districts including Lebanon. Bryant is working at RISD. He explained that he is coaching adults to work with students and that the students are actually the best teachers presenting new challenges every day. He is also working with the administrators on program evaluation and he distributed handouts on “Program Standards: Tools for Evidence-Based Evaluation” to explain that work. DeBois asked about the administrators’ involvement in the process and Gelenian replied that at RA they have used the template to evaluate the advisory program with several teachers, considering the program’s impacts, costs and resulting needs. Hooke was pleased to know that the administrative team was conducting these evaluations especially during budget time. Harris said he thinks it will work well with grants as well. The Board thanked Bryant for presenting.

V. Consent Agenda
A. Minutes
   1) Board – October 4, 2016
      Action: Motion made to approve consent agenda. (Hooke, Ricker) Approved.

VI. Informational Reports (written)
A. Elementary Schools Report: MacQueen talked about buddy bench in memory of Dylan O’Hearn and outside musical instruments, everything was donated and had an event around this yesterday outside at Westshire. Harris encouraged the Board to be part of this memorial by approving it, as RISD has no policy on “naming” of items, rooms, etc. in memory or honor of, and Board approval would be a good practice. Action: Motion made to accept the donation of the buddy bench in the name of Dylan O’Hearn. (Ricker, Hooke) Approved.
Foxall reiterated how fortunate RISD is to have Bryant working here. He spoke of enjoying working with RISD colleagues and reiterated written report items (i.e., Harvest Dinner and expecting great attendance of grandparents, WES and SME 4th graders getting together). Hooke suggested SME also reach out to the 4th grade parents to involve them in order to help with the transition to the combined 5th grade at SME.

B. **Superintendent Report:** Harris reported on - pleasure that Jennifer Ricker had started as the elementary School Nurse and her transition was going well; will be nominating a candidate for a counselor position later; hiring needs for Special Education; due to absences and lack of custodian substitutes, Operations having concerns keeping up with the needs of the buildings; met again with Bill Bugg at Thetford Academy and both TA and TA and RA need help with driver’s education and food service and are continuing to meet; met with Ann Duncan Cooley of the Orford Selectmen regarding the Orford Community Fields that RISD leases from Orford regarding lease cost increasing and Harris suggested tentatively that perhaps RISD could instead take over maintenance of the fields (absorbed internally possibly with a groundskeeper); will report on Winter Program more at next meeting; Gail Keiling, former Head of Elementary Schools/SME Principal, and Perryman had both recently received awards from the Vermont Association of Educational Office Professionals. Hooke reminded that during the TA discussions last spring that Special Education had been brought up as an area for RISD and TA to look at. Harris reported Special Education had not been discussed at this time, however the plan is to discuss other programs.

C. **Head of Schools:** Gelenian apologized for not having his written report out prior to meeting and copies were distributed to Board. Some items he reported on were: having students run advisory and present videos; Waits River choice night; Rizos’ video is done; Rowland conference was attended by about seven staff; conferences are on Friday; Vex robots; Rachel Sanders teaching this week in Tibet; MacQueen and Gelenian did a principal rotation for one day; robotics being presented to 4th graders; recent film for public on eating disorders well attended; Open House planned for November 17th. Perryman will send email to Board with the date and time of Open House.

VII. **Ongoing Business**

A. **School Board Member (Fairlee & W. Fairlee):** DeBois reported that Gladstone had sent a letter resigning from the Board effective immediately. **Action:** Motion made to accept Margaret Gladstone’s resignation from School Board with regret. (Hooke, Ricker). **Approved.** DeBois said this now makes two open positions on the Board and no one has volunteered. Avery said that the RISD community residents needed to step up or perhaps the number of Board members would need to be reduced in the future. DeBois said an ad would be run in the Journal Opinion and also over the town listservs asking volunteers to contact Perryman if interested in serving.

B. **Local Auditor Opening (VT or NH) Openings:** DeBois said no volunteers for this position either and will combine with the School Board ad and on listservs.

C. **Superintendent Search:** Brief discussion on ads going out in November (Harris), need for two community members on the Search Committee, and Board needing to approve job description. **Action:** Motion made to approve the Superintendent’s job description (60% FTE) as presented. (Ricker, Lyndes) **Approved.**

D. **Update Regarding Orford Citizen Committee:** Update was given at beginning of meeting, however, Harris reiterated as a few other members of the public had come in later. See III above.

VIII. **New Business**

A. **Budget 2017-18:** Harris reported a budget time line was prepared, CFO Paulson and Harris have started meeting with administrators (principals and directors), suggested two special Board meeting dates, public forum dates and requested Board approval of such. **Action:** Motion made to approve Special Board meetings regarding FY18 budget on November 15th (initial budget and Board recommendations) and on December 6th (budget with Board recommendations with administrators there for questions), both at 6:30 p.m. at District Office, and Public Budget Forums on January 9th, 6:30 p.m. at DO and January 17th, 6:30 p.m., at Westshire. (Lyndes, Hooke) **Approved.**
B. Personnel Updates: Harris announced he would like to nominate Amanda Enright for the position of School Social Worker at RA. Harris and Gelenian gave a brief update on her education and experience, explaining at this time she can immediately get NH certification as a School Social Worker. The position that is open is title School Counselor and discussion ensued which included that the RA’s former School Counselor had background in social work and with 7/8th grade students it is mostly about growing up and families, RA has another School Counselor (Nancy Hall) who has the credentials for the academic piece along with Gelenian, Galli and Bryant. Gelenian also stated the SchoolSpring ad had said that preferred qualifications included an MA in counseling or social work. Board agreement was to change the School Counselor position for the 7th/8th grade at Rivendell Academy to School Social Worker/School Counselor, updating job description and stating state certification must be as either a school counselor or school social worker or both.

Action: Motion made to modify the School Counselor title for 7th/8th grade to School Counselor/School Social Worker. (Ricker, Lyndes) Approved.

Action: Motion made to approve Amanda Enright as recommended as School Social Worker at RA. (Ricker, Lyndes) Approved.

C. Correspondence: None reported, except Gladstone’s resignation letter earlier.

D. River Bend Representative – DeBois stated Gladstone had been the Board rep to River Bend and asked if Dexter was willing to be the Board’s rep now. Dexter agreed. Harris stated that he was meeting with Robert St. Pierre of River Bend tomorrow and would give him Dexter’s name and contact information.

IX. Future Agenda Items
Common Core, Crisis Response, Community Outreach, Policies to be Revised (ongoing), Department Reports, Orford Academy Building Task Force, Superintendent Search, Vision for Food Service, Head of Schools Evaluation, Update of Orford Citizen Committee, Budget

X. Executive Session
A. Personnel
B. Negotiations
Action: Motion made to go into executive session at 7:38 p.m. (Avery, Lyndes) Approved. Board came out of executive session at 8:02 p.m.

Action: Motion made to accept Harris’s resignation at the end of June with deep regret and great thanks. (Ricker, Hooke) Approved.

XI. Adjournment
Action: Motion made to adjourn. (MacDonald, Ricker) Approved. Meeting adjourned at 8:03 p.m.

Recorded by:
Penny Perryman, CEOE
Executive Assistant/HR Manager

Note: All Board votes were unanimous unless noted otherwise.