RIVENDELL INTERSTATE SCHOOL DISTRICT
BOARD MEETING
District Office – Orford, NH
December 4, 2018 – 6:30 p.m.

Members Present: David Gagner, Jon Lester, Bruce Lyndes (Fairlee); Kathy Hooke, Maria Koehler (Vershire); Marc DeBois, Vanessa DeSimone, David Ricker (Orford); Kevin Dexter, Cory Austin (West Fairlee), Kathy Blanchard (at-large)

Members Absent: None

Administration and Staff Present: Elaine Arbour (Superintendent); Keri Gelenian (RA Principal); Julie Donahue (Rivendell Elementary Principal); Tammy MacQueen (Rivendell Elementary Assistant Principal), Jan Cole (Director of Special Education); Bill Little (CFO); Ross Convertino (Athletic Director); Celise Johnson (Food Service Director); Matt Joska (IT Director); Terry Straight (Director of Operations); Barbara Griffin (Teacher); Kerry Browne (Teacher); Kirsten Surprenant (Teacher); Nancy Hall (School Counselor); Story Graves (Teacher); Gail Keefer (Teacher); Tracy Martel (Teacher); Gail Keefer (Teacher); Rachael Weber (Teacher); Paige Radney (Teacher); Angel Parkin (Administrative Assistant)

Public Present: Mark Burger (Orford); Jen Shatney (West Fairlee); Quinn Treadgold (Fairlee); Cicely Richardson (JO)

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

II. Agenda Revision/Time Allocation: None

III. General Public Comments: None

IV. Presentation: None

V. Consent Agenda
   A. Minutes
      1) Board – November 14, 2018
         Action: Motion made to approve consent agenda (Lyndes/Hooke) Approved. (1 abstention)

VI. Informational Reports (written)
   A. Superintendent Report
   B. Head of Schools Report
   C. Elementary Schools Report

VII. Ongoing Business
   A. Rivendell Review Committee Interim Recommendations (Written): Elaine Arbour referenced the Rivendell Review Committee: Interim Recommendations to the RISD School Board document dated November 20, 2018 and explained it is a shorter version prior to the RRC presentation at the January 2019 meeting. Marc DeBois thanked the RRC for their hard work.
   B. Monthly Finance Update: Bill Little reported that the FY17 audit is finished and he is expecting a report in December. The FY18 audit is still in process waiting for some local work to be completed and expects this to be done in a December/January timeframe. Little said New Hampshire Retirement System and the New Hampshire Department of Education will conduct audits in December as well. Anticipated payments from all towns have been received and the FY20 budget preparation is underway.

VIII. New Business
   A. Submission of 2019-2020 Budget: Arbour provided a general overview of the proposed FY20 budget stating a 4.3% increase over last year’s budget. She noted that the State of Vermont has not yet updated per pupil cost information, estimates are still needed for career and technical center enrollment numbers and that no salary or benefit information from either of the bargaining units were included as negotiations have just begun. Some of the points she
reviewed in her presentation included: inequity in the retirement systems for the states of New Hampshire and Vermont and the impact on employees; central office staffing, fund transfers, capital reserve fund expenses, revenue projections, school level budget proposals, special education budget proposal, departmental budget proposals, program budget proposals and school/district administration budget proposal. There was discussion from board members about the impact of the proposed staff reductions in force, increased central office staffing, improvement of instruction budget lines, and the decrease over last year in early childhood special education. There was some discussion about the pros and cons from various perspectives on areas that might have some flexibility in the budget, including the possibility of contracting out some services needed by the central office and facilities. Story Graves provided an overview of the Academic Mentoring Program and explained the aim is to serve students that don’t meet special education requirements, but still require pretty intensive supports. There was additional discussion about the number of FTEs in the district, the potential to pool resources with other area districts and the change in athletic conferences for next year. The general consensus from the Board was for administration to work on a budget with an approximate 3.0% increase rather than 4.3% as presented.

B. Executive Assistant/Communication Job Description Approval: Tabled

C. Director of Operations Job Description Approval Action: Motion was made to approve the Director of Operations job description as present (Gagner/Dexter) Approved.

D. Approval to Access Capital Reserve Fund for Safety Grant Match $15,000: Action: Motion was made to approve $15,000 from the capital reserve fund to match the safety grant (Gagner/Lyndes) Approved.

E. Appoint District Clerk/Treasurer: Tabled

F. Correspondence: None

IX. Future Agenda Items
20th Anniversary, Crisis Response, Community Outreach, Department Reports, Vision for Food Service, Cooperation w/Theftord Academy, Electronic Devices, Elected Local Auditors’ Role, ALICE – Active Shooter Response Training, Keys and Access to Buildings, Flag of Compassion Discussion, School Board Training, Facilities Use/Rental, Quebec Bike Trip Presentation, Orford Field Lease Agreement, Board Goals – Communication to Community, 2019-2020 Budget (Jan), Appoint District Clerk/Treasurer (Jan), Rivendell Review Committee (Jan)

X. Executive Session – (Discussion), 1 VSA § 313
   A. Negotiations, 1 VSA § 313(a)(1)
   B. Personnel, 1 VSA § 313(a)(6)
Action: Motion made to move into Executive Session at 8:35 p.m. (Austin/Blanchard) Approved.
Action: Motion was made to come out of Executive Session at 9:56 p.m. (Austin/Gagner) Approved.

XI. Action: Motion was made to adjourn (Gagner/Hooke) Approved.
Meeting adjourned at 9:57 p.m.

Recorded by:
Brenda Gray
Executive Assistant/HR Manager

Note: All Board votes were unanimous unless noted otherwise.