RIVENDELL INTERSTATE SCHOOL DISTRICT  
BOARD MEETING  
Westshire Elementary School – West Fairlee, VT  
November 7, 2017 – 6:30 p.m.

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

**Members Absent:** Cory Austin

**Administration and Staff Present:** Elaine Arbour (Superintendent); Keri Gelenian (Head of Schools/RA Principal); Tammy MacQueen (WES Principal); Michael Foxall (SME Principal); Michael Galli (Dean of Students); Jan Cole (Director of Special Education)

**Public Present:** Mark Burger, John O’Brien, Carl Schmidt, Art Pease, Lawrence Hibbard, Tom Thomson, David Binford, Paul Carreiro, Peter Thomson, David Thomson, Ann Green, Cicely Richardson (Journal Opinion)

I. **Call to Order:** Meeting called to order at 6:31 p.m.

II. **Board Member Appointment (Orford):** Motion was made to swear in Vanessa DeSimone as Orford Board member to replace Michael Smyth (Ricker/Hooke). **Approved.** Moderator, David Hooke, swore in Vanessa DeSimone.

III. **New Business (15 minutes)**
   A. **Conservation Easement (A. Green):** Ann Green provided information about the history of the Rivendell Conservation Easement and distributed a draft ten-year management plan. She explained that the management committee consists of five members and currently has an opening. She expressed an interest in having a teacher serve on the committee, especially one who might be interested in using the open field area or the tree area in the back. Elaine Arbour said Administration would bring forward a name at the December meeting after speaking to the staff to gauge interest.

IV. **Agenda Revision/Time Allocation:** None.

V. **General Public Comments:** None.

VI. **Presentation:** None.

VII. **Consent Agenda**
   A. Minutes
      1) Board October 3, 2017
         **Action:** Motion made to approve consent agenda. (Gagner/Lyndes) **Approved.**

VIII. **Informational Reports (written)**
   A. **Superintendent Report:** Elaine Arbour congratulated the boys’ soccer team for their first state championship win. Arbour also thanked Michael Galli for helping to make things go as smoothly as they did during the power outage and for helping to open the buildings to make showers available to community members. Arbour stated that several issues were identified with School Messenger that will be remedied. She will also be running a test before bad weather. Arbour reported that she had a staff conversation on October 19, 2017 in alignment with the building study part of her goals and will share data once it is collated. She will also draft a community letter with Marc DeBois. Arbour congratulated Nancy Manning and Carrie Emerson on their recent installations as President and Vice President, Region 5 Chair for Vermont Association of Educational Office Professional (VAEOP). Arbour said that the Academy is designated as a Red Cross shelter and Kathy Hooke asked if any of the schools have
IX. Ongoing Business
A. Orford Memorial Hall Plaque: Arbour explained that the previous suggestion of displaying the Memorial Plaque in the old Orford Academy building was met with some resistance and that she heard the community, thanked them for their voice, and decided it is clear that it should be hung in the Memorial Hall. She added she will try and determine a space if they cannot identify its exact original location. Tom Thomson said it was hung right on the inside wall where you walked into the swinging double doors near the north entrance. Art Pease thanked the Superintendent for taking this matter into consideration and Tom Thomson added his thanks for making the right decision and requested that Arbour’s email about the plaque decision be included as part of the official minutes. John O’Brien also expressed his thanks.

B. AHEAD Update: The AHEAD Update will be discussed at the December meeting.

C. NEASC Accreditation – Identify Indicators: Arbour distributed an Integrated Field Review document and explained Rivendell was selected to be part of the winter cohort field study. She further explained the field review fits nicely with some of the work we want to do. It would help identify what we are doing well and where we want to push, while helping to inform some of our thinking.

D. Rivendell Marketing and Communications Committee - Charge: Committee Members (Board): David Ricker, Bruce Lyndes, David Gagner. Bruce Lyndes provided a broad overview of the charge he drafted which included who are audience is, who we are and methods of communication. Action: Motion made to approve the Rivendell Marketing and Communications Committee Charge as: We seek to communicate Rivendell Interstate School Districts’ strengths and appeal to prospective students and their families to attract students into our community (MacDonald/Hooke) Approved.

E. Superintendent’s Goals Check-In/Update: Arbour reviewed the Superintendent Goals Update of November 7, 2017. She reported that she has engaged John Jakubens about needed capital projects and with Dick Paulson about the status of the Capital Fund. Arbour said the evaluation of systems within the district is an ongoing project.

X. New Business
A. Personnel Updates: None.

B. Correspondence: DeBois introduced an email correspondence from Kelley Monahan about her dissatisfaction with the Orford Academy Task Force. DeBois said he invited Monahan to attend the Board meeting. He also added the Board has no obligation to respond to correspondence from the community, but if a member chooses to do so that all Board correspondence should go through Brenda Gray so the entire Board is aware.

C. Policy First Reads: The Board will review the Policy First Reads that were distributed in the Board packet over next month. Any comments or changes should be emailed to Gray so action can be taken at the next Board meeting. Arbour explained the codes are going to start changing because the current Rivendell codes don’t match the Vermont Association of School Business Officials (VASBO) codes. Other changes were driven by the federal grant audit.
D. Job Description Approvals (Principal, Teacher, CFO): Jean MacDonald asked if Dick Paulson had seen the CFO job description. Arbour explained he will have an opportunity, but the description for this job is more comprehensive than what has been done in the past and incorporates VASBO requirements. Hooke suggested that the teacher job description might be too wordy and doesn’t address project based learning, but Arbour said it incorporates efficiency based learning which falls under the state guidelines. She added that project based learning would come across more in the job advertising. **Action:** Motion was made to approve new job description for Principal as submitted (Lyndes/Ricker) **Approved.** **Action:** Motion was made to approve the Business Administrator job description with the following edit – replace mathematical skills language with advanced accounting and data analysis skills (Lyndes/Ricker) **Approved.**

E. Winter Program Update: Arbour said she met with the Rivendell Rec Community, Hulbert and the elementary principals to identify a mission for the winter program. The team agreed they wanted all students to be active, outside, learning and taking advantage of the resources around us. Two winter activity options were discussed, skiing and Hulbert which would be funded by family fees ($30.00 weekly for six weeks) with scholarships available to help with expenses. The transportation expense will be funded by the Field Trip budget line. Mark Avery added that there is a fund in his father’s memory that will provide scholarships for the Winter Program.

XI. 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, Guns in Schools Policy (Dec/Jan), ALICE – Active Shooter Response Training, Teacher PD Website (Dec – presentation), Budget Presentations (Dec)

XII. Executive Session
**Action:** Motion was made to go into Executive Session at 8:14 PM. (Hooke/Lyndes) **Approved.** Board came out of Executive Session at 8:25 PM. (MacDonald/Hooke).

XIII. Adjournment
**Action:** Motion made to adjourn. (8:25 PM) (MacDonald/Hooke). **Approved.** Meeting adjourned at 8:25 PM.

Recorded by:
Brenda Gray
Executive Assistant/HR Manager

Note: All Board votes were unanimous unless noted otherwise.
Good afternoon,

I wanted to let you know that I will be announcing at tomorrow's Board meeting that we will hang the dedication plaque back on Memorial Hall.

As you know, the intent has never been to disrespect veterans or to not hang the plaque. Our original suggestion was to hang the plaque in the renovated Orford Academy as part of a larger display about the dedication and to make it more visible for the community. This suggestion has not been supported by the community at large. In an effort to respect the community's wishes on this matter, we will hang it in the current RA building.

In the coming weeks, I will work to determine the original location of the plaque, as that seems to be a matter of confusion. If we are unable to determine the original location, I will identify a specific location on Memorial Hall to rehang it.

Thank you in advance for your support.

Elaine

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